

RAA Covid-19 Prevention Plan 2020-2021

1. General Measures

- We will regularly monitor communications from local and state authorities (including the California Department of Public Health and the California Department of Education) to receive information and guidance regarding protecting our community from COVID-19.
- We will consult with local educational agencies (including the county office of education) and our parent organization (Northern CA Conf. of SDA Dept. of Education) regarding best practices for protecting our community from COVID-19.
- We will evaluate to what extent external community organizations can safely utilize campus resources. If we determine that external community organizations can safely use the facilities, we will ensure that they follow appropriate safety measures.
- We have developed a plan to address the possibility of the need for facility closure due to COVID-19. (See section 10 below.)

2. Healthy Hygiene Practices

- We will educate our students (and staff) regarding the importance of hand washing; avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes.
- Handwashing stations with anti-microbial soap are available in each classroom.
- We will make hand sanitizer available for use when it is not practicable for students and staff members to wash their hands with soap and water. (Touchless hand sanitizer dispensers will be made available for this purpose.)
- Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt, particularly in indoor environments, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Age	Face Covering Requirement
Under 2 years old	No
2 years old-second grade	Masks required
Above second grade	Masks required

- A cloth face covering or face shield (face shields allowed with medical exemption for masks) will be removed for meals, snacks, outdoor classes, recess, and outdoor recreation.
- We will require hot lunch volunteers to use gloves and face coverings when preparing and serving meals. (No buffet service).
- We will provide education regarding the proper use, removal, and washing of face coverings.

3. Cleaning, Disinfection, and Ventilation

- We will minimize use of site resources that necessitate touching common items.
- We will clean/disinfect frequently-touched surfaces on a regular basis.
- We will clean/disinfect shared objects between uses to the extent practicable.
- We will use EPA approved disinfectants labeled to be effective against emerging viral pathogens, and we will follow label directions for appropriate dilution rates and contact times.
- We will provide employee training regarding manufacturer’s directions, Cal/OSHA requirements for safe use, and guidelines specified in the Healthy Schools Act.
- We will provide custodial staff with proper protective equipment (including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product).

- We will establish a cleaning/disinfecting schedule that facilitates proper use of cleaning products.
- We will facilitate proper ventilation during cleaning/disinfecting. We will introduce fresh outdoor air as much as possible. After cleaning, we will “air out” the space before children arrive.
- To the extent practicable, we will conduct thorough cleaning when children are not present.
- We will check and, when necessary, replace air filters and filtration systems to ensure optimal air quality.
- Will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown.

4. Physical Distancing

Arrival and Departure

- We will implement procedures to minimize contact between persons at the beginning and the end of the school day.
- Where practicable, we will designate multiple routes for entry and exit to minimize direct contact with others.

Classroom Space

- We will configure seating arrangements to facilitate appropriate physical distancing. (Since our average class size is 17 students, this will be manageable.)
- Each desk “pod” contains a clear safety divider for each desk.
- Pods will be 6’ apart or as much as possible to meet social distancing standards.
- We will implement procedures for turning in assignments to minimize contact.
- We will implement procedures for masks to be used when inside school buildings.

Age	Face Covering Requirement
Under 2 years old	No

2 years old-second grade	Masks required
Above second grade	Masks required

Non-Classroom Space

We will limit nonessential visitors and activities involving other groups while students are in school.

- We will limit communal activities where practicable. When communal activities are necessary, we will facilitate proper distancing and the use of face masks/face shields.
- We will take steps to minimize congregate movement through hallways as much as practicable.
- We will use outdoor space for instruction when practicable.
- We will serve individually plated meals outdoors or in spaces that facilitate appropriate grouping and distancing.
- We will stagger lunch dismissals.

5. Limitations on Sharing

- We will provide adequate supplies and equipment to minimize sharing of high-touch materials.
- Students will have their own electronic devices, books and other learning tools as much as practicable.

6. Training and Education of Staff and Families

- We will provide education to staff and families regarding the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
- When practicable, we will conduct training and education virtually. If this is not practicable, we will ensure that proper distancing is maintained during training.
- We will provide information to all staff members and families regarding proper use, removal, and washing of cloth face coverings.

7. Checking for Signs and Symptoms

- When students enter the school building for their first class at the beginning of each school day, we will do the following:
 - Determine the temperature of each student with a no-touch thermometer.
 - Ask each student about COVID-19 symptoms within the last 24 hours
- Frequently request parents to report whether anyone in their home has had COVID-19 symptoms, exposure, or a positive diagnosis.

- CDC DAILY HOME SCREENING FOR STUDENTS
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/DailyHome-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>
- If a student is exhibiting symptoms of COVID-19, we will do the following:
 - Communicate with the parent/caregiver
 - Refer to the student's health history form to determine if the student has a history of allergies
 - If deemed necessary, we will send the student to the "isolation room" until the student can be transported to an appropriate place for treatment
- We will require staff and students to stay home if they are sick or if they have recently had contact with a person with COVID-19.
- We will develop policies to encourage staff and students to stay at home when they are sick without fear of reprisal. We will ensure that staff, students, and families are aware of these policies.
- We will be alert throughout the day for signs of illness in staff or students.

