

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
REGULAR MEETING

Join Zoom Meeting:

<https://zoom.us/j/99715488751?pwd=dHlwYHY2eW9pbmZsWklMRFFrWEh0QT09>

Meeting ID: 997 1548 8751

Pass: c91ziZ

Tuesday October 20th, 2020 - 6:00 PM

Vision: To be a model for successful education of the whole child.

*Mission: To nurture and deepen each child's academic and creative capacities using methods inspired by
Waldorf education in a public school setting.*

*LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for
high school*

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The Blue Oak Charter Council reserves the right to take action on any item on the agenda.

AGENDA

OPEN SESSION - 6:00 PM

1. OPENING - 5 Minutes

- 1.1. Call Meeting to Order
- 1.2. Roll Call of Council Members and Establish Quorum
- 1.3. Invocation - School Verse Read

“This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, Love of life itself. Let us remember that as many hands build a house, So many hearts build a school.”

- 1.4. Agenda Modifications
- 1.5. Audience to Address the Council

*This is an opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. The chair may establish a maximum speaking time for any item.
Persons may not yield their time to another speaker (Gov. Code § 54954.3)*

2. CONSENT AGENDA - 10 Minutes

- 2.1. Approve Minutes from September 15th, 2020; September 23rd, 2020; and October 7th, 2020
- 2.2. Charter Impact Monthly Report Jim Weber, Charter Impact

- 2.2.1. Attendance and Enrollment
- 2.2.2. Cash Flow
- 2.2.3. Balance Sheet Detail
- 2.2.4. Warrants/Aged Payable
- 2.2.5. Point of Sale Transactions/Check Register
- 2.2.6. Actual to Budget Summary

3. GOVERNANCE - 15 Minutes

- 3.1. Finance Committee
- 3.2. Policy Review
 - 3.2.1. COVID-19 Personnel Policy
- 3.3. Re-Entry Plan
 - 3.3.1. Hybrid Implementation Date
- 3.4. Board Training
 - 3.4.1. Brown Act Governance

Chelsea Parker
Susan Domenighini

4. FACULTY

- 4.1. Grade Level Report

5. ADMINISTRATION - 30 Minutes

- 5.1. Executive Director's Report
 - 5.1.1. CUSD Report

Susan Domenighini

6. NEXT MEETING - Tuesday, November 17th, 2020

ADJOURNMENT

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
REGULAR MEETING

Join Zoom Meeting
<https://bcoe.zoom.us/j/92882244643>
Meeting ID: 928 8224 4643

Tuesday, September 15, 2020 - 6 pm

Vision: To be a model for successful education of the whole child.

*Mission: To nurture and deepen each child's academic and creative capacities using methods
inspired by Waldorf education in a public school setting.*

LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for high school

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AGENDA

OPEN SESSION - 6 PM

1. OPENING - 5 Minutes

1.1. Call Meeting to Order

- Monica McDaniel adjourned the meeting.

1.2. Roll Call of Council Members and Establish Quorum

- Present: Monica McDaniel, Laura Swanson, Chelsea Parker, Laurel Hill-Ward, Trisha Atehortua, Vicki Wonacoff, and Heather Bonea
- Absent: None

1.3. Invocation - School Verse Read

"This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."

1.4. Agenda Modifications

- No agenda modifications were made.

1.5. Audience to Address the Council

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Persons may not yield their time to another speaker (Gov. Code § 54954.3)

- Blue Oak Parent (Ryan) of a 1st Grade student voiced concerns about the themes presented in the Grimm Fairy Tales that are read aloud to his son's class. He feels strongly that these are not messages his child should be receiving and no longer

feels that his son should be attending his classes storytime. He requested that this topic possibly be added to a future BOCC agenda.

- Blue Oak Parent (Tighe) would like the students to return to campus as soon as possible; Tighe knows there is no substitute for students being taught in person. It is understood that teachers and school staff are working as hard as possible to make this happen.
- Susan Domenighini explained to the audience that in order to get a specific topic added to a future agenda, the topic either needs to be presented during a BOCC meeting or emailed to Susan. If a topic is presented during a BOCC meeting, that topic will not be added to an agenda until the next meeting.

2. CONSENT AGENDA - 10 Minutes

- Chelsea Parker made a motion to approve the Consent Agenda. Laurel Hill-Ward seconded the motion. There was no further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Heather Bonea	X			
Laurel Hill-Ward	X			

- Vote passes.

2.1. Approve Minutes from August 25, 2020

2.2. Charter Impact Monthly Report Impact

Jim Weber, Charter

2.2.1. Attendance and Enrollment

2.2.2. Cash Flow

2.2.3. Balance Sheet Detail

2.2.4. Warrants/Aged Payable

2.2.5. Point of Sale Transactions/Check Register

2.2.6. Actual to Budget Summary (*part of the Financial Forecast in the Charter Impact Report*)

2.3. Approve Offers of Employment

2.3.1. Maria Cadera, Aide

2.3.2. Alex Archer, Executive Assistant

2.4. Accept Employee Resignations

2.4.1. Nick Navaikov, Games

3. GOVERNANCE - 15 minutes

3.1. Establish Retreat

- Council Members rescheduled the Strategic Plan Retreat to take place on October 7th, 2020 at 6PM. Additionally, a Special Meeting was established to take place on September 23rd, 2020 at 6PM.

3.2. Establish Committees

3.2.1. Finance

- Monica McDaniel made a motion to continue to have a Finance Committee. Chelsea Parker seconded the motion. There was no further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Heather Bonea	X			
Laurel Hill-Ward	X			

- Vote passes.
- Monica McDaniel expressed her gratitude to the members of the Finance Committee for their dedication and high level of expertise.

3.2.2. Facilities

- Susan Domenighini spoke to the need to have a Facilities Committee. The current Blue Oak facilities lease ends in 2022; topics such as extending the lease or making a new offer on the property needs to be discussed. With the approaching deadline, Susan feels that it is time for more formal support from the Charter Council.
- Heather Bonea volunteered to help research and/or participate on the Facilities Committee. Trisha Atehortua volunteered to share knowledge of local real estate.
- Susan Domenighini requested an Ad Hoc Committee be formed with Trisha and Heather in order to do preliminary research and then form an official Brown Act Committee at a later date.
- Monica McDaniel made a motion to appoint Heather Bonea and Trisha Atehortua to an Facilities Ad Hoc Committee to work with Susan Domenighini until a more formal committee is in place or until Blue Oak secures a new facilities lease. Vicki Wonacoff seconded the motion. There was no further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			

Laura Swanson	X			
Vicki Wonacott	X			
Heather Bonea	X			
Laurel Hill-Ward	X			

- Vote passes.

3.3. Finance Committee

Chelsea Parker

- Chelsea Parker reviewed the big topics from the last Finance Committee meeting such as adapting the budget to reflect the Learning Loss Mitigation Funds and Learning Continuity Plan Funds; all of these funds have timeline requirements. Also covered: approval of a Career Technical Education (CTE) Grant to be submitted, discussion of School Plan for Student Achievement challenges, and notification of an EPA Funding increase. Overall, Blue Oak finances are looking very healthy.
- Heather Bonea suggested that the Finance Committee explore the idea of giving teachers extra pay for the additional hours they had to work in order to prepare to shift to a Distance Learning teaching model. Chelsea said this topic will be discussed in a future Finance Committee meeting.

4. ADMINISTRATION - 30 Minutes

4.1. Executive Director's Report

Susan Domenighini

- Blue Oak 4th Grade Teacher, Riley Murray, shared an update from faculty members via powerpoint presentation. The presentation summarized the lessons each class is currently covering including pictures and videos of students' work.
- Susan Domenighini shared that the faculty decided last week to temporarily suspend the Technology Specialty; instead, Ellie Glusman, will work directly with teachers in their classes to help support students, parents, and teachers themselves. Additionally, Emma Todd the Blue Oak School Counselor, is seeing a rise in requests; it is important to point out that this is not just a health crisis we are in but also a mental health crisis. This counseling support is available for both students and parents. Finally, it was noted that we do have a number of families who are currently fire affected; a portion of whom was previously affected by the Camp Fire as well.

4.1.1. Public Hearing Learning Continuity and Attendance Plan

- Monica McDaniel opened the public hearing for the Learning Continuity and Attendance Plan.
- Susan Domenighini shared the report for the Public Hearing Learning Continuity and Attendance Plan. Typically, Blue Oak has a Local Control and Accountability Plan (LCAP) but, due to COVID-19, the state is asking schools instead to create a Learning Continuity and Attendance Plan which focuses on how our school is continuing education in the current environment. Each section of the document was summarized and reviewed.
- There was no discussion from the audience.
- Monica McDaniel closed the public hearing.

4.1.2. School Plan for Student Achievement

- Susan Domenighini explained the School Plan for Student Achievement documents how the federal funds Blue Oak has are being used, particularly the

Title I funds which are used in support of struggling students. The Finance Committee reviewed this document last week.

- The document was briefly reviewed with Council members. This document includes upcoming goals, strategies, and proposed expenditures.
- Laurel Hill-Ward made a motion to accept the School Plan for Student Achievement. Heather Bonea seconded the motion. There was no further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Heather Bonea	X			
Laurel Hill-Ward	X			

- Vote passes.

4.1.3. Reopening Safety Plan

- The purpose of this document is to outline a clear plan for how we will integrate students back on to campus safely assuming there are still concerns surrounding COVID-19. Rachel Ceja and Buck Ernest, along with Susan Domenighini, spearheaded the creation of this document.
- A number of concerns were raised about teachers safety, workloads, and other teacher-focused policies surrounding the possibility of reopening the school. However, Susan reminded the Council members that this document establishes safety protocols on campus assuming we make the decision, at a later time, for students to return while there is still a COVID-19 threat.
- This document needs to be in place before we can move forward with deciding the specifics of reopening, such as the teacher-related concerns voiced earlier. Once this document is approved, then discussions can proceed about whether or not Blue Oak wants, for example, to invite small groups back in October, to apply for a waiver to invite K-5 back to campus, or to wait for students to return until after January.
- There was a general consensus to table this discussion to allow the Council members more time to thoroughly read through the document. Discussion about this document will continue at the next special BOCC meeting. It was requested that this document also be brought to faculty for review as well and another parent survey be sent out.
- Heather Bonea made a motion to table this discussion. Laurel Hill-Ward seconded the motion. There was no further discussion.
- Vote

Name	Yes	No	Abstain	Absent
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Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Heather Bonea	X			
Laurel Hill-Ward	X			

- This vote passes.

4.1.4. On Site Small Group Plan After October 16th

- There was a consensus that this agenda item was not ready to be discussed. The Reopening Safety Plan needs to be in place first and it is important to hear more from faculty and parents before moving forward with a decision about reopening with small groups in mid-October. Susan Domenighini requested that this agenda item be tabled as well.

5. CLOSED SESSION - 15 minutes

5.1. Conference with Labor Negotiators (§54957.6) Unrepresented Employee: Executive Director

- The Charter Council reported out from the closed session. Council members voted to follow precedent as established with the faculty to cover the additional costs of healthcare premiums of \$8,000 per year for two years for the Executive Director.

6. NEXT MEETING - Wednesday, September 23rd, 2020

ADJOURNMENT

- Monica McDaniel adjourned the meeting.

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
SPECIAL MEETING

Join Zoom Meeting:

<https://zoom.us/j/96126212668?pwd=MytQSmhFc3NlRnVMMSG9tNHk0R1RjZz09>

Meeting ID: 961 2621 2668

Passcode: ZV84TN

Minutes

Wednesday, September 23, 2020 - 6:00 PM

Vision: To be a model for successful education of the whole child.

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*LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for
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AGENDA

OPEN SESSION - 6:00 PM

1. OPENING - 5 Minutes

1.1. Call Meeting to Order

- Heather Bonea called the meeting to order at 6:07PM

1.2. Roll Call of Council Members and Establish Quorum

- Present: Heather Bonea, Trisha Atehortua, Vicki Wonacoff, Chelsea Parker, Laura Swanson, and Laurel Hill-Ward
- Absent: Monica McDaniel

1.3. Invocation - School Verse Read

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- Heather Bonea read the school verse

1.4. Agenda Modifications

- There were no agenda modifications

1.5. Audience to Address the Council

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- There were no audience members to address the council

2. GOVERNANCE - 15 Minutes

2.1. Learning Continuity and Attendance Plan

Susan Domenighini

- Clarifying questions were posed to remind the council of the specific purpose of this document
- Chelsea Parker pointed out a typo on Page 3 under the Total Funds column where a comma should have been in place of a decimal in the figure \$15.000
- Vicki Wonacoff made a motion to approve the Learning Continuity and Attendance Plan with the adjustment of the figure mentioned above
- Laurel Hill-Ward seconded the motion to approve the Learning Continuity and Attendance Plan with the adjustment of the figure mentioned above
- Susan was also asked to clarify that the Learning Continuity and Attendance Plan is not the same document that is referred to as the LCAP
- Vote:

Name	Yes	No	Abstain	Absent
Heather Bonea	X			
Monica McDaniel				X
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			

- The motion passed

3. NEXT MEETING - Wednesday, October 7, 2020 at 6PM (Special Meeting) Tuesday, October 13, 2020 at 6PM (Regular Meeting)

ADJOURNMENT

- The meeting was adjourned by Heather at 6:21PM

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
SPECIAL MEETING

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<https://zoom.us/j/99715488751?pwd=dHlwaHY2eW9pbmZsWklMRFFrWEh0QT09>

Meeting ID: 997 1548 8751

Passcode: c91ziZ

MINUTES

Wednesday, October 7th, 2020 - 6:00 PM

Vision: To be a model for successful education of the whole child.

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*LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for
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AGENDA

OPEN SESSION - 6:00 PM

1. OPENING - 5 Minutes

1.1. Call Meeting to Order

- Monica McDaniel called the meeting to order at 6:08PM

1.2. Roll Call of Council Members and Establish Quorum

- Present: Trisha Atehortua, Chelsea Parker, Vicki Wonacoff, Laura Swanson, Heather Bonea, Monica McDaniel, Laurel Hill-Ward
- Absent: None

1.3. Invocation - School Verse Read

"This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."

- Chelsea Parker read the school verse

1.4. Agenda Modifications

- No agenda modifications were made

1.5. Audience to Address the Council

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- Many Blue Oak parents and employees were present and spoke to their current health and safety concerns regarding the reopening of the school.
- Blue Oak Parent (Steve), who has Kindergarten and 1st grade students, is not planning on having his children return to school in the spring semester. He said he will be waiting until next summer to reassess.
- Blue Oak teacher, Cheryl Grant, emphasized the importance of spending more time outdoors and emphasized the need for time, money, and other resources to be allocated for such activities. She also wondered what would happen if there were additional stressing factors, such as poor air quality, on top of the current stressors of COVID-19. She wanted to know if staff preferences will be taken into consideration before moving forward. She urged the Council to consider the length of the school day specific to the Kindergarten program. Finally, she had questions regarding the size of the cohorts and enrollment moving forward. Monica McDaniel noted that cohort size is a question for teachers.
- Blue Oak Parent (Mitchell), who has 1st grade, 4th grade, and 7th grade students, likes the idea of remaining in distance learning for the rest of the semester and reassessing if a change is necessary at the beginning of next semester. He feels as though his children are just getting in the swing of things; he worries about changing things up too quickly and stressed the importance of consistency.
- Laurel Hill-Ward joined the meeting.
- Blue Oak Parent (Jen), who has Kindergarten and 7th grade students, explained that her kids are in a good groove and appreciate how little they are on Zoom. She appreciates what her family currently has at Blue Oak and mentions that her family does not want to go back to school.
- Blue Oak Parent (Eric), who has a 4th grade student, agreed that he would like to hold off on returning to school and is attending this meeting to find out more information.
- Blue Oak Parent (Amanda), who has 3rd grade, 5th grade, and 7th grade students, had questions about what the options are for families who are not ready to return to school. She wondered if the quality of distance learning can be maintained if a portion of students were to return to school. She later addressed the council again looking for clarification about the options given on the parent survey.
- Blue Oak Parent (Jackie), who has a 6th grade student, explained that after traveling around the country recently, she wants the Council to consider waiting to reopen the school to see what other schools experience first.
- Blue Oak Staff Member and Parent (Kellie), who has an 8th grade student, would also like to wait to open after next semester and see how it goes with other Chico Unified schools. She was also wondering if she has a choice as a staff member, not just a parent. Finally, she mentioned that through her position, she has received a lot of calls from families looking for schools who are going to continue distance learning.
- Heather Bonea reminded everyone that the Council previously decided together that Blue Oak would not discuss returning to school until the second semester and that only small groups of students would be approved to return before then, if they were to return at all.
- Monica McDaniel reassured the audience that reopening is not going to be happening in the next couple of weeks, the Council just wanted to recognize everyone's opinions and ideas.
- Blue Oak Parent (Heather), who has a 1st grade student, wanted to express concerns for teachers and wanted to know if teachers have a choice in how Blue Oak will be moving forward. She is concerned about teachers' safety and is concerned the teachers may be overburdened if they have to teach both in person and via distance learning. She asked if the school would consider homeschool options for families who do not want to return to school and explained that her family will not be returning until after next summer. Finally, she expressed worries for the school as a whole; she is concerned that families will permanently leave after a decision is made and the school will lose funding.

