



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. 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 lesson 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://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/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.

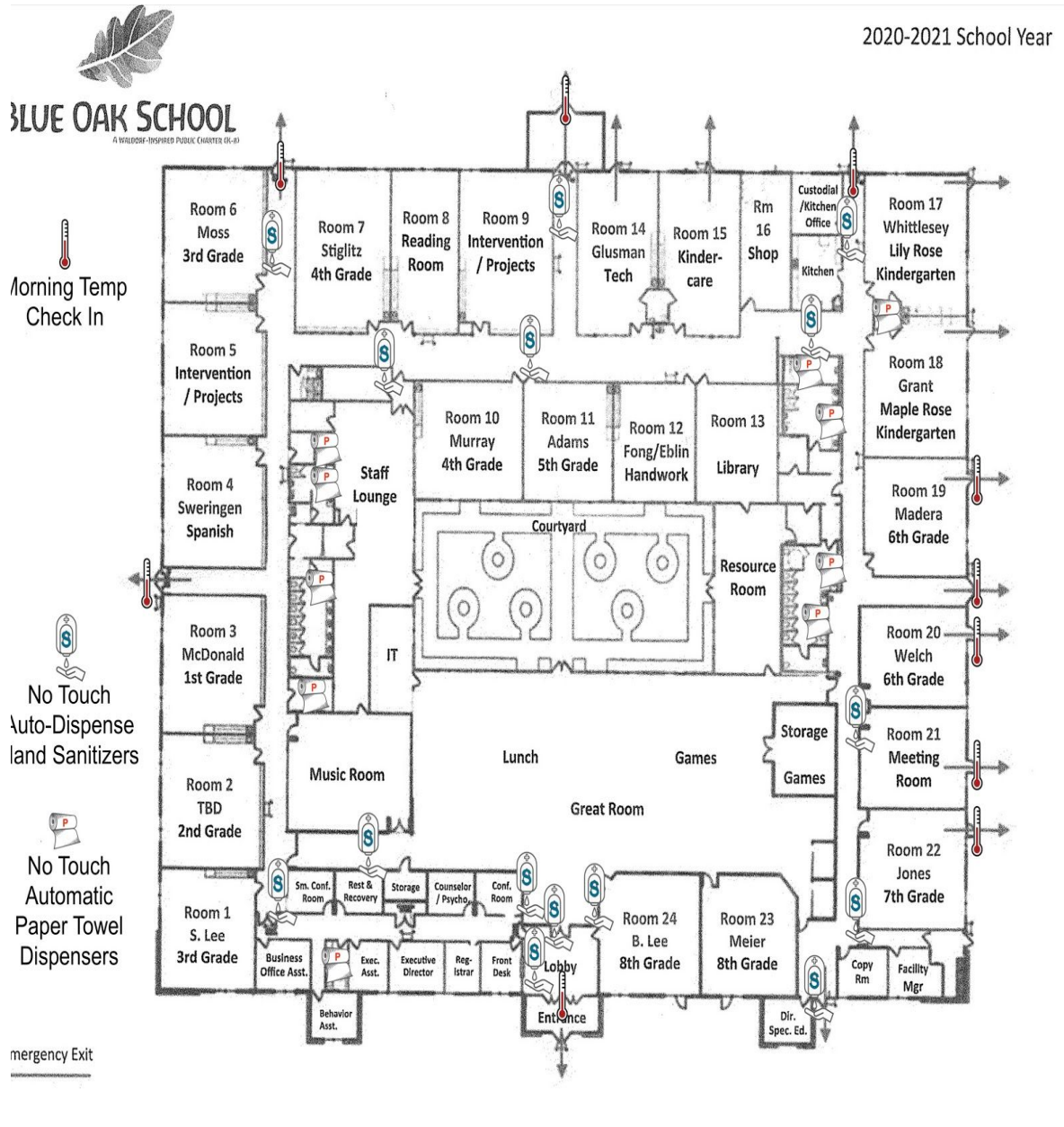
Additional information can be found at:

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