

CITY HEIGHTS PREP

CHARTER SCHOOL

School Plan for Safe Reopening

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. It was also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

Flexibility or Lifting of County Stay-Home Order

The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Local Public Health Clearance

Local public health officials have made determinations, including, but not limited to, the following:

- i. Testing Availability. We plan to consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. In the case that an employee has potential COVID-19 exposure in the workplace, there will be paid sub coverage, and we will offer COVID-19 testing at no cost. The COVID-19 test will be covered through the San Diego County Office of Education. We will be sure to address these benefits in the Training and Instructions that we will provide to all employees. Families will also be advised on where to take their child to get a COVID-19 test, which can be obtained for free at any of the county COVID-19 testing centers.
- ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths.
- iii. Sufficient surge capacity exists in local hospitals.

Equipment Availability

- i. We plan to have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for all students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.
- ii. There is a plan in place to have an ongoing supply of protective equipment.
- iii. We plan to purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.
- iv. We will be sure to consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

Cleaning Supply Availability

- i. We plan to have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.
- ii. We will ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

Plan to Address Positive COVID-19 Cases or Community Surges

In the case that our school must be closed again for physical attendance of our students, we plan to follow the public health guidelines, and we plan to be in coordination with local health officials.

Response to Positive Tests

In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school, we plan to implement the following steps:

- i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time is based on the risk level within the specific community as determined by the local public health officer.
- ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.
- iii. Additional close contacts at school outside of a classroom should also isolate at home.
- iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- v. We will develop a plan for continuity of education, medical and social services, meal programs and establish alternate mechanisms for these to continue.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

We plan to update the IIPP to address unique circumstances during the COVID-19 crisis, as well as making all updates accessible to employees and parents.

Campus Access Plan

This section includes our plan to address the minimal access to campus, as well as how we will limit nonessential visitors, faculty use permits, and volunteers on campus grounds.

People Showing Symptoms of COVID-19

We plan to exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Monitoring Staff

As staff enters campus, our COVID-19 Coordinator, Roshin Mohammed will take temperature checks everyday and administer COVID-19 protocol questions. We will determine any special or unique needs for students with disabilities related to planned district or school wide procedures.

Students Entering Campuses

The section below addresses our plan for safe reopening.

As students enter campus, our COVID-19 Coordinator, Roshin Mohammed will take temperature checks everyday and administer COVID-19 protocol questions.

I. Passive Screening. We plan to instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials). If they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19, we plan to instruct parents to leave the students at home.

ii. Active Screening. We plan to engage in symptom screening as students enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit). Additionally, we plan to ask all students about COVID-19 symptoms within the last 24 hours, and whether anyone in their home has had COVID-19 symptoms or a positive test.

1. We will ensure that all thermometers will be properly cleaned and disinfected after each use.
- iii. All students will wash or sanitize hands as they enter campuses with the no-touch hand sanitizer and hand-washing stations that will be available.
- iv. We plan to provide supervised, sufficient points of access to avoid larger gatherings.
- v. We plan to use privacy boards or clear screens when practicable.
- vi. If a student is symptomatic while entering campus or during the school day, we plan to do the following:
 1. Students who develop symptoms of illness while at school will be separated from others right away, and preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, we plan to ensure physical distancing.
 2. Any students or staff exhibiting symptoms will be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.
 3. We plan to ensure that students will remain in isolation with continued supervision and care until picked up by an authorized adult.
 4. We plan to follow established guidelines for triaging students in the health office, as well as recognizing that not all symptoms are COVID-19 related.
 5. We plan to advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.
- vii. We will develop a plan if students are symptomatic when boarding the bus.

Staff Entering Campuses

The section below addresses our plan when any staff member enters campus.

- i. **Passive Screening.** We plan to instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials). They will be instructed to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- ii. **Active Screening.** We plan to engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit). Additionally, we plan to ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it will only be used when a fever is suspected.

2. We will ensure that all thermometers will be properly cleaned and disinfected after each use.
- iii. We plan to ensure that all staff will wash or sanitize their hands as they enter worksites.
- iv. We plan to exclude employees who are exhibiting symptoms from the workplace.
 1. Staff members who develop symptoms of illness will be sent to medical care and we plan to have emergency substitute plans in place.
 2. We plan to create a procedure for reporting the reasons for the exclusions.
 3. We will advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

Outside Visitors and Groups

In order to keep our school safe and limit the number of people on campus, we plan to:

- i. Limit access to campus for parents and other visitors.
- ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance.
- iii. Review facility use agreements and establish common facility protocols for all users of the facility.
- iv. Establish protocol for accepting deliveries safely.

Hygiene

This plan addresses the steps that will be taken in order to ensure hygiene practices for personal health and safety in school facilities and vehicles.