- Blue Oak Parent (Tighe), who has an 8th grade student, pointed out that the statement made by Heather Bonea regarding the Council's previous decision did not make sense based on the survey that was sent out prior to today's Charter Council meeting.
- A consensus was reached to move forward with presenting the information the Executive Director, Susan Domenighini obtained by surveying Blue Oak parents and staff members.

2. GOVERNANCE - 15 Minutes

2.1. Re-Opening Plan

Susan Domenighini

- There was extensive discussion regarding the documents presented including the reopening plan itself as well as charts and information gathered through surveys, staff and faculty meetings, and charter leader meetings.
- Susan Domenighini explained that the item on the last BOCC agenda was to make an overarching plan that keeps staff, parents, and students safe. We will not be able to have any students on campus until we have established a safety plan. This plan describes general safety protocol if students were to return; this plan does not describe specifics of how and when students will return. Based on the survey information (223 responses in all), teachers and parents are at about a 50/50 split regarding returning to school. According to conversations with other charter leaders, this seems to be the common consensus.
- Both Susan Domenighini and Chelsea Parker re-emphasized that the specifics of how and when to reopen will be discussed and voted on at a later time.
- It was established that the Council would go through the document one page at a time to allow any Council members to share their notes or thoughts. The following suggestions or comments were made:
 - On Page 2, Heather Bonea and Laura Swanson wanted clarification for how sub cohorts will be established and managed.
 - On Page 3, Item 2 Heather Bonea noted there is a statement that may be misleading and suggested removing it.
 - Laura Swanson does not want the document to give the idea that we will be able entirely stop the spread of COVID-19.
 - On Page 4, Heather Bonea noted there are some statements that may not be scientifically based and suggested removing them.
 - On Page 8, Heather Bonea questioned how we would monitor bathroom/sink use of students. She was also wondering how we will implement and manage classroom cohorts.
 - Heather Bonea suggested putting a clarifying statement in the plan to explain these are the safety protocols to be applied if there is any student presence on campus.
 - Monica McDaniel voiced concerns for the teachers if they were to be in charge of two different styles of teaching at once (distance learning and in-person teaching).
- Susan Domenighini explained that Butte County has now moved from the purple tier to red tier which means we no longer need a waiver to open, however we do still need a safety document to provide the health department in the event of a confirmed case on campus. The Council was reminded this document is publicly available on the Blue Oak website. The current safety plan was written primarily by the Facilities Manager, Buck Ernest, along with other Blue Oak administrators. Most of the information in the document comes from guidelines set by the CDC, BCOE, and the Public Health Department.
- Susan Domenighini recommended that the Council members send their specific concerns directly to her so she can review them all at once, adjust the document accordingly, and report back to the Council once the concerns have been addressed. Monica McDaniel seconded this suggestion.

- Many members of the Council shared that they also had a lot of positive feedback about this document and did not want any critiques of the document to discredit any of the hard work put into its creation.
- Susan Domenighini spoke to the idea that every classroom is different in how it is taught so it is unlikely that there will be any one option that would fit K-8; there will most likely need to be variety in our approach. Susan and Monica McDaniel both pointed out that our school is unique as well, meaning that our plan may not look like other schools, and it is important to leave flexibility for our teachers to implement these guidelines in a way that is true to Blue Oak.
- Other comments and concerns regarding this process included:
 - Laurel Hill-Ward reminded everyone that there is no perfect plan, the goal is to be flexible and able to adapt to changes when new information arises.
 - Susan Domenighini and Buck Ernest stressed the importance of moving through this process sooner rather than later because there is a lot of work to be done and this is only the first step. Additionally, it is important to make sure Blue Oak staff and parents understand what happens after this document is approved.
 - Laurel Hill-Ward pointed out that many teachers are leaving the profession due to personal concerns and suggested that the Council looks more closely at what the teachers want, what they need, and what works best for them.
- There was discussion surrounding the idea of tabling the approval of this document in order to spend more time reviewing and revising it with both Council members and administrators present. The Council decided to hear the rest of Susan's presentation and any other comments from the audience.
- Blue Oak Teacher, Kate McDonald, submitted a letter to Council and Blue Oak Teacher, Brianna Lee, volunteered to read the letter aloud during the meeting. Kate McDonald's letter outlined how COVID-19 has personally affected herself and her family and spoke to her concerns about reopening the school. She is concerned how she will be able to handle the workload of managing students both in person and via distance learning. She is also concerned about the lack of resources available to ensure the reopening of our school is indeed safe for students and staff, and suggested reallocating the budget for hiring a new Music Teacher to be used to create or implement a more official homeschooling program.
- Blue Oak Teacher, Brianna Lee, also shared her personal observations; pointing out that a big concern of hers is making sure any at-risk students who are deeply struggling with distance learning are taken into consideration when making plans moving forward.
- Many Council members echoed Brianna's concerns for families who are facing hardships during these times and stressed the importance of ensuring that the Council's plans and decisions are equitable.
- Susan Domenighini finished her presentation by pointing out that intervention and special education were two topics that still needed to be added to the document and shared additional comments from the parent and staff surveys.
- After a brief discussion, the Council decided to form a subcommittee for the purpose of reviewing this document with Susan and her team. Chelsea Parker and Vicki Wonacoff volunteered to participate in the subcommittee.
- Heather Bonea made a motion to to approve the formation of a subcommittee and to table the current agenda item. Laura Swanson seconded the motion.
- No discussion.
- Vote

Name	Yes	No	Abstain	Absent
Monica McDaniel	x			
Heather Bonea	x			

Chelsea Parker	x			
Trisha Atehortua	x			
Laura Swanson	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			

- Vote passes.

2.2. Strategic Plan

- Chelsea Parker made a motion to table this agenda item as well. Trisha Atehortua seconded this motion.
- No discussion.
- Vote

Name	Yes	No	Abstain	Absent
Monica McDaniel	x			
Heather Bonea	x			
Chelsea Parker	x			
Trisha Atehortua	x			
Laura Swanson	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			

- Vote passes.
- One final question was asked regarding a survey specifically for staff and Susan Domenighini said she would send one out.

3. NEXT MEETING - Tuesday, October 20, 2020 (Regular Meeting)

ADJOURNMENT

- Monica McDaniel adjourned the meeting at 8:15PM.

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

Blue Oak Charter School

Monthly Financial Presentation – September 2020

September Highlights

Highlights

- Forecast surplus **+\$136K**, recommended to reserve surplus for future shortfalls.
- Revenue forecast near budget, **(\$3K)**.
- Early expenses forecast below budget **\$41K**.
- Cash ended month **\$331K**, utilizing PPP loan to cover payroll during funding delay.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.

Compliance and Reporting

- Reporting uses of Learning Loss funding begins in September and October.
- Quarterly grant reporting will be submitted in October.

Enrollment and Revenues

- 2020/21 funding is based on 2019/20 P-2 ADA (293.37), no ADA will be reported for 2020/21.
- 2020/21 CALPADS data will update rolling UPP for 2020/21, current forecast 58% (3 yr).

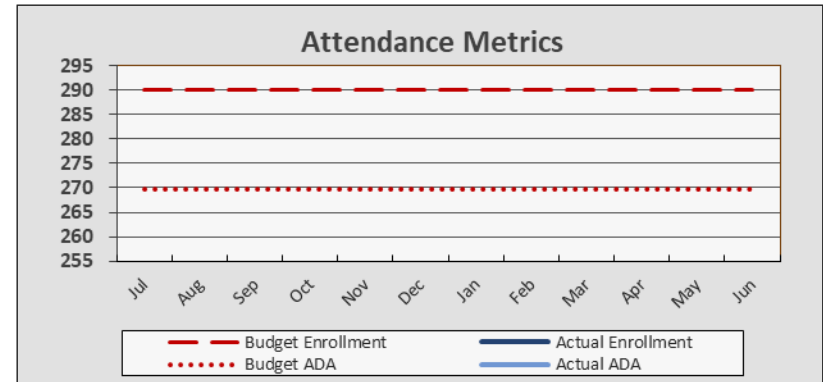
Attendance Data and Metrics



Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	n/a	290	290
ADA	n/a	293	293
Attendance Rate	n/a	101.2%	101.2%
Unduplicated %		58.0%	58.0%
Revenue per ADA		\$12,561	\$12,570
Expenses per ADA		\$12,097	\$12,237

Attendance Metrics



2020/21 funding is based on 2019/20 P-2 ADA (293.37), no ADA will be reported for 2020/21.

Revenue

- **September Updates**
 - **Learning Loss Mitigation and ESSER Funds:**
 - **\$153K** use by Dec 2020
 - **\$23K** use by June 2021
 - **\$80K** recommended hold surplus until 2021/22 to maintain/expand current services.

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 273,437	\$ 302,335
Federal Revenue	-	169,724
Other State Revenue	-	22,823
Other Local Revenue	49,715	37,953
Total Revenue	\$ 323,152	\$ 532,836

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 2,678,690	\$ 2,678,690	\$ -
368,503	372,705	(4,202)
414,765	414,765	-
223,043	221,543	1,500
\$ 3,685,001	\$ 3,687,703	\$ (2,702)

Expenses



- September Updates
 - Expenses update – Expense forecast includes increased LLMF expenses for equipment and staffing.

Expenses

Year-to-Date					
Actual		Budget	Fav/(Unf)		
\$	359,351	\$	408,271	\$	48,920
	59,225		69,065		9,841
	110,709		125,113		14,404
	67,038		73,425		6,387
	9,065		23,567		14,502
	32,242		33,251		1,008
	150,652		152,851		2,199
	37,598		30,747		(6,851)
	4,857		4,857		0
	1,339		-		(1,339)
\$	832,076	\$	921,146	\$	89,070

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 1,398,907	\$ 1,428,037	\$ 29,130
389,206	399,225	10,019
494,400	499,280	4,880
198,500	198,500	-
127,641	129,620	1,979
134,637	134,421	(216)
610,934	611,404	469
175,334	169,988	(5,346)
19,426	19,426	0
-	-	-
\$ 3,548,986	\$ 3,589,901	\$ 40,915

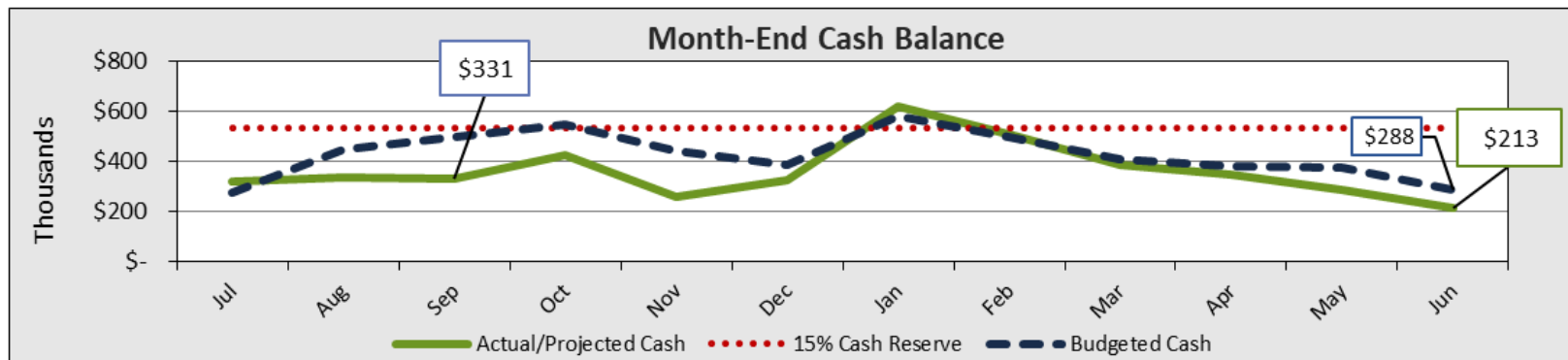
Surplus / (Deficit) & Fund Balance

- Current forecast surplus **+\$136K**.
- Recommend holding **\$80K** surplus (LLMF and ESSER) eligible for use during 2021/22.
- Fund balance forecast **\$667K**, 19%, 69 days expenses.
- Deferred funding reduces fund balance available as cash reserves.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (508,924)	\$ (388,310)	\$ (120,613)	\$ 136,015	\$ 97,802	\$ 38,213
Beginning Fund Balance	<u>531,327</u>	<u>531,327</u>		<u>531,327</u>	<u>531,327</u>	
Ending Fund Balance	<u>\$ 22,404</u>	<u>\$ 143,017</u>		<u>\$ 667,342</u>	<u>\$ 629,129</u>	
<i>As a % of Annual Expenses</i>	<i>0.6%</i>	<i>4.0%</i>		<i>18.8%</i>	<i>17.5%</i>	

Cash Balance

- Current cash is \$331K, including \$530K PPP loan and excluding \$378K outstanding AR.
- PPP loan ensures school meets payroll and rent and is potentially forgivable after twenty-four-week period.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.
- **Due to slow collections, short term borrowing may be recommended before June 2021.**
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Oct-07	California Basic Educational Data System (CBEDS) data due to CDE - The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction.	BOCS	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	Federal Cash Management - Period 2 - Charter schools that are awarded a grant under any of these programs: Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	Collect National School Lunch Program (NSLP) applications - Schools must collect or receive National School Lunch Program (NSLP) applications by October 31. Schools may process those applications after October 31, and if students are found to be eligible for free or reduced-price meals (FRPMs), those schools may update FRPM program records for eligible students with a start date before Census Day.	BOCS	No	No	https://www.cde.ca.gov/fg/aa/nt/index.asp?tabsection=1
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	BOCS	No	No	https://www.cde.ca.gov/ds/dc/cb/
DATA TEAM	Nov-01	Kindergarten Immunization Assessment - To review and submit required vaccine doses and report on permanent medical exemptions.	BOCS	No	No	https://www.shotsforschool.org/reporting/kindergarten/#
FINANCE	Nov-01	Mental Health Plans due to SELPA - Schools requesting Level 2 and Level 3 mental health funding must file their annual plan with their SELPA by this date. Specific due dates may vary by SELPA.	BOCS	No	Yes	https://www.cde.ca.gov/fg/aa/se/sep1appnform04.asp
DATA TEAM	Nov-15	Complete Nutrition Verification process (requirement of School Nutrition Program) - Verification is the annual, mandatory process that confirms the eligibility of a sample of completed household meal eligibility applications in the National School Lunch and School Breakfast Programs. Each LEA must select and verify a sample of applications approved for free and reduced-price meal benefits. The required sample size of applications to be verified is based on the number of approved applications on file on October 1.	BOCS	No	Yes	https://www.cde.ca.gov/ls/nu/sn/verificationreport.asp
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	BOCS	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp
FINANCE	Set by Authorizer (by Dec 15)	LCFF Budget Overview for Parents - Senate Bill (SB) 98 added ECSection 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report.	Charter Impact	Yes	No	https://www.cde.ca.gov/re/lc/

Appendices

As of September 30, 2020

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register

Blue Oak Charter

Financial Package
September 30, 2020

Presented by:



Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 10/08/2020

ADA = 293.37



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	-	69,481	69,481	125,066	125,066	125,066	125,066	125,066	58,839	22,534	22,534	22,534	499,507	1,390,241	1,699,234	(308,992)
8012	Education Protection Account	-	-	-	138,207	-	-	138,207	-	-	138,206	-	-	138,207	552,827	243,834	308,992
8096	In Lieu of Property Taxes	-	44,825	89,650	59,767	59,767	59,767	59,767	59,767	100,771	50,385	50,385	50,385	50,385	735,622	735,622	-

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
-	114,306	159,131	323,040	184,833	184,833	323,040	184,833	159,610	211,126	72,920	72,920	688,099

Annual Forecast
1,390,241
552,827
735,622
2,678,690

Revised Budget	Favorable / (Unfav.)
ADA = 293.37	
1,699,234	(308,992)
243,834	308,992
735,622	-
2,678,690	-

Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	19,938	-	-	4,984	14,953	39,875	39,875	-
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	37,588	-	-	18,794	-	-	18,794	75,175	77,683	(2,508)
8291	Title II, Part A - Teacher Quality	-	-	-	-	-	4,878	-	-	2,439	-	-	2,439	9,755	11,449	(1,694)
8296	Other Federal Revenue	-	-	-	153,164	-	-	45,267	-	-	22,634	-	22,634	243,698	243,698	-

-	-	-	153,164	-	-	87,732	-	19,938	43,866	-	4,984	58,819
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39,875
75,175
9,755
243,698
368,503