8. Plans for When a Staff Member or Student Becomes Sick

- We will designate an isolation room to separate anyone who exhibits symptoms of COVID-19.
- Students or staff members who are experiencing fever greater than 100.4 or exhibit COVID-19 symptoms will immediately be required to wear a face covering and wait in the isolation room until they can be transported to an appropriate place for treatment. Students and staff must be fever-free for 24 hours without medication and have relief of COVID-19 symptoms. These symptoms include, but are not limited to:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- If we become aware that a student or staff member is COVID-19 positive, we will do the following:
 - Notify staff and family members (while maintaining confidentiality as per FERPA and state law related to privacy of educational records)
 - Notify local health officials
 - Document/track incidents of possible exposure
 - Close all areas that were occupied by that person until they have been thoroughly cleaned and disinfected
- We will advise staff and students who have been absent from school due to COVID-19 to isolate at home until they have met CDC criteria to discontinue home isolation. (This includes being symptom free, 3 days with no fever, and 10 days since symptoms first appeared.)

- We will provide distance learning opportunities to students while they are away from school due to COVID-19.
- For serious injury or illness, and if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, the school will call 9-1-1 without delay to seek medical attention.
- An isolation room adjacent to the front office will be used to separate anyone who exhibits symptoms of COVID-19 and is waiting for a ride. The room will be closed off and thoroughly disinfected after use.

9. Maintaining Healthy Operations

- We will monitor staff absenteeism, and we will ensure that other staff are available to fulfill the duties of staff members who are absent.
- We will monitor the types of illnesses and symptoms among our students and staff and address them as deemed appropriate.
- We will designate a staff liaison to be responsible for responding to COVID-19 concerns. This liaison will be trained to coordinate the documentation and tracking of possible exposure in order to notify local health officials, staff members, and families in a prompt and responsible manner.
- We will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications regarding exposures and closures. We will do this in a way that maintains confidentiality as required by FERPA and state law related to privacy of educational records.
- We will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning opportunities.
- A journal will be maintained in the office for children who are experiencing symptoms that warrant being sent home, in order to track and document our safety protocols being met.

10. Plans for Partial or Total Closures

- We will monitor communications from state and local authorities regarding COVID-19 transmission and/or closures in our area, and we will adjust operations as deemed appropriate.
- If a student or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps:
 - In consultation with the local public health department, the school principal will decide whether school closure is warranted (including the length of time necessary).
 - We will maintain regular communications with the local public health department.
 - All areas of the school visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.
 - We will advise those who have been in contact with the COVID-19 positive individual to isolate at home.
 - We will implement communication plans for school closure to include outreach to students, parents, staff members and families.

- We will provide guidance to students, staff members, and families regarding the importance of physical distancing measures while the school is closed (including discouraging gathering elsewhere).
- In order to maintain continuity of education, we will implement one of the three instruction strategies listed below.

Instruction Strategies:

1. Conventional Instruction: If it is determined that school closure is not warranted, teachers will continue providing “in-person” instruction at school.

2. Adaptive Instruction: If it is determined that some students need to isolate at home while others attend school, teachers will provide “in-person” instruction at school to students who are able to safely attend school, and will use distance instruction platforms and strategies to make instruction available to students who, due to COVID-19, are not able to attend school. This would primarily include the use of Google Classroom.

3. Distance Instruction: If it is determined that the entire school needs to close due to COVID-19, teachers will use distance instruction platforms and strategies to instruct students while they isolate at home. This would primarily include the use of Google Classroom.

UPDATED Covid-19 Guidelines for 2021 pertaining to Covid Guidance Checklist

Stable Group Structures (identified as “cohorts”)

- Each classroom cohort will stay together for all school day activities, such as instruction, lunch, and recess. Cohorts will minimize/avoid contact with other groups or individuals who are not part of the stable group.
- Each classroom will have a teacher and 1 aide. Classrooms do not have more than 18 students per room.
- Art class is currently the only elective class. Art teacher will come to each classroom. All art supplies are independently supplied. Teacher will be wearing proper PPE.

Entrance, Egress, and Movement Within the School:

- Each cohort will have a separate entrance/exit for the school day. (East campus, center campus and west campus gates and doors.)
- Parents and visitors will be greeted and screened at the main entrance.

- Lunch times and recess will be on a set schedule that avoids crossover as much as possible.

Face Coverings and Other Essential Protective Gear:

- Face coverings will be required for all students and staff for the entirety of the school day.
- Classroom teachers and aides will be regularly monitoring students for proper use of face coverings.

Health Screenings for Students and Staff:

- Please refer to #7 and #8 above. Strict monitoring of staff and students remains in place.
- CDC DAILY HOME SCREENING FOR STUDENTS
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/DailyHome-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

Healthy Hygiene Practices:

- Please refer to #3 and #9 above. Heighted hygiene practices are in place.

Identification and Tracing of Contacts:

Should any RAA student or staff member test positive, the office would send out a notification to all families who may have interacted with the affected student/staff member.

RAA is able to provide all necessary information to CDPH in the event of a mandatory reporting scenario.

Identification and Reporting of cases:

- Dena Badger (secretary) will be the designated contact person for reporting.
- Carrie Copithorne (principal) will be secondary contact for reporting.
- We have established the required account with SCDPH for reporting purposes.
- According to the newest CA guidelines, any person who tests positive for Covid-19 and has been on the RAA campus within the 10 days prior to the positive test, must be reported to the CDPH.
 - **The following must be reported:**
 - name
 - address
 - birthdate

- positive test date
- test location
- any present symptoms