Handwashing

In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, our plan for handwashing includes:

- i. Providing opportunities for students and staff to meet handwashing frequency guidance.
- ii. Ensuring sufficient access to handwashing and sanitizer stations. We will utilize portable hand washing stations throughout our site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.
- iii. Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations.

Training of Proper Handwashing Techniques and PPE/EPG Use

This section addresses our plan to train all staff and students on proper handwashing techniques and PPE/EPG use, which include the following:

- i. We plan to train them on how to scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. We will teach staff and students on how to use paper towels (or single use cloth towels) to dry hands thoroughly.

- ii. We plan to ensure that all students and staff will wash their hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.
- iii. We plan to follow CDC guidance on proper PPE use.

Training for Face and Nose Covering

Below is our plan to teach staff and students to:

- i. Use tissue to wipe the nose and cough and sneeze inside the tissue.
- ii. Not touch the face or face covering.

Protective Equipment

This plan addresses the steps that will be taken in order to ensure that there will be protective equipment around campus to ensure personal health and safety in school facilities and vehicles.

PPE Training

Our plan to provide PPE Training is in accordance with CDC guidance in order to:

- i. Train and provide information to staff and students on proper use, removal, and washing of cloth face coverings.
- ii. Train students and staff regarding how face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. We plan to make reasonable accommodations, such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields will include a cloth drape attached across the bottom and tucked into the shirt.
- iii. Train staff and students to understand that cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). We plan to train them that cloth face coverings are not surgical masks, respirators, or personal protective equipment.

Staff Protective Equipment

As recommended by the CDC, our plan is to ensure that all staff will wear face coverings. Per CDPH guidance, we will plan to inform our teachers that they could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.

- ii. We plan to provide masks if the employee does not have a clean face covering.
- iii. We plan to provide other protective equipment, as appropriate for work assignments.
 - 1. For employees engaging in symptom screening, we plan to provide surgical masks, face shields, and disposable gloves.
 - 2. For front office and food service employees, we plan to provide face coverings and disposable gloves.

3. For custodial staff, we plan to provide equipment and PPE for cleaning and disinfecting, including:

A. For regular surface cleaning, we plan to provide gloves appropriate for all cleaning and disinfecting.

B. Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. We will ensure that all products will be kept out of children's reach and stored in a space with restricted access.

C. Since Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used, we plan to train the staff on the hazards of chemicals.

Student Protective Equipment

This section addresses our plan for students using cloth face coverings, especially in circumstances when physical distancing cannot be maintained. Since we are requiring students to wear face coverings, we plan to provide face coverings to be used. We plan to consider how we will address students with disabilities who refuse or are not able to wear masks.

At a minimum, we plan to ensure that face coverings will be worn:

1. While waiting to enter the school campus.
2. While on school grounds.
3. While leaving school.

Physical Distancing

Our plan to meet physical distancing standards in school facilities and vehicles is addressed in this next section. We plan to clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Additionally, we plan to determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs

Plan to Limit the Number of Persons in Campus Spaces

We plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 3 feet of distance between individuals (3 feet is the current minimum recommendation for physical distancing from the CDC, but we plan to pay attention to future modifications in public health recommendations).

Creating Smaller Student/Educator Cohorts & Minimizing Movement

To the extent possible, and as recommended by the CDC, we plan to create smaller student/educator cohorts in order to minimize the mixing of student groups throughout the day.

Furthermore, we plan to minimize movement of students, educators, and staff as much as possible.

Alternative to Physical Distancing

In a circumstance where sufficient physical distancing is difficult or impossible, we plan that all individuals, including staff and students, will wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they will be used to mitigate virus spread when physical distancing is not feasible.

Student Physical Distancing

We will plan to:

- i. Limit number of students physically reporting to school, if needed to maintain physical distancing.
 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives.
 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models.
- ii. Follow the CDC recommendations for virtual activities in lieu of field trips and intergroup events.
- iii. Post signage and install barriers to direct traffic around campus.
- iv. Playgrounds/Outside Spaces/Athletics
 1. Increase supervision to ensure physical distancing.
 2. We plan that physical education (PE) and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- v. Classrooms
 1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
 2. In accordance with CDC and CDPH guidance, we plan to ensure desks are a minimum of 3 feet apart and arrange desks in a way that minimizes face-to-face contact.
 3. If necessary, broadcast to other classrooms and students distance learning at home.
 4. Increase staffing to ensure physical distancing for younger students and students with special needs.
 5. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
 6. Address physical distancing objectives as students move between classrooms.
 7. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.
- vi. Food Service

The anticipated plan is that students will be offered a lunch meal. We plan to follow a hybrid schedule and students will receive a bagged meal to take home.