39,875	-
77,683	(2,508)
11,449	(1,694)
243,698	-
372,705	(4,202)

Other State Revenue

8545	School Facilities (SB740)	-	-	-	-	-	156,308	-	-	-	78,154	-	78,154	312,615	312,615	-
8550	Mandated Cost	-	-	-	-	4,946	-	-	-	-	-	-	-	4,946	4,946	-
8560	State Lottery	-	-	-	-	-	14,595	-	-	14,595	-	-	29,190	58,381	58,381	-
8599	Other State Revenue	-	-	-	22,823	-	-	-	-	-	8,000	-	8,000	38,823	38,823	-

-	-	-	22,823	-	4,946	170,903	-	-	14,595	86,154	-	115,344
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312,615
4,946
58,381
38,823
414,765

312,615	-
4,946	-
58,381	-
38,823	-
414,765	-

Other Local Revenue

8689	Other Fees and Contracts	-	1,500	-	-	-	-	-	-	-	-	-	-	1,500	-	1,500
8699	School Fundraising	20	6,580	2,207	4,649	4,649	4,649	4,649	4,649	4,649	4,649	-	-	46,000	46,000	-
8792	Transfers of Apportionments	7,818	15,791	15,799	9,744	15,799	15,799	15,799	7,425	2,844	2,844	2,844	-	175,543	175,543	-

7,838	23,871	18,006	14,393	20,448	20,448	20,448	12,075	7,493	7,493	7,493	-	63,037
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1,500
46,000
175,543
223,043

-	1,500
46,000	-
175,543	-
221,543	1,500

Total Revenue

7,838	138,177	177,137	513,420	205,281	210,227	602,122	196,908	187,040	277,080	166,566	77,904	925,300
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3,685,001

3,687,703	(2,702)
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Expenses

Certificated Salaries

1100	Teachers' Salaries	91,139	106,143	108,402	115,710	115,710	115,710	115,710	115,710	115,710	25,166	-	-	1,140,820	1,164,716	23,896
1170	Teachers' Substitute Hours	-	-	-	3,471	3,471	3,471	3,471	3,471	3,471	3,471	1,736	-	29,506	34,941	5,435
1175	Teachers' Extra Duty/Stipends	699	736	1,506	1,266	1,266	1,266	1,266	1,266	1,266	-	-	-	11,800	11,800	-
1200	Pupil Support Salaries	-	583	7,574	4,070	4,070	4,070	4,070	4,070	4,070	4,070	2,035	-	42,752	40,700	(2,051)
1300	Administrators' Salaries	14,086	14,294	14,190	14,607	14,607	14,607	14,607	14,607	14,607	14,607	14,607	-	174,029	175,879	1,850

105,924	121,755	131,672	139,124	139,124	139,124	139,124	139,124	139,124	139,124	139,124	47,313	18,377	-
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1,140,820
29,506
11,800
42,752
174,029
1,398,907

1,164,716	23,896
34,941	5,435
11,800	-
40,700	(2,051)
175,879	1,850
1,428,037	29,130

Classified Salaries

2100	Instructional Salaries	229	221	14,186	12,591	12,591	12,591	12,591	12,591	12,591	12,591	6,295	-	121,656	125,907	4,251
2400	Clerical and Office Staff Salaries	6,264	11,854	8,861	12,669	12,669	12,669	12,669	12,669	12,669	12,669	12,669	-	140,999	147,445	6,446
2900	Other Classified Salaries	2,518	1,516	13,576	12,105	12,105	12,105	12,105	12,105	12,105	12,105	12,105	-	126,551	125,873	(678)

9,011	13,591	36,623	37,364	37,364	37,364	37,364	37,364	37,364	37,364	37,364	37,364	31,069	-
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121,656
140,999
126,551
389,206

125,907	4,251
147,445	6,446
125,873	(678)
399,225	10,019

Benefits

3101	STRS	16,034	18,530	19,824	22,801	22,801	22,801	22,801	22,801	22,801	7,754	3,012	-	224,758	230,628	5,869
3202	PERS	4,155	3,393	9,480	7,929	7,929	7,929	7,929	7,929	7,929	7,929	6,593	-	87,055	82,640	(4,415)
3301	OASDI	848	735	2,872	2,375	2,375	2,375	2,375	2,375	2,375	2,375	1,975	-	25,429	24,752	(677)
3311	Medicare	1,544	1,831	2,377	2,603	2,603	2,603	2,603	2,603	2,603	1,249	729	-	25,949	26,495	546
3401	Health and Welfare	12,044	3,695	10,107	9,525	9,525	9,525	9,525	9,525	9,525	9,525	9,525	-	111,571	114,300	2,729
3501	State Unemployment	53	63	82	110	110	110	550	440	220	110	110	-	2,067	2,193	126
3601	Workers' Compensation	953	953	953	1,795	1,795	1,795	1,795	1,795	1,795	861	503	-	16,788	18,273	1,484
3901	Other Benefits	51	64	67	67	67	67	67	67	67	67	67	-	782	-	(782)

35,683	29,263	45,762	47,204	47,204	47,204	47,644	47,534	47,314	47,204	29,870	22,513	-
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224,758
87,055
25,429
25,949
111,571
2,067
16,788
782
494,400

-	5,869
82,640	(4,415)
24,752	(677)
26,495	546
114,300	2,729
2,193	126
18,273	1,484
-	(782)
499,280	4,880

Books and Supplies

4100	Textbooks and Core Materials	-	3,490	4,674	66	66	66	66	66	66	66	66	-	8,755	16,000	7,245
4200	Books and Reference Materials	-	4,198	1,002	89	89	89	89	89	89	89	89	-	6,000	6,000	-
4302	School Supplies	-	14,883	2,535	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	-	36,000	46,000	10,000
4305	Software	129	129	9,954	587	587	587	587	587	587	587	587	-	15,495	-	(15,495)
4310	Office Expense	-	3,768	4,507	1,303	1,303	1,303	1,303	1,303	1,303	1,303	1,303	-	20,000	10,000	(10,000)
4312	School Fundraising Expense	-	-	-	278	278	278	278	278	278	278	278	-	2,500	2,500	-
4400	Noncapitalized Equipment	-	-	17,770	30,660	30,660	30,660	-	-	-	-	-	-	109,750	118,000	8,250

129	26,468	40,442	35,047	35,047	35,047	4,387	4,387	4,387	4,387	4,387	4,387	-
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8,755
6,000
36,000
15,495
20,000
2,500
109,750
198,500

16,000	7,245
6,000	-
46,000	10,000
-	(15,495)
10,000	(10,000)
2,500	-
118,000	8,250
198,500	0

Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 10/08/2020

ADA = 293.37



Subagreement Services

5101	Nursing
5102	Special Education
5105	Security

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
-	-	3,958	1,979	1,979	1,979	1,979	1,979	1,979	1,979	1,979	1,979	-
-	150	4,530	11,077	11,077	11,077	11,077	11,077	11,077	11,077	11,077	11,077	-
-	-	428	119	119	119	119	119	119	119	119	119	-
-	150	8,915	13,175	13,175	13,175	13,175	13,175	13,175	13,175	13,175	13,175	-

Annual Forecast
21,766
104,375
1,500
127,641

Revised Budget	Favorable / (Unfav.)
-	(21,766)
128,120	23,745
1,500	-
129,620	1,979

Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5900	Communications
5901	Postage and Shipping

-	-	-	333	333	333	333	333	333	333	333	333	-
-	-	50	106	106	106	106	106	106	106	106	106	-
2,175	922	5,541	3,309	3,309	3,309	3,309	3,309	3,309	3,309	3,309	3,309	-
5,081	5,387	8,318	5,690	5,690	5,690	5,690	5,690	5,690	5,690	5,690	5,690	-
-	-	1,846	1,017	1,017	1,017	1,017	1,017	1,017	1,017	1,017	1,017	-
652	742	563	894	894	894	894	894	894	894	894	894	-
-	533	433	28	28	28	28	28	28	28	28	28	-
7,908	7,584	16,750	11,377	11,377	11,377	11,377	11,377	11,377	11,377	11,377	11,377	-

3,000
1,000
38,421
70,000
11,000
10,000
1,216
134,637

3,000	-
1,000	-
38,421	-
70,000	-
11,000	-
10,000	-
1,000	(216)
134,421	(216)

Facilities, Repairs and Other Leases

5601	Rent
5603	Equipment Leases
5610	Repairs and Maintenance

48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	-
1,395	1,524	962	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	-
-	120	50	826	826	826	826	826	826	826	826	826	-
50,262	50,511	49,879	51,143	51,143	51,143	51,143	51,143	51,143	51,143	51,143	51,143	-

586,404
16,931
7,600
610,934

586,404	-
17,400	469
7,600	-
611,404	469

Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5815	Public Relations/Recruitment

-	-	427	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	-
-	-	2,730	-	2,000	-	-	-	-	1,270	-	-	-
-	-	416	787	787	787	787	787	787	787	787	787	-
-	5,487	678	26	26	26	26	26	26	26	26	26	-
-	375	5,087	1,821	1,821	1,821	1,821	1,821	1,821	1,821	1,821	1,821	-
-	-	-	1,111	1,111	1,111	1,111	1,111	1,111	1,111	1,111	1,111	-
1	449	1,221	148	148	148	148	148	148	148	148	148	-
150	555	578	402	402	402	402	402	402	402	402	402	-
5,579	5,862	5,862	6,266	6,266	6,266	6,266	6,266	6,266	6,266	6,266	6,266	-
-	695	695	3,230	1,848	1,848	3,230	1,848	1,596	2,111	729	729	8,225
-	750	-	250	250	250	250	250	250	250	250	250	-
5,730	14,173	17,694	15,349	15,967	13,967	15,349	13,967	13,715	15,500	12,848	12,848	8,225

12,200
6,000
7,500
6,400
21,847
10,000
3,000
4,900
73,700
26,787
3,000
175,334

12,200	-
3,500	(2,500)
7,500	-
5,000	(1,400)
20,347	(1,500)
10,000	-
3,000	-
4,900	-
73,754	54
26,787	-
3,000	-
169,988	(5,346)

Depreciation

6900	Depreciation Expense
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1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-
1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-

19,426
19,426

19,426	0
19,426	0

Interest

7438	Interest Expense
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451	451	437	-	-	-	-	-	-	-	-	(1,339)	-
451	451	437	-	-	-	-	-	-	-	-	(1,339)	-

-
-

-	-
-	-

Total Expenses

216,717	265,565	349,794	351,401	352,019	350,019	321,181	319,689	319,217	320,892	209,096	165,169	8,225
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3,548,986

3,589,901	40,915
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Monthly Surplus (Deficit)

(208,879)	(127,388)	(172,656)	162,019	(146,738)	(139,792)	280,941	(122,782)	(132,177)	(43,812)	(42,530)	(87,265)	917,074
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136,015

97,802	38,213
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Cash Flow Adjustments

Monthly Surplus (Deficit)
Cash flows from operating activities
Depreciation/Amortization
Public Funding Receivables
Grants and Contributions Rec.
Prepaid Expenses
Accounts Payable
Accrued Expenses
Summer Holdback
Cash flows from financing activities
Proceeds(Payments) on Debt

(208,879)	(127,388)	(172,656)	162,019	(146,738)	(139,792)	280,941	(122,782)	(132,177)	(43,812)	(42,530)	(87,265)	917,074
1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-
9,140	88,186	152,479	168,185	-	209,909	-	-	-	-	-	-	(925,300)
9,909	12,248	3,957	-	-	-	-	-	-	-	-	-	-
3,279	7,801	(38,576)	3,887	3,887	3,480	3,480	3,480	3,480	3,480	3,480	3,480	-
(21,726)	-	-	-	-	-	-	-	-	-	-	-	8,225
16,998	31,219	40,953	(244,588)	(31,713)	(12,667)	-	-	-	-	-	30,660	-
-	5,492	5,204	5,204	5,204	5,204	5,204	5,204	5,204	5,204	(23,560)	(23,560)	-
451	451	437	-	-	-	-	-	-	-	-	(1,339)	-

136,015
19,426
(297,400)
26,115
4,637
(13,501)
(169,137)
-
-

97,802	-
19,426	-
(253,633)	-
-	-
-	-
4,929	-
(82,899)	-
-	-
-	-

Total Change in Cash

(189,209)	19,628	(6,583)	96,326	(167,741)	67,752	291,243	(112,479)	(121,875)	(33,510)	(60,991)	(76,405)
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Cash, Beginning of Month

506,855	317,646	337,274	330,691	427,016	259,275	327,027	618,271	505,792	383,917	350,407	289,416
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Cash, End of Month

317,646	337,274	330,691	427,016	259,275	327,027	618,271	505,792	383,917	350,407	289,416	213,011
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Blue Oak Charter

Statement of Financial Position

September 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 330,691	\$ 506,855	\$ (176,164)	-35%
Accounts Receivable	11,651	37,766	(26,115)	-69%
Public Funding Receivables	378,093	627,898	(249,806)	-40%
Prepaid Expenses	97,816	70,320	27,496	39%
Total Current Assets	818,250	1,242,838	(424,588)	-34%
Long-Term Assets				
Property & Equipment, Net	35,615	40,472	(4,857)	-12%
Deposits	28,000	28,000	-	0%
Total Long Term Assets	63,615	68,472	(4,857)	-7%
Total Assets	\$ 881,865	\$ 1,311,310	\$ (429,445)	-33%
Liabilities				
Current Liabilities				
Accounts Payable	\$ -	\$ 21,726	\$ (21,726)	-100%
Accrued Liabilities	327,186	227,320	99,866	44%
Notes Payable, Current Portion	235,711	235,711	-	0%
Total Current Liabilities	562,897	484,757	78,140	16%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	296,565	295,225	1,339	0%
Total Long-Term Liabilities	296,565	295,225	1,339	0%
Total Liabilities	859,462	779,983	79,479	10%
Total Net Assets	22,404	531,327	(508,924)	-96%
Total Liabilities and Net Assets	\$ 881,865	\$ 1,311,310	\$ (429,445)	-33%

Blue Oak Charter

Statement of Cash Flows

For the period ended September 30, 2020

	Month Ended 09/30/20	YTD Ended 09/30/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ (172,656)	\$ (508,924)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	1,619	4,857
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	152,479	249,806
Grants, Contributions & Pledges Receivable	3,957	26,115
Prepaid Expenses	(38,576)	(27,496)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	-	(21,726)
Accrued Expenses	46,157	99,866
Total Cash Flows from Operating Activities	(7,021)	(177,503)
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	437	1,339
Total Cash Flows from Financing Activities	437	1,339
 Change in Cash & Cash Equivalents	(6,583)	(176,164)
Cash & Cash Equivalents, Beginning of Period	337,274	506,855
 Cash and Cash Equivalents, End of Period	\$ 330,691	\$ 330,691

Blue Oak Charter

Statement of Activities

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 69,481	\$ 84,962	\$ (15,481)	\$ 138,962	\$ 169,923	\$ (30,961)	\$ 1,699,234
Education Protection Account	-	-	-	-	-	-	243,834
In Lieu of Property Taxes	89,650	88,275	1,375	134,475	132,412	2,063	735,622
Total State Aid - Revenue Limit	159,131	173,236	(14,105)	273,437	302,335	(28,898)	2,678,690
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	39,875
Title I, Part A - Basic Low Income	-	-	-	-	-	-	77,683
Title II, Part A - Teacher Quality	-	-	-	-	-	-	11,449
Other Federal Revenue	-	169,724	(169,724)	-	169,724	(169,724)	243,698
Total Federal Revenue	-	169,724	(169,724)	-	169,724	(169,724)	372,705
Other State Revenue							
School Facilities (SB740)	-	-	-	-	-	-	312,615
Mandated Cost	-	-	-	-	-	-	4,946
State Lottery	-	-	-	-	-	-	58,381
Other State Revenue	-	22,823	(22,823)	-	22,823	(22,823)	38,823
Total Other State Revenue	-	22,823	(22,823)	-	22,823	(22,823)	414,765
Other Local Revenue							
Other Fees and Contracts	-	-	-	1,500	-	1,500	-
School Fundraising	2,207	2,300	(93)	8,807	4,600	4,207	46,000
Transfers of Apportionments	15,799	15,799	0	39,408	33,353	6,055	175,543
Total Other Local Revenue	18,006	18,099	(92)	49,715	37,953	11,762	221,543
Total Revenues	177,137	383,882	(206,745)	323,152	532,836	(209,683)	3,687,703
Expenses							
Certificated Salaries							
Teachers' Salaries	108,402	116,472	8,070	305,684	349,415	43,731	1,164,716
Teachers' Substitute Hours	-	3,494	3,494	-	5,241	5,241	34,941
Teachers' Extra Duty/Stipends	1,506	1,180	(326)	2,941	3,540	599	11,800
Pupil Support Salaries	7,574	4,070	(3,504)	8,156	6,105	(2,051)	40,700
Administrators' Salaries	14,190	14,657	467	42,570	43,970	1,400	175,879
Total Certificated Salaries	131,672	139,872	8,201	359,351	408,271	48,920	1,428,037
Classified Salaries							
Instructional Salaries	14,186	12,591	(1,595)	14,635	18,886	4,251	125,907
Clerical and Office Staff Salaries	8,861	12,669	3,807	26,980	33,426	6,446	147,445
Other Classified Salaries	13,576	12,124	(1,452)	17,609	16,753	(856)	125,873
Total Classified Salaries	36,623	37,384	761	59,225	69,065	9,841	399,225

Blue Oak Charter

Statement of Activities

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Benefits							
State Teachers' Retirement System, certificated	19,824	22,589	2,765	54,388	65,936	11,548	230,628
Public Employees' Retirement System, classified	9,480	7,738	(1,742)	17,029	14,297	(2,732)	82,640
OASDI/Medicare/Alternative, certificated	2,872	2,318	(554)	4,455	4,282	(173)	24,752
Medicare/Alternative, certificated	2,377	2,570	193	5,752	6,921	1,169	26,495
Health and Welfare Benefits, certificated	10,107	9,525	(582)	25,846	28,575	2,729	114,300
State Unemployment Insurance, certificated	82	110	28	198	329	131	2,193
Workers' Compensation Insurance, certificated	953	1,773	819	2,860	4,773	1,914	18,273
Other Benefits, certificated positions	67	-	(67)	182	-	(182)	-
Total Benefits	45,762	46,623	861	110,709	125,113	14,404	499,280
Books & Supplies							
Textbooks and Core Materials	4,674	4,000	(674)	8,164	8,000	(164)	16,000
Books and Reference Materials	1,002	1,200	198	5,200	3,600	(1,600)	6,000
School Supplies	2,535	3,833	1,298	17,418	11,500	(5,918)	46,000
Software	9,954	-	(9,954)	10,211	-	(10,211)	-
Office Expense	4,507	833	(3,674)	8,275	2,500	(5,775)	10,000
School Fundraising Expense	-	208	208	-	625	625	2,500
Noncapitalized Equipment	17,770	23,600	5,830	17,770	47,200	29,430	118,000
Total Books & Supplies	40,442	33,675	(6,767)	67,038	73,425	6,387	198,500
Subagreement Services							
Nursing	3,958	-	(3,958)	3,958	-	(3,958)	-
Special Education	4,530	11,647	7,117	4,680	23,295	18,614	128,120
Security	428	136	(291)	428	273	(155)	1,500
Total Subagreement Services	8,915	11,784	2,868	9,065	23,567	14,502	129,620
Operations & Housekeeping							
Auto and Travel	-	273	273	-	545	545	3,000
Dues & Memberships	50	83	33	50	250	200	1,000
Insurance	5,541	3,202	(2,339)	8,638	9,605	968	38,421
Utilities	8,318	5,833	(2,485)	18,786	17,500	(1,286)	70,000
Janitorial Services	1,846	917	(929)	1,846	2,750	904	11,000
Communications	563	833	271	1,956	2,500	544	10,000
Postage and Shipping	433	100	(333)	966	100	(866)	1,000
Total Operations & Housekeeping	16,750	11,241	(5,509)	32,242	33,251	1,008	134,421
Facilities, Repairs & Other Leases							
Rent	48,867	48,867	-	146,601	146,601	-	586,404
Equipment Leases	962	1,450	488	3,881	4,350	469	17,400
Repairs and Maintenance	50	633	583	170	1,900	1,730	7,600
Total Facilities, Repairs & Other Leases	49,879	50,950	1,072	150,652	152,851	2,199	611,404

Blue Oak Charter

Statement of Activities

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Professional/Consulting Services							
IT	427	1,017	589	427	3,050	2,623	12,200
Audit & Taxes	2,730	-	(2,730)	2,730	-	(2,730)	3,500
Legal	416	625	209	416	1,875	1,459	7,500
Professional Development	678	500	(178)	6,165	500	(5,665)	5,000
General Consulting	5,087	2,035	(3,052)	5,462	2,035	(3,427)	20,347
Special Activities/Field Trips	-	-	-	-	-	-	10,000
Other Taxes and Fees	1,221	300	(921)	1,671	300	(1,371)	3,000
Payroll Service Fee	578	408	(170)	1,284	1,225	(59)	4,900
Management Fee	5,862	6,146	284	17,303	18,439	1,136	73,754
District Oversight Fee	695	1,732	1,037	1,390	3,023	1,633	26,787
Public Relations/Recruitment	-	300	300	750	300	(450)	3,000
Total Professional/Consulting Services	17,694	13,063	(4,631)	37,598	30,747	(6,851)	169,988
Depreciation							
Depreciation Expense	1,619	1,619	-	4,857	4,857	-	19,426
Total Depreciation	1,619	1,619	-	4,857	4,857	-	19,426
Interest							
Interest Expense	437	-	(437)	1,339	-	(1,339)	-
Total Interest	437	-	(437)	1,339	-	(1,339)	-
Total Expenses	349,794	346,211	(3,582)	832,076	921,146	89,070	3,589,901
Change in Net Assets	(172,656)	37,671	(210,327)	(508,924)	(388,310)	(120,613)	97,802
Net Assets, Beginning of Period	195,060			531,327			
Net Assets, End of Period	\$ 22,404			\$ 22,404			

Blue Oak Charter

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Outstanding Invoices				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Blue Oak Charter

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
10275	Blue Shield of California	9/4/2020	\$ 299.50
10276	Certified/Fortress Security & Fire Systems	9/4/2020	427.50
10277	Charter Impact	9/4/2020	578.19
10278	CMEA North State	9/4/2020	300.00
10279	Jordan R. Todd	9/4/2020	325.62
10280	Anthem Blue Cross	9/11/2020	13,489.06
10281	CliftonLarsonAllen LLP	9/11/2020	2,730.00
10282	Evergreen Janitorial Supply Inc	9/11/2020	4,299.68
10283	Kate McDonald	9/11/2020	100.72
10284	Maria Cabrera	9/11/2020	37.00
10285	Mercurius Art Makes Sense	9/11/2020	1,764.58
10286	Susan Whittlesey	9/11/2020	30.03
10287	Waldorf Early Childhood Association of North America	9/11/2020	50.00
10288	Advanced Document Concepts for Business	9/18/2020	234.15
10289	Alexandra Archer	9/18/2020	25.00
10290	Anthem Blue Cross	9/18/2020	14,385.27
10291	Butte County Office Of Education	9/18/2020	20,347.00
10292	CDW Government	9/18/2020	8,250.00
10293	Charter Impact	9/18/2020	5,862.00
10294	Chico Country Day School	9/18/2020	3,957.52
10295	Full Circle Speech Therapy	9/18/2020	3,840.00
10296	Jessee Heating & Air Conditioning	9/18/2020	85.00
10297	Leen Brothers Enterprises	9/18/2020	48,866.97
10298	Neptune Water Solutions	9/18/2020	30.03
10299	Philadelphia Insurance Companies	9/18/2020	1,871.70
10300	Recology Butte Colusa Counties	9/18/2020	1,845.88
10301	Schools Excess Liability Fund	9/18/2020	11,388.40
10302	Screencastify, LLC	9/18/2020	2,500.00
10303	Advanced Document Concepts for Business	9/23/2020	32.24
10304	California Water Service	9/23/2020	1,141.18
10305	Comcast	9/23/2020	502.52
10306	Curriculum Associates, LLC	9/23/2020	5,200.00
10307	Employers Preferred Ins. Co.	9/23/2020	1,009.10
10308	Granite Data Solutions	9/23/2020	17,770.24
10309	J C Nelson Supply Co	9/23/2020	207.42
10310	Law Offices of Young, Minney & Corr, LLP	9/23/2020	416.00
10311	Lotus Educational Services, Inc.	9/23/2020	690.30
10312	Mercurius Art Makes Sense	9/23/2020	163.06
10313	PG&E	9/23/2020	7,176.72
10314	School Datebooks	9/23/2020	452.42
10315	TIAA Commercial Finance, Inc.	9/23/2020	665.19
ACH	Postal Plus	9/1/2020	212.90
ACH	Benefit Resource, Inc	9/1/2020	155.00
ACH	Stamp.com	9/1/2020	17.99
ACH	Benefit Resource, Inc	9/1/2020	132.00
ACH	Stamp.com	9/1/2020	17.99
ACH	Benefit Resource, Inc	9/1/2020	1,324.00

Blue Oak Charter

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	School Improvement Group, LLC	9/1/2020	1,000.00
ACH	Employment Development Dept	9/1/2020	7.62
ACH	Employment Development Dept	9/1/2020	9.56
ACH	Internal Revenue Services	9/1/2020	184.92
ACH	CalPERS	9/1/2020	350.00
ACH	CalPERS	9/1/2020	472.54
ACH	CalPERS	9/1/2020	1,589.06
ACH	CalPERS	9/1/2020	2,123.11
ACH	CalPERS	9/1/2020	2,318.18
ACH	Postal Plus	9/2/2020	114.81
ACH	Benefit Resource, Inc	9/11/2020	137.50
ACH	Employment Development Dept	9/11/2020	163.34
ACH	Employment Development Dept	9/11/2020	207.03
ACH	Internal Revenue Services	9/11/2020	3,079.94
ACH	Edpuzzle	9/14/2020	11.50
ACH	GoDaddy's	9/14/2020	199.99
ACH	NCS Pearson Inc	9/15/2020	166.24
ACH	Employment Development Dept	9/15/2020	30.11
ACH	Internal Revenue Services	9/15/2020	65.44
ACH	Benefit Resource, Inc	9/15/2020	132.00
ACH	Employment Development Dept	9/16/2020	4.39
ACH	Edpuzzle	9/17/2020	1,200.00
ACH	CPM Educational Program	9/21/2020	237.85
ACH	Employment Development Dept	9/21/2020	3.25
ACH	Internal Revenue Services	9/21/2020	58.18
ACH	CSU Chico	9/22/2020	600.00
ACH	CPM Educational Program	9/23/2020	237.85
ACH	CalPERS	9/25/2020	3,082.46
ACH	CalPERS	9/25/2020	5,537.14
ACH	Stamp.com	9/28/2020	17.99
ACH	Employment Development Dept	9/28/2020	1,347.32
ACH	Employment Development Dept	9/28/2020	3,307.11
ACH	Internal Revenue Services	9/28/2020	17,982.80
ACH	Lifeways	9/29/2020	39.00
ACH	Lifeways	9/29/2020	39.00
ACH	Benefit Resource, Inc	9/29/2020	1,327.50

Total Disbursements Issued in September \$ 232,591.80

Agenda Item: Quarantine Personnel Policy

Prepared by: Susan Domenighini

Charter Council Date: 10/20/2020

Background Information:

At the last Finance Meeting held on October 13th, Finance Committee members discussed the need for a Quarantine Personnel Policy. The consensus from the last meeting was to continue researching current practices surrounding sick time for school faculty and to find out whether or not employees will need to use up their sick time before they qualify for state relief.

Blue Oak COVID 19 Quarantined Personnel Policy

The Blue Oak Charter Council understands the need for staff to quarantine due to potential COVID 19 exposure during the pandemic. The Charter Council is committed to supporting staff during this time of crisis.

Blue Oak employees are not required to use sick leave for the purposes of testing for Covid-19 and any quarantine related to testing. Instead employees will be paid per their regular rate and hours during the period of time in which they are isolated. This includes the time spent in isolation that is required while waiting for results of Covid-19 test. Employees not experiencing symptoms will be permitted to work from home during the isolation period while waiting for Covid-19 test results.

- If Covid-19 results are negative employees will be permitted to return to work in their usual capacity.
- If Covid-19 results are positive employees will continue to quarantine according to present Public Health and CDC guidelines. Regular use of sick time will resume upon report of verified Covid-19 results.
- For extended illness employees may apply for Covid-19 pay through Families First Coronavirus Response Act (FFCRA). The sick leave program and extended leave program are available to qualified workers affected by Covid-19.

Qualifying reasons for leave related to Covid-19

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid extended family and medical leave for qualifying reason #5 in Table 1.

Part-time employees are eligible for leave based on the number of hours an employee is normally scheduled to work on average over the previous 10-week period.

Table 1

- | |
|--|
| <ol style="list-style-type: none">1.) Employee is subject to Federal, State, or local quarantine or isolation order related to Covid-19;2.) Employee has been advised by a health care provider to self-quarantine related to Covid-19;3.) Employee is experiencing Covid-19 symptoms and is seeking a medical diagnosis.4.) Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);5.) Employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to Covid-19 related reasons; or6.) Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services. |
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BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

~~In-Person Education Plans and
Procedures To Acquire Waivers For~~
Students Return **to Campus**

~~September~~ **October** 2020

INTRODUCTION

We have created this plan to assist with ~~and give clear and concise directions for the~~ return of our students to the Blue Oak Charter School Campus [at any level](#). This Plan will also help to put at ease concerns voiced by Faculty, Staff, Students, Families, and our community. [This plan is intended to address the Butte County Health Departments expectations for reopening and will not address every detail of reopening](#). This plan will also help to put at ease concerns voiced from Faculty, Staff, Students, Families and our community. In this plan it will be clearly stated what Blue Oak is doing to help minimize the spread of the Novel CoronaVirus COVID -19. In order to nullify or at least drastically minimize, the spread of this Virus all faculty, staff, students, family and community will need to be involved. Everyone will need to be pitching in to do their part to thoroughly sanitize high use areas, disinfect students' immediate areas in classrooms and at home, exhibit the practice of washing hands often, and being aware of and maintaining personal hygiene. Within this document we will include a list (among many others) of potentially hazardous areas and items that may collect higher levels of droplets that contain the CV-19 virus due to high use. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies including The Butte County Office of Education, Chico Unified School District and The Butte County Health Department.

Priorities

Our priorities are:

1. Safety: Mitigating and slowing the growth of COVID-19 in the context of returning to our campus. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: Students will be organized into cohorts (the students, their aide and their teacher) in their classroom. These cohorts will be divided into sub-cohorts. This will help to minimize any potential and help to further lessen the spread of the virus by creating distance from the larger groups.
 - b. Specialties, Special Education, and other interventions will not push into classes. Instruction will be done through distance learning or individualized practice.
 - c. Hygiene: Within cohorts, we will emphasize strong, hygienic practice

- d. (washing hands often for at least 20 seconds, sanitizing the students immediate area, wearing a face mask, not sharing food/drinks.)
 - e. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning. Support of the distance option will depend on the resources available and may or may not be directly supported by the classroom teacher.
- 2. Presence: Keeping our school open daily. We do not want to overload parents as some have an already challenging daily schedule. To juggle work and the assurance their child is safe and learning wherever they may be is not an option for many families. We want our students at school in their classes for the full day to help our community, to help our students learn in a productively social/safe environment and enable our faculty to teach in an effective, traditional manner.
 - a. A transition plan to return from Distance Learning will be developed to honor the time and effort needed to adjust the requirements of the platforms. The community will be included in the planning and informed of the outcome.
- 3. Growth: Despite limitations, we want our children to continue their academic progress at grade level in core academic standards while having fun and enjoying their day at school. We want our students to be educated by their teachers within their grade appropriate curriculum. We would like our students to realize and comprehend the results of their efforts from constantly practicing to physically distance themselves from others, sanitizing their areas, washing their hands, wearing their masks and being aware of what they are physically doing to minimize the spread of their first Pandemic with Covid-19. Hopefully these results can be seen and measured by the sought after zero amount of Covid-19 positive cases within Blue Oak which will be directly related to their efforts, as mentioned above. While we cannot guarantee that we will have zero confirmed cases of Covid 19 at Blue Oak as this is near to impossible. We would like to be able to look back at what we have done through this pandemic to help mitigate the spread of CV19 and feel confident that we did all we could.

We have tailored this document specifically for our school environments and populations. We will continue updating it when we receive any new information from the state of California, Butte County Office of Education, Chico Unified School District or the Butte County Health Dept directing schools to use any new best practices to keep our School, students, faculty and families clean and safe and hopefully virus free. We believe this goal is attainable, however, not guaranteed. We all need to demonstrate vast amounts of diligence to adhering to the standards set forth in this document.

Although there will be many policies and procedures to navigate through there are some basic actions that, if followed, have been accepted by the scientific community around the world, with little to no opposition, that help stop the spread of the Novel CoronaVirus. Denmark was one of the first schools in Europe to re-open. While the country's population is quite small at 5,800,000 the simple strategies they implemented and then followed in schools were effective. This is an example of a school working together to open up and be safe. We are not stating that we will follow this school's protocols, merely an example.

“When children ages 2-12 returned to school, they were sectioned off into “micro groups” of twelve. These groups—also known as “protective bubbles”—arrive at school at staggered times, eat lunch separately and have their own zones in the playground. All students are required to wash their hands every two hours but do not have to wear face masks. Desks are divided two meters apart, all education material must be cleaned twice a day and when possible, classes are held outside. Parents are not allowed on school property.”