Staff Physical Distancing

Our plan to ensure physical distancing among staff in their work environment in order to reduce spread of the virus includes:

1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.
 2. Avoiding grouping staff together for training or staff development. We plan to consider conducting the training virtually or, if in-person, we plan to ensure that distancing is maintained.
- ii. If applicable, we plan to adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies.
- iii. In accordance with Cal/OSHA regulations and guidance, we plan to evaluate all workspaces in order to ensure that employees can maintain physical distancing to the extent possible.
1. Where possible, we plan to rearrange workspaces to incorporate a minimum of 3 feet between employees and students.
 2. If physical distancing between workspaces or between employees and students and visitors is not possible, we plan to add physical barriers that cannot be moved to separate workspaces.

Cleaning and Disinfecting

We plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

We plan to meet high cleanliness standards prior to reopening and maintain a high level during the school year.

Sharing Avoidance

In accordance with CDC guidance, we plan to avoid sharing electronic devices, toys, books, and other games or learning aids.

Items Difficult to Clean and Sanitize

We will continue to not have stuffed animals and any other toys available on campus that are difficult to clean and sanitize.

Safe Use of Disinfectants

In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, we plan to:

- i. Have a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
- ii. Disinfect surfaces between uses, such as:
 1. Desks and tables
 2. Chairs
 3. Keyboards, phones, headsets, copy machines
- iii. Disinfect frequently—at least daily—high-touch surfaces, such as:
 1. Door handles
 2. Handrails
 3. Drinking fountains
 4. Sink handles
 5. Restroom surfaces
 6. Toys, games, art supplies, instructional materials
 7. Playground equipment
- iv. Use those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List when choosing disinfecting products, N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.
 1. To reduce the risk of asthma related to disinfecting, we aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).
 2. We plan to avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
 3. We plan to use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- v. Air out the space before students arrive when cleaning. We also plan to do thorough cleaning when students are not present.
- vi. Close off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, we plan to wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as possible.

Plan for Adequate Outdoor Air Circulation

Our school's facility manager will replace the air filters 1-2 times a week in all buildings, the ventilation system will be checked, all windows will remain open, and classroom doors will be encouraged to be kept open. We have also purchased Smart True HEPA Air Purifiers for all classrooms.

Handling Student Belongings

In order to properly handle student belongings, our plan is to keep each child's belongings separated and sent home to be cleaned each day.

Employee Issues

This portion addresses the steps that will be taken in order to engage employees on COVID-19 plans and provide them with all necessary training and accommodations needed.

Revisit existing bargaining agreement.

We plan to engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.

ii. We plan to create a plan for future bargaining that may be necessary as additional issues arise.

Staffing Ratios

i. We plan to ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.

ii. We plan to consider rolling staff cohorts to meet needs and avoid overwork.

Staff Training

This plan addresses the steps that will be taken to develop and provide staff training or utilize state-provided training on:

i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, we plan on providing the specialized training that is required.

ii. Physical distancing of staff and students.

iii. Symptom screening, which includes temperature checks.

iv. Updates to the Injury and Illness Prevention Program (IIPP).

v. State and local health standards and recommendations, including, but not limited to, the following:

1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. We also plan to include training on removal and washing of cloth face coverings.

2. Cough and sneeze etiquette.

3. Keeping one's hands away from one's face.

4. Frequent hand washing and proper technique.

5. Confidentiality around health recording and reporting.

vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.

vii. Training on trauma-informed practices and suicide prevention.

Staff Liaison

We plan to designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. We plan to ensure that all employees know who they are and how to contact them.

Reasonable Accommodations

- i. We plan to protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.
- ii. In the case that an employee is ill, there will be sub-coverage and all employees have paid sick leave.

Communication

This section addresses the steps that will be taken to ensure there is no lack of communication between all stakeholders at our school.

Stakeholder Engagement

We plan to engage all stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

We plan to communicate all COVID-19-related Protocols to staff, students, and parents about new, COVID-19-related protocols, including:

- i. Proper use of PPE/EPG.
- ii. Cleanliness and disinfection.
- iii. Transmission prevention.
- iv. Guidelines for families about when to keep students home from school.
- v. Systems for self-reporting symptoms.
- vi. Criteria and plan to close schools again for physical attendance of students.

Communication for Vulnerable Members of the School Community

We plan to target communication for vulnerable members of the school community.

Communication Plan for Positive COVID-19 Case

We plan to create a communications plan in case our school has a positive COVID-19 case.

We plan to:

- i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
- ii. Notify staff and families immediately of any possible cases of COVID-19. We will review legal responsibilities and privacy rights for communicating about cases of the virus.

- iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance.
- v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.
- vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, we plan to follow appropriate CDC guidance for home isolation.