“The measures implemented so far appear to have been successful: since schools reopened, there have been no increased cases, according to official government data. As of May 18, children ages 12-16 have returned to secondary schools following similar protocols.” **Time: July 20, 2020 Godin**

Strategies and Practices

The basic strategies and practices that we will follow to help mitigate the spread of CV-19 will be:

***Masks/Face Coverings:** Wear a mask properly, covering both nose and mouth with no gaps between face and mask material anywhere on the face.

***Avoid Crowds:** Crowds can be a potentially dangerous place during this pandemic ~~as it hasn't been specifically stated that CV-19 isn't airborne.~~ It has been stated that droplets and aerosols of saliva that contain the CV-19 virus from a contaminated individual can travel distances when extruded from the mouth or nose. Crowds have many people coughing and sneezing.

***Outside is better than in:** The CV-19 virus is not a hearty one. It doesn't do well when not in a host' body. Outside air is better circulated than inside air, lessening the potential for aerosol droplets containing CV-19 to infect others.

***Wash your hands often and compulsively:** If there has been no other activity everyone at Blue Oak will be reminded daily to wash their hands at least every 2 hours for at least 20 seconds. However, even with procedures in place to limit the amount of

movement students and faculty/staff/admin have they will be going from place to place. When these transfers happen be sure to wash your hands to and fro. If one finds themselves in a situation where they cannot wash their hands, please use one of the 40 touchless hand sanitizing dispensers we have throughout the school.

***Physical Distancing:** both in the classroom and when on foot traveling throughout the school.

***Use hand sanitizer** just as much as washing your hands, at least for now, especially if you find yourself in a high trafficked pedestrian area.

***Be aware of your surroundings:** Listen to the people around you. If someone is coughing or sneezing avoid that person. Be aware of potential surfaces that may harbor the CV-19 virus, such as high use door handles or bathroom faucets and take extra cautionary, thorough measures when using them.

Dr. Robert Redfield, the director of the U.S Centers for Disease Control and Prevention, has been quoted as stating, "Face masks are the most powerful Public Health tool we have." Also quoted stating, "Face masks may be more effective at protecting against coronavirus than a vaccine.....They are our best defense." There has been zero scientific opposition to these statements. It is obvious that, through clear scientific evidence, face masks work to keep the deadly CV-19 mitigated.

Dr's Anthony Fauci and Sanjay Gupta have long been saying, since the beginning of this pandemic, that there are really only a few actions that need to be taken seriously. These actions are:

1. Wear a mask
2. Wash your hands often or use hand sanitizer often.
3. Stay away from large crowds or crowds altogether.
4. Physically distance yourself from others.
5. Outside is better than inside if applicable.

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet, where applicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and >15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing, wearing a mask, using available no-touch hand sanitizer dispensers and proper hygiene norms.
- Ad-hoc interactions by adults are to be non-existent while on campus meaning lengthy, unplanned small group gatherings are discouraged and frowned upon due to our current pandemic.
- Prohibited are mass gatherings, such as in-person assemblies.
- Students will not be allowed on campus if they are not being mindful of the social distancing and health practices as instructed. These practices will be included in the Parent Handbook.
- Students will use the bathrooms during specified times allotted to their cohorts. They will be allowed in the bathrooms based on the number of sinks. If a restroom has two sinks then two students are allowed in that restroom at the same time.

Student Cohorts

Blue Oak has two classes per grade-level with the exception of 1st, 2nd, 5th and 7th grades. Each class will be its own cohort. These cohorts are simply the students' home classroom, their class peers, and of course their teacher and aid if applicable. These cohorts will be stable and will have minimal contact with other groups or individuals who are not part of their cohort.

- Each cohort (or class) may be divided into two sub cohorts (cohort A and cohort B) depending on the number of students enrolled in the class as well as how many students want to come back to in-person learning. They would be divided for instruction and activities except for outdoor activities such as: recess, PE and when lunch will be served outside the cohort will be together. These cohorts are being created to limit the number of close contact each child/student has, lowering the probability of possibly contracting the CoronaVirus from an Asymptomatic individual.
- Facilities will be adjusted to create additional classroom areas to allow for the subcohort model.

- Outdoor spaces will be utilized as much as possible. If necessary and weather permitting we have coordinated with Little Discoveries Day care and the property's owner the Leen Bros to close off and use the parking areas to the East and West side of the building for outside classroom instruction. These two areas and the gated and already closed off areas to the North of the building may be used for physically appropriate games and exercise and/or an alternative venue for classroom educational purposes
- Cohorts are not to share indoor instructional spaces unless thorough cleaning occurs between uses.
- Students will have a designated space solely for their use in their classrooms such as their desk and possibly their cubby.
- Students and staff will not share workspaces or supplies

Substitutes

Substitute teachers will be recruited and asked to limit the schools they work for. Tracking will be completed and fast turn around tests will be used. [Substitutes will only serve one class per day.](#)

Specialties

Specialties will continue to be delivered [primarily](#) through Distance Learning methods such as Zoom, Google Classroom, and videos. They will not interact in person with any cohorts [unless using social distancing guidelines](#). They may visit the classrooms for 10 minutes staying 6 feet from students with masks.

Intervention Services

The Math Specialist will continue to have MTW hours for math support. English Learners will be addressed on a case by case basis.

Special Education

The Education Specialist will pull small groups (from the same class) to the Resource room and sanitize between groups. The Education Specialist will continue to collaborate with general classroom teachers on how to create appropriate accommodations, modifications, and use specific strategies to help differentiate instruction. Aides will be assigned to specific classrooms. Additional onsite hours for support as needed.

~~We continue to work options for delivering these services.~~

Shared Spaces

Employees are encouraged to disinfect their workspace every 2 hours throughout the day, paying special attention to commonly touched surfaces. Blue Oak has purchased

and installed 40 No-Touch hand sanitizing dispensing machines throughout the school (see attached location map of sanitizing dispensers pg 27) and cleaning products at “Cleaning Stations” are accessible throughout the workplace to disinfect frequently touched objects and surfaces. There will be one cleaning station that includes 2 spray bottles containing a sanitizing solution and one roll of disposable one time use paper towels per North, East, South and West hallways. These cleaning stations will be clearly labeled, filled and monitored for adult use only.

Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space and physically distance (At least 6’ apart.)
- Windows will be opened for increased ventilation when needed or advised to do so by administration or the Facilities manager.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed when applicable.
- Students have their own designated desk with their own supplies, water bottle, pencils, wax, crayons, art supplies, pencil sharpener and hand sanitizer. Hand sanitizer will be unscented to the extent possible. Students are not to share any of these items and anything else for that matter because sharing of items at this time is an extremely hazardous action that can easily transfer the CoronaVirus from one individual to another.
- Teachers will utilize outdoor space as much as possible. Coordination between classes will be clearly posted via email/schedule as to where and when classes will be using their assigned outdoor area avoiding any accidental or tempting interactions between classes/cohorts.
- All teachers and specialty teachers have been given a Purell Hand Powered spray bottle, marked with their name, filled with a Food safe Sanitizing liquid for safe sanitizing use in their classes. Faculty was given clear direction to **KEEP** those specific spray bottles as they are refillable. Refills to be done upon teachers submittal of an e-slip request to do so.

Other Facility Adjustments

- The Great Room will be safely divided to accommodate sub cohorts if and when necessary. This can be accomplished using the large, portable wall dividers.
- The Great Room will be outfitted and zoned for it’s appropriate use when the CARD after school program continues.
- Drinking fountains have been turned off to negate any possibility of cross contamination between students.
- Hooks outside of classrooms for backpacks will be accommodated to have the appropriate space between them so as not to allow any items to touch.

Office Capacity

Site will restrict the number of persons in the offices to maintain social distancing

Staff Lounge

- The Staff lounge will be strictly reserved for only Blue Oak Faculty and Staff for the use of the schools shared desktop computers and of course the copy/print machines. It is within the acceptable rules of this pandemic to heat your food in the staff lounge shared microwaves but please sanitize prior to and after using shared appliances. Gathering and congregating or eating lunches/snacks is not permitted in the staff lounge at this time because of our current pandemic. Please eat/ snack in your appropriate classroom or office. There will be a cleaning station provided between the 2 shared desktop PC's and it is expected that before and after using said PC's they will be sprayed and wiped down by the users so as to disinfect and help minimize if not negate any possible transmission of the Novel CV-19 from one individual to another.
- This area will be closed for eating. Shared appliances such as the coffee machine refrigerator and a microwave can be used one employee at a time and appliances must be disinfected after each use. Be aware of what you are using, if the shared item looks as if it has been disinfected as of late please do so as well after using it with the cleaning/disinfecting/sanitizing items provided by Blue Oak.

Meetings

Staff meetings, parent and classroom meetings will be virtual, even for employees in the same office or school.

Screening

- Students and staff must conduct a daily self-check before they come to campus. The self check consists of a body temperature check not to exceed 100.4 degrees and a cross referencing of known CV-19 symptoms to spot any that may be present. (A list Of Known CV-19 symptoms is located on Page 24)
- **Designated screeners:** School employees may all function as designated screeners for students and non-employees. The Executive Director or school office staff may serve as screeners for faculty and staff if a third-party screener is required. Health Aide will be responsible for the daily check-in of Faculty, Staff and Administration.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (Meaning Faculty, Staff and Administration will be checked at the entrance they choose and additionally by Health Aide). Blue Oak has 20 no-touch temperature check machines and will be using them strategically throughout the school each morning (Daily Temperature Check in Locations are marked on the map provided on page 28). Faculty and staff will be checking students, staff, and the minimal amount of parents allowed

onto our campus daily. The exact areas of daily morning check in temperatures may be moved, consolidated or reduced according to the needs of Blue Oak but have been set at every external door that would allow entry onto our campus.

- Students that attend Blue Oak in a classroom with an exterior door will line up outside their exterior classroom door. Students, while waiting to be checked in will use physical distancing and make educated decisions about interactions and socializing with peers. Students are to go directly to their classrooms, they are not to co-mingle with other students/cohorts. They are expected to stay in their appropriately marked areas and patiently wait. Every teacher with an exterior door will have a no touch thermometer and every student's temperature will be recorded and kept for no less than 90 days until instructed to do otherwise. The check in procedure for each class may vary slightly, but overall will be similar in all aspects. The Temperature check in lists will be generated, printed and distributed according to the class rosters for each class in a weekly manner.
- Unless otherwise directed by a butte county health officer, the maximum temperature for someone to be admitted to campus is 100.3 degrees Fahrenheit.
- During the day, or at any morning check-in location, any person experiencing or showing symptoms will be guided by a Blue Oak employee to report to the office. Prior to this person going to the quarantine room the individual(s) that noted the symptoms need to be proactive and identify where the person came from, who they were near and radio for support. All areas located on the pathway to the quarantine room need to be cleared and then the individual be escorted to the designated isolation space for screening. This isolation space will be located in the Administration Hallway in the conference room across from the front desk and to the east of the school counselor's office. Due to the extremely contagious nature of this novel CoronaVirus extreme caution is to be used when around possibly infected person(s). The person designated to escort the symptomatic individual will be one with no risk factors and will wear an N95 mask, face shield, gloves, and head covering. Hands will be washed at the portable handwashing station set up only for this quarantine room at its entrance before and after putting on gloves and entering/ exiting said room, even with gloves on. After the escort has left the quarantine room they are to take off face shield and head covering and carefully place them in a provided bag, closing and sealing it, while leaving their face mask and gloves on. Once the other three items are securely bagged and sealed the escort should use sanitizer on their gloved hands to remove their gloves and carefully place them into another separate bag, then sanitize their hands again without gloves on. At this point they will move to the next corridor and they will remove their mask by the strings and carefully drop it into the provided bag which they should close and seal with tape. Escort shall bring all three bags to the last corridor and place them in a provided larger bag to be left in that corridor. After this is done the escort can move from the last corridor to the open hallway and then to use the hallway restroom to wash their hands thoroughly. Essentially the process will be, wash hands in hallway restroom in admin hallway, suit up with face mask, face shield, surgical head covering and gloves. The bags with possible contaminated items will be sprayed

with disinfectant when removed and properly disposed of as instructed by the BCHD, and CDC. The escort will then be sent home to shower and change clothes.

- Every employee of Blue Oak will have their temperature taken daily and these temps will be recorded and The Executive Director will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.

A map of Blue Oak campus has been inserted into this document and is located on page 29. This map depicts where the Daily Check in Temperature Screening process will take place. Each Thermometer icon on the map indicates that an adult will be at that location with a no-touch body thermometer reading temps of those that enter there. Only students and employees are allowed on campus at this time. Anyone wishing to enter school grounds must call and make an appointment with the front desk of Blue Oak. The Temperature Screening Readers will be recording the name and temperature of each person they test. All employee temperature check information shall go to the Executive Director and held safely for no less than 90 days.

Blue Oak has acquired 20 of the No Touch Body Temperature Thermometers making it possible for every faculty member to have one and administer no less than two tests daily on their Cohorts. These Temperature Checks will be recorded with the name of tested student and body temperature. These will be filed by the teacher in the locked file in their classroom for no less than 90 days.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth as CV-19 can easily be transmitted from hands to eyes, nose and mouth.

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection. The school will have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus. Studies continue to stress the fact that something so simple as wearing a face mask vastly helps slow the progress of COVID. A recent study by Duke University found that, after N95 and surgical masks, a poly/cotton face mask is the

most effective in reducing droplet counts, effectively stressing the importance of face coverings.

Per CDPH/CalOSHA Industry-Specific Guidance:

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings will be posted and listed within this document.

Training will be provided on policies for those that are exempt from wearing a face-covering.

FACE MASKS FOR STUDENTS

Masks are strongly encouraged for children 2 years and above; therefore, it is required that all students wear face masks at school. Students who refuse to wear face coverings will be excluded from campus, with the following exceptions:

- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in socially distanced (6' separation) outdoor physical activity
- A cloth face covering should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

FACE MASKS FOR STAFF

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Everyone on campus must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6' separation) outdoor physical activity.
- Proper wear and care of face coverings found here:
<https://bit.ly/washingfacecoving>

Gloves

- All custodians and food services personnel must wear gloves.
- Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

STAFF TRAINING AND FAMILY EDUCATION

Delivering Instruction

Instructional Schedule Model

From the State: As schools plan to reopen, the instructional schedule model chosen will become the foundation of a student's and family's future experience in their school community. There are many considerations and decision-making points LEAs will need to consider in their planning. First and foremost, LEAs planning for their instructional schedule model need to focus on ensuring student learning and competency development while also considering a student's social-emotional well-being. We understand there are needed statutory changes to accommodate the instructional schedule model examples identified in this document. These instructional schedule model examples do not contemplate California's current instructional time, attendance for apportionment rules, and audit guidelines. As schools reopen and considerations are made to meet the health and safety guidelines, the following are some instructional schedule model options and essential planning questions and action steps for LEAs to consider. LEAs should enter into their planning with a flexible approach, understanding that they may start the school year with one instructional schedule model and, as new information becomes available about health and safety, they may transition to a different model. Guidance on standards for quality distance learning is being developed and will be available on the CDE website. No matter the instructional schedule model, please continue to work to eliminate the barriers to student success that existed before the closure. We have an unprecedented opportunity to improve how we care for and educate each child. Let's work to enhance the public good of our public schools as we implement more student-centered designs. These suggestions are only a few of the

options that may be considered, so please work closely with your community to develop the list of essential planning questions that build on your assets and address your local needs.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Activities where there is an increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather and air quality permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.).

Cleaning & Disinfection Routine

A sanitation route has been created and is currently being done twice daily by custodial staff without students on campus. This sanitation route starts at the front of the school and targets all door handles, push bars, poles, walls, restrooms (included are all flushers, faucets, no touch soap and paper towel dispensers, door handles and doors) with emphasis on high use areas and items, such as school entrance doors and handles. The route winds clockwise from the lobby to the elementary grades then through the north hallway over to the East corridor at the Kindergartens and then south through the Jr High ending in the Great Room. Once students are back on campus this route will be done 3-4 times a day. Custodial staff will be trained to use proper disinfectant and only one time use paper towels.

- Teachers will spray the areas within their classes and also sanitize any toys or handled objects at the end of each day with disinfectant to ensure proper coverage and wait times. Faculty will also be trained on which disinfectant/sanitizer to use and proper time elapsed between spraying of product and then wiping it down with one-time use paper towels. In addition Custodial Staff will first check and ensure with teachers that they are in fact done for the day then Custodians will routinely spray disinfectant at the END of each day, in every classroom's general use areas. This disinfectant will dry quickly and poses no harm to students once dried. Since the students will not be returning to classes until the next day it is reasonable to say that disinfectants will dry within

the 12 hours, at minimum, from time sprayed to students entering facilities the next day.

Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols. Prior to reopening the school and regularly there after.
 - Written documentation & signage
 - Staff meetings
- Within cohorts, we will emphasize strong, hygienic practice.
- Cleaning hands at key times with soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available. ◦ Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.

Ventilation

We are aware of the importance of ventilation within our facility to help keep everyone safe. Our HVAC System is run by 24 units, currently they are all in good working order, consistently inspected weekly, maintained quarterly, their placement and room heating and cooling locations on the HVAC Map of Blue Oak and we have a stock of new replacement filters. During a usual year filters are replaced every quarter. Currently, HVAC filters are inspected weekly and replaced as needed. The HVAC at Blue Oak does not recycle air. Fresh air is moved in and out of the building through the filtration system.

All windows in Blue Oak will be in working order when students return for opening and closing to allow for air exchange when needed.

Contact and informative talks have been made with Jessee Heating and Air about two different possible implementations of systems to help with air purification and air movement.

Through consistent and thorough sanitation of physical items and air spraying covid killing disinfectants, as well as everyone wearing their masks correctly, ventilation itself will not be a significant concern as we currently have more than adequate ventilation systems.

~~Currently Blue Oak Charter School has established a place on the list to receive Large Industrial Air Scrubbers (Purifiers) on a lending and rotating basis from BCOE. So Far we have picked up 2 large Air Scrubbers big enough to clean the Big Room together and a hallway each. Also, 10 room purifiers. We only have these for 10 days, which getting them now is moot, since we have no students. Once day 10 is here BCOE will either request to have some or all of them back or give us Blue Oak More. As all Chico Unified Schools will be open it would be morally unprofessional of Blue Oak to accept any more air purifiers nor keep the ones we have.~~

~~This will be re-addressed and Blue Oak will be placed back on the list once a reopening date has been made, if at all.~~

Butte County Office of Education has received air scrubbers that will be available to schools as needed & available.

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern.

- We will not allow normal visitation to our campuses until our reopen date.
- ~~Volunteers are not allowed.~~

Volunteers will be utilized for specific assignments upon presentation of a negative CV-19 test result and having gone through and passing Blue Oaks pre-screen requirements.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the Director.

Food & Package Delivery

Students must bring their own food to school or purchase meals through the approved food service program. Parents or non-approved vendors or delivery services of any sort including all media/social food delivery companies shall not deliver to Blue Oak campus at any time during the day as it is sternly prohibited. Students shall not share food or beverages of any sort as this is classified as one of the most potentially dangerous actions humans can do to transmit the coronavirus.

Travel Restrictions

Blue Oak will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Executive Director.

COVID Symptoms and Case Response

Definitions

Contact:

A contact is defined as a person who is or has been less than 6' physical distance from and/or sharing more than 15 minutes space time. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing. A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Cohort/Sub-Cohort

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

- A sub cohort may be established for larger classes. This is a division of the cohort to allow the class to fit into the space allotted (classroom) and comply with social distancing guidelines.

Contact Tracing

Contact tracers [are individuals](#) must be trained either by the county within which the school resides, or take one of the following courses on contact tracing: Contact Tracers will be required to Trace back in time the infected person's last whereabouts and to whom they may have been in contact with, or close to or in a room with for more than 15 minutes. Contact Tracers need to be relentlessly detailed and detail oriented while gathering large amounts of information from many different people. It is imperative that all persons that may have come in contact with the infected person while they were contagious be identified so the proper level of care can be administered to them and their families and the potential to spread the virus is sternly mitigated.

- ~~Webinar Based as recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>~~
- ~~Course Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>~~
- The Health aide will support contact tracing within the Blue Oak staff and families.
- Suspected cases of exposure will be reported directly to the County Department of Health. They will determine if an investigation (contact tracing) needs to occur. If so, they will handle the investigation. This is largely determined based on the severity of exposure and spread.
- The role of the school is to cooperate with the county and provide requested information to assist in the investigation.
- ~~If deemed necessary Blue Oak will have a contract tracer trained and records filed with the Butte County Health Dept and Butte County Office of Education.~~

~~Once a person is established that wants to become a contact tracer they will be trained by an approved entity and they will be added as Blue Oaks official contact tracer.~~

Symptoms

Students:

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- (If a student is exhibiting symptoms refer to student health history form)

Adults:

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over a two month period where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
 - What if a school or school district reopens to in-person instruction but the county is later placed on the county monitoring list? Schools should begin testing staff, or increase frequency of staff testing but are not required to close.
 - Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset and provide test results within 72 hours.
 - If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory.
 - Blue Oak has determined. OptumServe Testing at 900 Mangrove Ave. <https://lhi.care/covidtesting> M – F, 7am-7pm by appointment only. All ages are welcome.
 - A designated licensed nurse must collect upper respiratory specimens with mail-in testing.
 - Parents and students are responsible for the obtaining of their own testing.

Response to Confirmed/Suspected COVID-19 Cases and Close Contacts

*SCENARIO 1: ANSWERING “YES” ON SCREENING OR EXHIBITING A COVID SYMPTOM

IMMEDIATE ACTIONS

Student/staff are isolated and masked at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance

To return to school: All symptomatic persons should be tested for COVID-19.

- If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms).
- If they test negative, they can return 72 hours after symptoms resolve.
- All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.
- If a student/staff tests positive, see Scenario 3.
- If a student/staff tests negative, see Table 2 below. In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)

School site will remain open unless otherwise directed by Butte County Public Health

Communication:

COVID-19 symptoms letter provided to the individual or individual’s guardian.

*SCENARIO 2:

FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE:

Student/staff sent home RD & COVID-19 School Liaison notified, Susan Domenighini

- Students/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.
- Household contacts can end quarantine 14 days after their last exposure to the positive household member.

- If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

School site will remain open unless otherwise directed by Butte County Public Health

Communications:

(Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case

***SCENARIO 3:**

STUDENT OR STAFF MEMBER TESTS POSITIVE

Student/staff sent home, if not already at home. School administration/CV-19 School Liaison notified along with BCHD and CDPH

Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance.

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset, then go 24 hours without a fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- Identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.
- Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

School site will remain open unless otherwise directed by Butte County Public Health

General Response

***COVID-19 positive Individual: Notify school administration and/or COVID-19 School Liaison immediately**

School Site:

- Contact Butte County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

***Steps to Take in Response to Negative COVID-19 Test Result**

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)

IMMEDIATE ACTIONS

- If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test.
- If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.

COMMUNICATION

Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed

***A student or staff member tests negative after Scenario 2 (close contact)**

- Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact.
- Household contacts can end quarantine 14 days after their last exposure to the positive household member.
- If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

Communication: No action is needed

***A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case) Can return to school/work immediately**

Communication: No action is needed

REOPENING PLAN

ADDITIONAL DETAILS

Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

School Closure and Subsequent Reopening

Blue Oak Charter School, in consultation with Public Health, will determine if a partial or full school closure is needed based on guidance and recommendations from BCOE, CUSD, and Blue Oak Charter Council. Both the school and the county must meet current state guidance to reopen. The most current state guidance is:

State Criteria for Allowing In-Person Instruction: (as of July 17, 2020)

a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.

b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:

i) Multiple cases in multiple cohorts at a school

ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.

iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.

d) Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:

i) Cleaning and disinfection have occurred;

ii) Public health investigation is complete

iii) Local public health is consulted and has no concerns with re-opening

SCHOOL SCHEDULE & ROUTINES

School Day Times: 8:15-12:45

Morning Drop-Off

(A new plan has been developed and will soon be implemented.)

Drop-Off Hours: 7:55 AM - 8:15 AM

~~Protocol:~~ Drivers will not exit their vehicles. ~~Parents~~ They will drive around the school vehicles, being able to stop at any specified points of access through the entire lot (as opposed to only the Loading zone) to pick up students. Points of access will be supervised to prevent any gatherings. Students will exit their cars after being scanned. They will head directly to their classroom. Teachers will be at their doors or to admit students. Students will enter, use hand sanitizer, and go directly to their assigned seats.

Lunch Food Service

Protocol: Students shall not share food or beverages. Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally by an aid, will deliver to classrooms masked and gloved. Students will put their trash in their class' hall trash can. Students will recess in designated zones specifically allocated to their cohort within separate areas of the playground or classroom. Play structures will not be in use.

After School Pick-Up

~~Time: 12:30-12:45 Kindergarten pick up~~

~~12:45 PM-1:15 PM (grades 1-8)~~

Staffing: Teachers and Aides

Protocol: The parking lot gate will be opened 20 minutes before pickup time at 12:25 for Kindergarten parents and remaining open for the 1-8th grade pick up. Parents will drive vehicles, being able to stop at any point through the entire lot (as opposed to only the Loading zone) to pick up students. Parents will not be allowed to park and exit their vehicles. Student cohorts will be distanced all around the perimeter of the lot, and cars will be allowed to stop at each class area to pick up their student(s).

FAQ's

What if a student arrives late?

Students who arrive at school late will park in available parking spaces offered by Blue Oak. It will be allowed for one parent of the student to walk them to the front doors of Blue Oak whereupon an employee of Blue Oak will sign students in and take their temperature. Students will go directly to class.

What about the traditional before school starts recess?

Grades will have a newly assigned structured recess time slot with their teacher, scheduled near the start of the school day in lieu of recess before school. There will be no recess in the morning negating any congregating of students on the playground.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.

What is the plan for inclement weather recess and physical education?

Students will remain in their classroom if it rains, or the air quality prohibits being outside.

Additional Symptoms of Covid 19

These are symptoms to look for if you or someone might have been exposed to Covid-19

- ***Body Temperature exceeding 100.4 F unless otherwise noted by BCHD or CDC***
- ***Chills or repeated shaking***
- ***Cough***
- ***Shortness of breath or difficulty breathing***
- ***Congestion or runny nose***
- ***Muscle pain***

- **Headache**
- **Fatigue**
- **Nausea or vomiting**
- **Diarrhea**
- **Sore throat**
- **New loss of taste or smell**

How You Can Help:

Be proactive about reducing the number of interactions that students have with others by practicing physical distancing (staying at least six feet apart) to limit the coronavirus spread. In addition to physical distancing another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- Stay home when you are sick. Anyone with symptoms consistent with CV-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever reducing medication) and improvement in other symptoms.
- Wash your hands often with soap and water for at least 20 seconds. Sing or recite the alphabet to help gauge how long 20 seconds is while you wash your hands. If soap and water are not available use an alcohol based hand sanitizer with at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, then dispose of the tissue in a proper garbage container and wash your hands. If a tissue is not available cough or sneeze into the fabric that is near or at your elbow so as to catch any aerosol particles that may contain CV-19.
- Limit or void close contact with people that are sick and do not share any food, drinks, or utensils with anyone at this time in the Pandemic.
- Clean and disinfect frequently used or touched objects and surfaces with a disinfecting spray or a sanitizing wipe and use a one-time-use-paper towel to wipe down.
- All students and staff must follow guidelines for wearing masks or face coverings while on Blue Oak's Campus at all times.

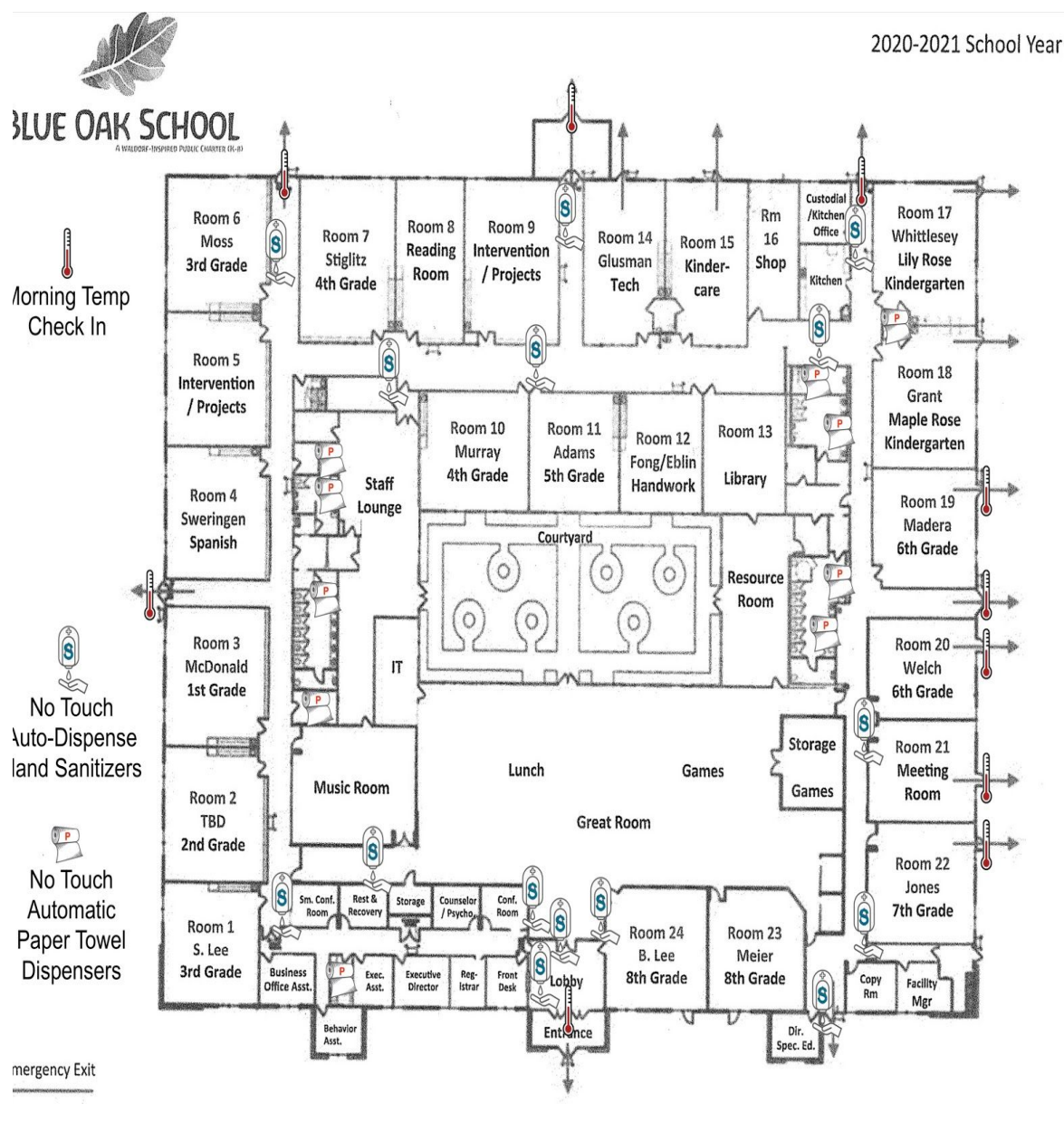
Additional information can be found at:

CDPH:<https://cdph.ca.gov/covid19> (State Health Dept)

CDC:<https://www.cdc.gov/coronavirus> (Centers For Disease Control)

www.buttecounty.net/publichealth (Butte County Health Dept)

We greatly appreciate and thank everyone for their efforts in staying informed, calm, thoughtful and understanding of others as we all do our part to help keep our communities and schools (all schools, all communities, not just ours) safe during this sometimes confusing, everchanging, unprecedented pandemic.



Overhead View of Blue Oak's Facility

Indicating Locations of:

- Morning Temperature Check In's
- No Touch Auto-Dispense Hand Sanitizers
- No Touch Automatic Paper Towel Dispensers

All Staff Review 10/1/2020



BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

In-Person Education Plans For Students Return to Campus

October 2020

INTRODUCTION

We have created this plan to assist with the return of our students to the Blue Oak Charter School Campus at any level. This Plan will also help to put at ease concerns voiced by Faculty, Staff, Students, Families, and our community. This plan is intended to address the Butte County Health Departments expectations for reopening and will not address every detail of reopening. This plan will also help to put at ease concerns voiced from Faculty, Staff, Students, Families and our community. In this plan it will be clearly stated what Blue Oak is doing to help minimize the spread of the novel coronavirus COVID -19. In order to nullify or at least drastically minimize, the spread of this virus all faculty, staff, students, family and community will need to be involved. Everyone will need to be pitching in to do their part to thoroughly sanitize high use areas, disinfect students' immediate areas in classrooms and at home, exhibit the practice of washing hands often, and being aware of and maintaining personal hygiene. Within this document we will include a list (among many others) of potentially hazardous areas and items that may collect higher levels of droplets that contain the COVID 19 virus due to high use. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies including The Butte County Office of Education, Chico Unified School District and The Butte County Health Department.

Priorities

Our priorities are:

1. Safety: Mitigating and slowing the growth of COVID-19 in the context of returning to our campus. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: Students will be organized into cohorts (the students, their aide and their teacher) in their classroom. These cohorts will be divided into sub-cohorts. This will help to minimize any potential and help to further lessen the spread of the virus by creating distance from the larger groups.
 - b. Specialties, Special Education, and other interventions will not push into classes. Instruction will be done through distance learning or individualized practice.

- c. Hygiene: Within cohorts, we will emphasize strong, hygienic practice
 - d. (washing hands often for at least 20 seconds, sanitizing the students immediate area, wearing a face mask, not sharing food/drinks.)
 - e. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning. Support of the distance option will depend on the resources available and may or may not be directly supported by the classroom teacher.
2. Presence: Keeping our school open daily. We do not want to overload parents as some have an already challenging daily schedule. To juggle work and the assurance their child is safe and learning wherever they may be is not an option for many families. We want our students at school in their classes for the full day to help our community, to help our students learn in a productively social/safe environment and enable our faculty to teach in an effective, traditional manner.
 - a. A transition plan to return from Distance Learning will be developed to honor the time and effort needed to adjust the requirements of the platforms. The community will be included in the planning and informed of the outcome.
 3. Growth: Despite limitations, we want our children to continue their academic progress at grade level in core academic standards while having fun and enjoying their day at school. We want our students to be educated by their teachers within their grade appropriate curriculum. We would like our students to realize and comprehend the results of their efforts from constantly practicing to physically distance themselves from others, sanitizing their areas, washing their hands, wearing their masks and being aware of what they are physically doing to minimize the spread of their first Pandemic with Covid-19. Hopefully these results can be seen and measured by the sought after zero amount of Covid-19 positive cases within Blue Oak which will be directly related to their efforts, as mentioned above. While we cannot guarantee that we will have zero confirmed cases of Covid 19 at Blue Oak as this is near to impossible. We would like to be able to look back at what we have done through this pandemic to help mitigate the spread of CV19 and feel confident that we did all we could.

We have tailored this document specifically for our school environments and populations. We will continue updating it when we receive any new information from the state of California, Butte County Office of Education, Chico Unified School District or the Butte County Health Dept directing schools to use any new best practices to keep our School, students, faculty and families clean and safe and hopefully virus free. We believe this goal is attainable, however, not guaranteed. We all need to demonstrate

vast amounts of diligence to adhering to the standards set forth in this document. Although there will be many policies and procedures to navigate through there are some basic actions that, if followed, have been accepted by the scientific community around the world, with little to no opposition, that help stop the spread of the COVID 19. Denmark was one of the first schools in Europe to re-open. While the country's population is quite small at 5,800,000 the simple strategies they implemented and then followed in schools were effective. This is an example of a school working together to open up and be safe. We are not stating that we will follow this school's protocols, merely an example.

“When children ages 2-12 returned to school, they were sectioned off into “micro groups” of twelve. These groups—also known as “protective bubbles”—arrive at school at staggered times, eat lunch separately and have their own zones in the playground. All students are required to wash their hands every two hours but do not have to wear face masks. Desks are divided two meters apart, all education material must be cleaned twice a day and when possible, classes are held outside. Parents are not allowed on school property.”

“The measures implemented so far appear to have been successful: since schools reopened, there have been no increased cases, according to official government data. As of May 18, children ages 12-16 have returned to secondary schools following similar protocols.” **Time: July 20, 2020 Godin**

Strategies and Practices

The basic strategies and practices that we will follow to help mitigate the spread of COVID 19 will be:

***Masks/Face Coverings:** Wear a mask properly, covering both nose and mouth with no gaps between face and mask material anywhere on the face.

***Avoid Crowds:** Crowds can be a potentially dangerous place during this pandemic. It has been stated that droplets and aerosols of saliva that contain the COVID 19 virus from a contaminated individual can travel distances when extruded from the mouth or nose. Crowds have many people coughing and sneezing.

***Outside is better than in:** The COVID 19 virus is not a hearty one. It doesn't do well when not in a host's body. Outside air is better circulated than inside air, lessening the potential for aerosol droplets containing COVID 19 to infect others.

***Wash your hands often and compulsively:** If there has been no other activity everyone at Blue Oak will be reminded daily to wash their hands at least every 2 hours for at least 20 seconds. However, even with procedures in place to limit the amount of

movement students and faculty/staff/admin have they will be going from place to place. When these transfers happen be sure to wash your hands to and fro. If one finds themselves in a situation where they cannot wash their hands, please use one of the 40 touchless hand sanitizing dispensers we have throughout the school.

***Physical Distancing:** both in the classroom and when on foot traveling throughout the school.

***Use hand sanitizer** just as much as washing your hands, at least for now, especially if you find yourself in a high trafficked pedestrian area.

***Be aware of your surroundings:** Listen to the people around you. If someone is coughing or sneezing avoid that person. Be aware of potential surfaces that may harbor the COVID 19 virus, such as high use door handles or bathroom faucets and take extra cautionary, thorough measures when using them.

Dr. Robert Redfield, the director of the U.S Centers for Disease Control and Prevention, has been quoted as stating, "Face masks are the most powerful Public Health tool we have." Also quoted stating, "Face masks may be more effective at protecting against coronavirus than a vaccine.....They are our best defense." There has been zero scientific opposition to these statements. It is obvious that, through clear scientific evidence, face masks work to keep the deadly COVID 19 virus mitigated.

Dr's Anthony Fauci and Sanjay Gupta have long been saying, since the beginning of this pandemic, that there are really only a few actions that need to be taken seriously. These actions are:

1. Wear a mask
2. Wash your hands often or use hand sanitizer often.
3. Stay away from large crowds or crowds altogether.
4. Physically distance yourself from others.
5. Outside is better than inside if applicable.

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet, where applicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and >15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing, wearing a mask, using available no-touch hand sanitizer dispensers and proper hygiene norms.
- Ad-hoc interactions by adults are to be non-existent while on campus meaning lengthy, unplanned small group gatherings are discouraged and frowned upon due to our current pandemic.
- Prohibited are mass gatherings, such as in-person assemblies.
- Students will not be allowed on campus if they are not being mindful of the social distancing and health practices as instructed. These practices will be included in the Parent Handbook.
- Students will use the bathrooms during specified times allotted to their cohorts. They will be allowed in the bathrooms based on the number of sinks. If a restroom has two sinks then two students are allowed in that restroom at the same time.

Student Cohorts

Blue Oak has two classes per grade-level with the exception of 1st, 2nd, 5th and 7th grades. Each class will be its own cohort. These cohorts are simply the students' home classroom, their class peers, and of course their teacher and aid if applicable. These cohorts will be stable and will have minimal contact with other groups or individuals who are not part of their cohort.

- Each cohort (or class) may be divided into two sub cohorts (cohort A and cohort B) depending on the number of students enrolled in the class as well as how many students want to come back to in-person learning. They would be divided for instruction and activities except for outdoor activities such as: recess, PE and when lunch will be served outside the cohort will be together. These cohorts are being created to limit the number of close contact each child/student has, lowering the probability of possibly contracting the CoronaVirus from an Asymptomatic individual.
- Facilities will be adjusted to create additional classroom areas to allow for the subcohort model.

- Outdoor spaces will be utilized as much as possible. If necessary and weather permitting we have coordinated with Little Discoveries Day care and the property's owner the Leen Bros to close off and use the parking areas to the East and West side of the building for outside classroom instruction. These two areas and the gated and already closed off areas to the North of the building may be used for physically appropriate games and exercise and/or an alternative venue for classroom educational purposes
- Cohorts are not to share indoor instructional spaces unless thorough cleaning occurs between uses.
- Students will have a designated space solely for their use in their classrooms such as their desk and possibly their cubby.
- Students and staff will not share workspaces or supplies

Substitutes

Substitute teachers will be recruited and asked to limit the schools they work for. Tracking will be completed and fast turn around tests will be used. Substitutes will only serve one class per day.

Specialties

Specialties will continue to be delivered primarily through Distance Learning methods such as Zoom, Google Classroom, and videos. They will not interact in person with any cohorts unless using social distancing guidelines. They may visit the classrooms for 10 minutes staying 6 feet from students with masks.

Intervention Services

The Math Specialist will continue to have MTW hours for math support. English Learners will be addressed on a case by case basis.

Special Education

The Education Specialist will pull small groups (from the same class) to the Resource room and sanitize between groups. The Education Specialist will continue to collaborate with general classroom teachers on how to create appropriate accommodations, modifications, and use specific strategies to help differentiate instruction. Aides will be assigned to specific classrooms. Additional onsite hours for support as needed.

Shared Spaces

Employees are encouraged to disinfect their workspace every 2 hours throughout the day, paying special attention to commonly touched surfaces. Blue Oak has purchased and installed 40 No-Touch hand sanitizing dispensing machines throughout the school

(see attached location map of sanitizing dispensers pg 27) and cleaning products at “Cleaning Stations” are accessible throughout the workplace to disinfect frequently touched objects and surfaces. There will be one cleaning station that includes 2 spray bottles containing a sanitizing solution and one roll of disposable one time use paper towels per North, East, South and West hallways. These cleaning stations will be clearly labeled, filled and monitored for adult use only.

Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space and physically distance (At least 6’ apart.)
- Windows will be opened for increased ventilation when needed or advised to do so by administration or the Facilities manager.
- Classroom rugs, group tables, and superfluous furniture will be removed and individual desks installed when applicable.
- Students have their own designated desk with their own supplies, water bottle, pencils, wax, crayons, art supplies, pencil sharpener and hand sanitizer. Hand sanitizer will be unscented to the extent possible. Students are not to share any of these items and anything else for that matter because sharing of items at this time is an extremely hazardous action that can easily transfer the CoronaVirus from one individual to another.
- Teachers will utilize outdoor space as much as possible. Coordination between classes will be clearly posted via email/schedule as to where and when classes will be using their assigned outdoor area avoiding any accidental or tempting interactions between classes/cohorts.
- All teachers and specialty teachers have been given a Purell Hand Powered spray bottle, marked with their name, filled with a Food safe Sanitizing liquid for safe sanitizing use in their classes. Faculty was given clear direction to **KEEP** those specific spray bottles as they are refillable. Refills to be done upon teachers submittal of an e-slip request to do so.

Other Facility Adjustments

- The Great Room will be safely divided to accommodate sub cohorts if and when necessary. This can be accomplished using the large, portable wall dividers.
- The Great Room will be outfitted and zoned for it’s appropriate use when the CARD after school program continues.
- Drinking fountains have been turned off to negate any possibility of cross contamination between students.
- Hooks outside of classrooms for backpacks will be accommodated to have the appropriate space between them so as not to allow any items to touch.

Office Capacity

Site will restrict the number of persons in the offices to maintain social distancing

Staff Lounge

- The Staff lounge will be strictly reserved for only Blue Oak Faculty and Staff for the use of the schools shared desktop computers and of course the copy/print machines. It is within the acceptable rules of this pandemic to heat your food in the staff lounge shared microwaves but please sanitize prior to and after using shared appliances. Gathering and congregating or eating lunches/snacks is not permitted in the staff lounge at this time because of our current pandemic. Please eat/ snack in your appropriate classroom or office. There will be a cleaning station provided between the 2 shared desktop PC's and it is expected that before and after using said PC's they will be sprayed and wiped down by the users so as to disinfect and help minimize if not negate any possible transmission of the Novel COVID 19 from one individual to another.
- This area will be closed for eating. Shared appliances such as the coffee machine refrigerator and a microwave can be used one employee at a time and appliances must be disinfected after each use. Be aware of what you are using, if the shared item looks as if it has been disinfected as of late please do so as well after using it with the cleaning/disinfecting/sanitizing items provided by Blue Oak.

Meetings

Staff meetings, parent and classroom meetings will be virtual, even for employees in the same office or school.

Screening

- Students and staff must conduct a daily self-check before they come to campus. The self check consists of a body temperature check not to exceed 100.4 degrees and a cross referencing of known COVID 19 symptoms to spot any that may be present. (A list Of Known COVID 19 symptoms is located on Page 24)
- **Designated screeners:** School employees may all function as designated screeners for students and non-employees. The Executive Director or school office staff may serve as screeners for faculty and staff if a third-party screener is required. Health Aide will be responsible for the daily check-in of Faculty, Staff and Administration.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (Meaning Faculty, Staff and Administration will be checked at the entrance they choose and additionally by Health Aide). Blue Oak has 20 no-touch temperature check machines and will be using them strategically throughout the school each morning (Daily Temperature Check in Locations are marked on the map provided on page 28). Faculty and staff will be checking students, staff, and the minimal amount of parents allowed onto our campus daily. The exact areas of daily morning check in temperatures may be moved, consolidated or reduced according to the needs of Blue Oak but have been set at every external door that would allow entry onto our campus.

- Students that attend Blue Oak in a classroom with an exterior door will line up outside their exterior classroom door. Students, while waiting to be checked in will use physical distancing and make educated decisions about interactions and socializing with peers. Students are to go directly to their classrooms, they are not to co-mingle with other students/cohorts. They are expected to stay in their appropriately marked areas and patiently wait. Every teacher with an exterior door will have a no touch thermometer and every student's temperature will be recorded and kept for no less than 90 days until instructed to do otherwise. The check in procedure for each class may vary slightly, but overall will be similar in all aspects. The Temperature check in lists will be generated, printed and distributed according to the class rosters for each class in a weekly manner.
- Unless otherwise directed by a butte county health officer, the maximum temperature for someone to be admitted to campus is 100.3 degrees Fahrenheit.
- During the day, or at any morning check-in location, any person experiencing or showing symptoms will be guided by a Blue Oak employee to report to the office. Prior to this person going to the quarantine room the individual(s) that noted the symptoms need to be proactive and identify where the person came from, who they were near and radio for support. All areas located on the pathway to the quarantine room need to be cleared and then the individual be escorted to the designated isolation space for screening. This isolation space will be located in the Administration Hallway in the conference room across from the front desk and to the east of the school counselor's office. Due to the extremely contagious nature of this COVID 19 extreme caution is to be used when around possibly infected person(s). The person designated to escort the symptomatic individual will be one with no risk factors and will wear an N95 mask, face shield, gloves, and head covering. Hands will be washed at the portable handwashing station set up only for this quarantine room at its entrance before and after putting on gloves and entering/ exiting said room, even with gloves on. After the escort has left the quarantine room they are to take off face shield and head covering and carefully place them in a provided bag, closing and sealing it, while leaving their face mask and gloves on. Once the other three items are securely bagged and sealed the escort should use sanitizer on their gloved hands to remove their gloves and carefully place them into another separate bag, then sanitize their hands again without gloves on. At this point they will move to the next corridor and they will remove their mask by the strings and carefully drop it into the provided bag which they should close and seal with tape. Escort shall bring all three bags to the last corridor and place them in a provided larger bag to be left in that corridor. After this is done the escort can move from the last corridor to the open hallway and then to use the hallway restroom to wash their hands thoroughly. Essentially the process will be, wash hands in hallway restroom in admin hallway, suit up with face mask, face shield, surgical head covering and gloves. The bags with possible contaminated items will be sprayed with disinfectant when removed and properly disposed of as instructed by the BCHD, and CDC. The escort will then be sent home to shower and change clothes.

- Every employee of Blue Oak will have their temperature taken daily and these temps will be recorded and The Executive Director will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.

A map of Blue Oak campus has been inserted into this document and is located on page 29. This map depicts where the Daily Check in Temperature Screening process will take place. Each Thermometer icon on the map indicates that an adult will be at that location with a no-touch body thermometer reading temps of those that enter there. Only students and employees are allowed on campus at this time. Anyone wishing to enter school grounds must call and make an appointment with the front desk of Blue Oak. The Temperature Screening Readers will be recording the name and temperature of each person they test. All employee temperature check information shall go to the Executive Director and held safely for no less than 90 days.

Blue Oak has acquired 20 of the No Touch Body Temperature Thermometers making it possible for every faculty member to have one and administer no less than two tests daily on their Cohorts. These Temperature Checks will be recorded with the name of tested student and body temperature. These will be filed by the teacher in the locked file in their classroom for no less than 90 days.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth as COVID 19 can easily be transmitted from hands to eyes, nose and mouth.

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection. The school will have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus. Studies continue to stress the fact that something so simple as wearing a face mask vastly helps slow the progress of COVID. A recent study by Duke University found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts, effectively stressing the importance of face coverings.

Per CDPH/CalOSHA Industry-Specific Guidance:

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings will be posted and listed within this document.

Training will be provided on policies for those that are exempt from wearing a face-covering.

FACE MASKS FOR STUDENTS

Masks are strongly encouraged for children 2 years and above; therefore, it is required that all students wear face masks at school. Students who refuse to wear face coverings will be excluded from campus, with the following exceptions:

- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in socially distanced (6' separation) outdoor physical activity
- A cloth face covering should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

FACE MASKS FOR STAFF

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Everyone on campus must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6' separation) outdoor physical activity.

- Proper wear and care of face coverings found here:
<https://bit.ly/washingfacecoving>

Gloves

- All custodians and food services personnel must wear gloves.
- Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

STAFF TRAINING AND FAMILY EDUCATION

Delivering Instruction

Instructional Schedule Model

From the State: As schools plan to reopen, the instructional schedule model chosen will become the foundation of a student's and family's future experience in their school community. There are many considerations and decision-making points LEAs will need to consider in their planning. First and foremost, LEAs planning for their instructional schedule model need to focus on ensuring student learning and competency development while also considering a student's social-emotional well-being. We understand there are needed statutory changes to accommodate the instructional schedule model examples identified in this document. These instructional schedule model examples do not contemplate California's current instructional time, attendance for apportionment rules, and audit guidelines. As schools reopen and considerations are made to meet the health and safety guidelines, the following are some instructional schedule model options and essential planning questions and action steps for LEAs to consider. LEAs should enter into their planning with a flexible approach, understanding that they may start the school year with one instructional schedule model and, as new information becomes available about health and safety, they may transition to a different model. Guidance on standards for quality distance learning is being developed and will be available on the CDE website. No matter the instructional schedule model, please continue to work to eliminate the barriers to student success that existed before the closure. We have an unprecedented opportunity to improve how we care for and educate each child. Let's work to enhance the public good of our public schools as we implement more student-centered designs. These suggestions are only a few of the options that may be considered, so please work closely with your community to develop

the list of essential planning questions that build on your assets and address your local needs.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Activities where there is an increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments —are not permitted at this time.
- Implement procedures for turning in assignments to minimize contact.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather and air quality permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep, or shared snacks are prohibited (bake sales, friendships, salads, etc.).

Cleaning & Disinfection Routine

A sanitation route has been created and is currently being done twice daily by custodial staff without students on campus. This sanitation route starts at the front of the school and targets all door handles, push bars, poles, walls, restrooms (included are all flushers, faucets, no touch soap and paper towel dispensers, door handles and doors) with emphasis on high use areas and items, such as school entrance doors and handles. The route winds clockwise from the lobby to the elementary grades then through the north hallway over to the East corridor at the Kindergartens and then south through the Jr High ending in the Great Room. Once students are back on campus this route will be done 3-4 times a day. Custodial staff will be trained to use proper disinfectant and only one time use paper towels.

- Teachers will spray the areas within their classes and also sanitize any toys or handled objects at the end of each day with disinfectant to ensure proper coverage and wait times. Faculty will also be trained on which disinfectant/sanitizer to use and proper time elapsed between spraying of product and then wiping it down with one-time use paper towels. In addition Custodial Staff will first check and ensure with teachers that they are in fact done for the day then Custodians will routinely spray disinfectant at the END of each day, in every classroom's general use areas. This disinfectant will dry quickly and poses no harm to students once dried. Since the students will not be returning to classes until the next day it is reasonable to say that disinfectants will dry within the 12 hours, at minimum, from time sprayed to students entering facilities the next day.

Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols. Prior to reopening the school and regularly there after.
 - Written documentation & signage
 - Staff meetings
- Within cohorts, we will emphasize strong, hygienic practice.
- Cleaning hands at key times with soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available. ○ Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.

Ventilation

We are aware of the importance of ventilation within our facility to help keep everyone safe. Our HVAC System is run by 24 units, currently they are all in good working order, consistently inspected weekly, maintained quarterly, their placement and room heating and cooling locations on the HVAC Map of Blue Oak and we have a stock of new replacement filters. During a usual year filters are replaced every quarter. Currently, HVAC filters are inspected weekly and replaced as needed. The HVAC at Blue Oak does not recycle air. Fresh air is moved in and out of the building through the filtration system.

All windows in Blue Oak will be in working order when students return for opening and closing to allow for air exchange when needed.

Contact and informative talks have been made with Jessee Heating and Air about two different possible implementations of systems to help with air purification and air movement.

Through consistent and thorough sanitation of physical items and air spraying covid killing disinfectants, as well as everyone wearing their masks correctly, ventilation itself will not be a significant concern as we currently have more than adequate ventilation systems.

Butte County Office of Education has received air scrubbers that will be available to schools as needed & available.

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern.

- We will not allow normal visitation to our campuses until our reopen date.

- Volunteers will be utilized for specific assignments upon presentation of a negative COVID 19 test result and having gone through and passing Blue Oaks pre-screen requirements.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the Director.

Food & Package Delivery

Students must bring their own food to school or purchase meals through the approved food service program. Parents or non-approved vendors or delivery services of any sort including all media/social food delivery companies shall not deliver to Blue Oak campus at any time during the day as it is sternly prohibited. Students shall not share food or beverages of any sort as this is classified as one of the most potentially dangerous actions humans can do to transmit the coronavirus.

Travel Restrictions

Blue Oak will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Executive Director.

COVID Symptoms and Case Response

Definitions

Contact:

A contact is defined as a person who is or has been less than 6' physical distance from and/or sharing more than 15 minutes space time. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing. A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Cohort/Sub-Cohort

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

- A sub cohort may be established for larger classes. This is a division of the cohort to allow the class to fit into the space allotted (classroom) and comply with social distancing guidelines.

Contact Tracing

Contact tracers are individuals must be trained either by the county within which the school resides, or take one of the following courses on contact tracing: Contact Tracers will be required to Trace back in time the infected person's last whereabouts and to whom they may have been in contact with, or close to or in a room with for more than 15 minutes. Contact Tracers need to be relentlessly detailed and detail oriented while gathering large amounts of information from many different people. It is imperative that all persons that may have come in contact with the infected person while they were contagious be identified so the proper level of care can be administered to them and their families and the potential to spread the virus is sternly mitigated.

- The Health aide will support contact tracing within the Blue Oak staff and families.
- Suspected cases of exposure will be reported directly to the County Department of Health. They will determine if an investigation (contact tracing) needs to occur. If so, they will handle the investigation. This is largely determined based on the severity of exposure and spread.
- The role of the school is to cooperate with the county and provide requested information to assist in the investigation.

Symptoms

Students:

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- (If a student is exhibiting symptoms refer to student health history form)

Adults:

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over a two month period where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
 - What if a school or school district reopens to in-person instruction but the county is later placed on the county monitoring list? Schools should begin testing staff, or increase frequency of staff testing but are not required to close.
 - Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset and provide test results within 72 hours.
 - If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory.

- Blue Oak has determined. OptumServe Testing at 900 Mangrove Ave.
<https://hi.care/covidtesting> M – F, 7am-7pm by appointment only. All ages are welcome.
- A designated licensed nurse must collect upper respiratory specimens with mail-in testing.
- Parents and students are responsible for the obtaining of their own testing.

Response to Confirmed/Suspected COVID-19 Cases and Close Contacts

*SCENARIO 1: ANSWERING “YES” ON SCREENING OR EXHIBITING A COVID SYMPTOM

IMMEDIATE ACTIONS

Student/staff are isolated and masked at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance

To return to school: All symptomatic persons should be tested for COVID-19.

- If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms).
- If they test negative, they can return 72 hours after symptoms resolve.
- All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.
- If a student/staff tests positive, see Scenario 3.
- If a student/staff tests negative, see Table 2 below. In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)

School site will remain open unless otherwise directed by Butte County Public Health

Communication:

COVID-19 symptoms letter provided to the individual or individual’s guardian.

*SCENARIO 2:

FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE:

Student/staff sent home RD & COVID-19 School Liaison notified, Susan Domenighini

- Students/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.
- Household contacts can end quarantine 14 days after their last exposure to the positive household member.

- If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

School site will remain open unless otherwise directed by Butte County Public Health

Communications:

(Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case

***SCENARIO 3:**

STUDENT OR STAFF MEMBER TESTS POSITIVE

Student/staff sent home, if not already at home. School administration/COVID 19 School Liaison notified along with BCHD and CDPH

Close off and clean any areas used by the person who tested positive, per CDPH and CDC guidance.

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset, then go 24 hours without a fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- Identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.
- Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

School site will remain open unless otherwise directed by Butte County Public Health

General Response

***COVID-19 positive Individual: Notify school administration and/or COVID-19 School Liaison immediately**

School Site:

- Contact Butte County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

***Steps to Take in Response to Negative COVID-19 Test Result**

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)

IMMEDIATE ACTIONS

- If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test.
- If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.

COMMUNICATION

Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed

***A student or staff member tests negative after Scenario 2 (close contact)**

- Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact.
- Household contacts can end quarantine 14 days after their last exposure to the positive household member.
- If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

Communication: No action is needed

***A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case) Can return to school/work immediately**

Communication: No action is needed

REOPENING PLAN

ADDITIONAL DETAILS

Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

School Closure and Subsequent Reopening

Blue Oak Charter School, in consultation with Public Health, will determine if a partial or full school closure is needed based on guidance and recommendations from BCOE, CUSD, and Blue Oak Charter Council. Both the school and the county must meet current state guidance to reopen. The most current state guidance is:

State Criteria for Allowing In-Person Instruction: (as of July 17, 2020)

a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.

b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:

i) Multiple cases in multiple cohorts at a school

ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.

iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.

d) Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:

i) Cleaning and disinfection have occurred;

ii) Public health investigation is complete

iii) Local public health is consulted and has no concerns with re-opening

SCHOOL SCHEDULE & ROUTINES

School Day Times: 8:15-12:45

Morning Drop-Off

(A new plan has been developed and will soon be implemented.)

Drop-Off Hours: 7:55 AM - 8:15 AM

Drivers will not exit their vehicles. They will drive around the school stopping at specified points of access through the entire lot (as opposed to only the Loading zone). Points of access will be supervised to prevent any gatherings. Students will exit their cars after being scanned. They will head directly to their classroom. Teachers will be at their doors or to admit students. Students will enter, use hand sanitizer, and go directly to their assigned seats.

Lunch Food Service

Protocol: Students shall not share food or beverages. Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally by an aid, will deliver to classrooms masked and gloved. Students will put their trash in their class' hall trash can. Students will recess in designated zones specifically allocated to their cohort within separate areas of the playground or classroom. Play structures will not be in use.

After School Pick-Up

Staffing: Teachers and Aides

Protocol: The parking lot gate will be opened 20 minutes before pickup time for Kindergarten parents and remaining open for the 1-8th grade pick up. Parents will drive vehicles, being able to stop at any point through the entire lot (as opposed to only the Loading zone) to pick up students. Parents will not be allowed to park and exit their vehicles. Student cohorts will be distanced all around the perimeter of the lot, and cars will be allowed to stop at each class area to pick up their student(s).

FAQ's

What if a student arrives late?

Students who arrive at school late will park in available parking spaces offered by Blue Oak. It will be allowed for one parent of the student to walk them to the front doors of Blue Oak whereupon an employee of Blue Oak will sign students in and take their temperature. Students will go directly to class.

What about the traditional before school starts recess?

Grades will have a newly assigned structured recess time slot with their teacher, scheduled near the start of the school day in lieu of recess before school. There will be no recess in the morning negating any congregating of students on the playground.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.

What is the plan for inclement weather recess and physical education?

Students will remain in their classroom if it rains, or the air quality prohibits being outside.

Additional Symptoms of Covid 19

These are symptoms to look for if you or someone might have been exposed to Covid-19

- ***Body Temperature exceeding 100.4 F unless otherwise noted by BCHD or CDC***
- ***Chills or repeated shaking***
- ***Cough***
- ***Shortness of breath or difficulty breathing***
- ***Congestion or runny nose***
- ***Muscle pain***

- **Headache**
- **Fatigue**
- **Nausea or vomiting**
- **Diarrhea**
- **Sore throat**
- **New loss of taste or smell**

How You Can Help:

Be proactive about reducing the number of interactions that students have with others by practicing physical distancing (staying at least six feet apart) to limit the coronavirus spread. In addition to physical distancing another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- Stay home when you are sick. Anyone with symptoms consistent with COVID 19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever reducing medication) and improvement in other symptoms.
- Wash your hands often with soap and water for at least 20 seconds. Sing or recite the alphabet to help gauge how long 20 seconds is while you wash your hands. If soap and water are not available use an alcohol based hand sanitizer with at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, then dispose of the tissue in a proper garbage container and wash your hands. If a tissue is not available cough or sneeze into the fabric that is near or at your elbow so as to catch any aerosol particles that may contain COVID 19.
- Limit or void close contact with people that are sick and do not share any food, drinks, or utensils with anyone at this time in the Pandemic.
- Clean and disinfect frequently used or touched objects and surfaces with a disinfecting spray or a sanitizing wipe and use a one-time-use-paper towel to wipe down.
- All students and staff must follow guidelines for wearing masks or face coverings while on Blue Oak's Campus at all times.

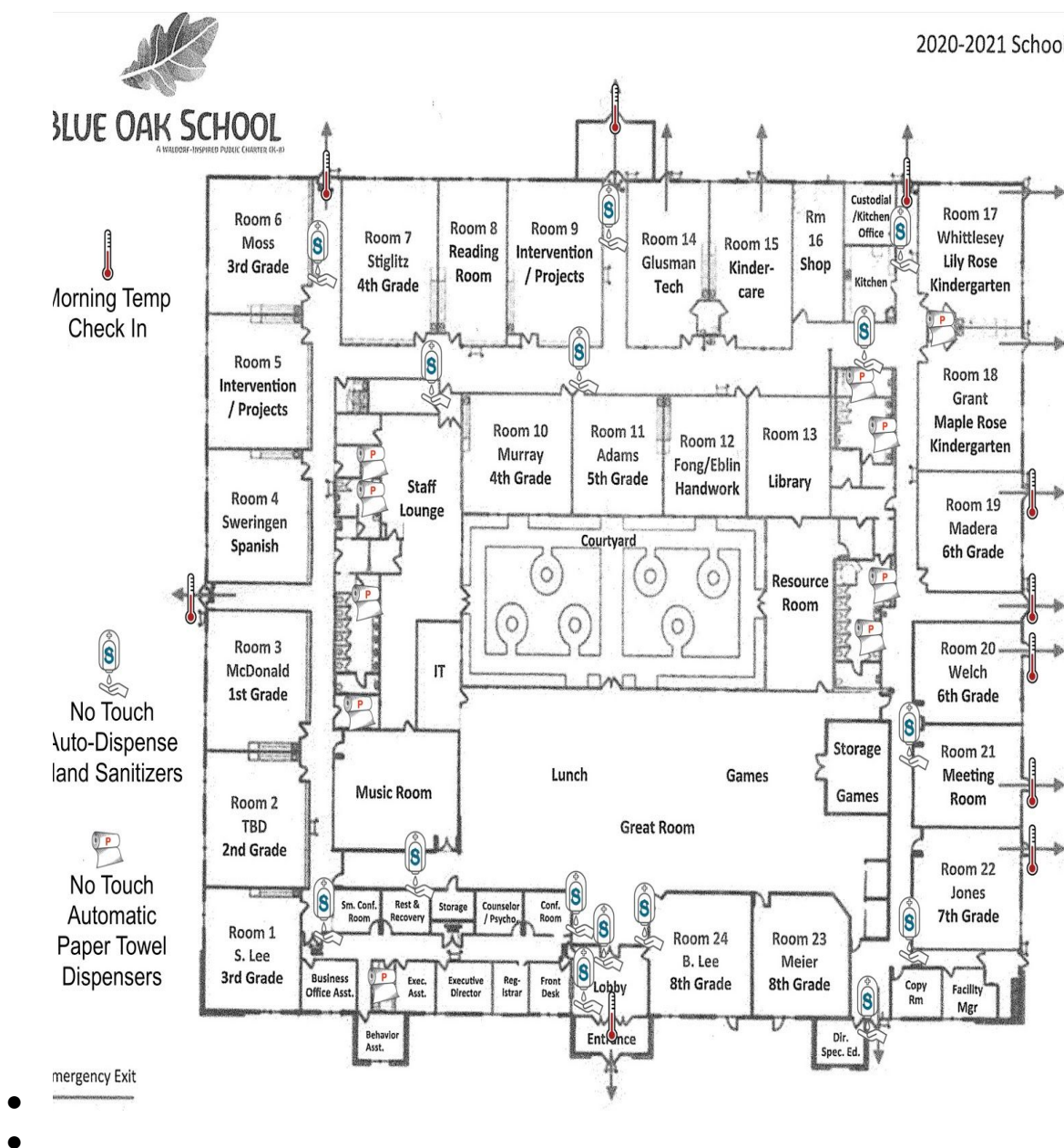
Additional information can be found at:

CDPH:<https://cdph.ca.gov/covid19> (State Health Dept)

CDC:<https://www.cdc.gov/coronavirus> (Centers For Disease Control)

www.buttecounty.net/publichealth (Butte County Health Dept)

We greatly appreciate and thank everyone for their efforts in staying informed, calm, thoughtful and understanding of others as we all do our part to help keep our communities and schools (all schools, all communities, not just ours) safe during this sometimes confusing, everchanging, unprecedented pandemic.



Overhead View of Blue Oak's Facility

Indicating Locations of:

- Morning Temperature Check In's
- No Touch Auto-Dispense Hand Sanitizers
- No Touch Automatic Paper Towel Dispensers

All Staff Review 10/1/2020