



## COA ES COVID-19 Safety Plan/Logistics

### General requirements

- **Students in all grades:** Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted. Persons exempted from wearing a face covering due to medical condition, as confirmed by the school admin and district nurse ([Galen.FowlerGuerrero@gcccharters.org](mailto:Galen.FowlerGuerrero@gcccharters.org)). Students must wear a non-restrictive alternative, such as a face shield as long as their condition permits and approved by the district health team. In some cases, per physician note, students are exempt from wearing both.
- All exemptions go to registrars. Upon receiving an exemption, registrars are to verify the exemption and notify teachers and site managers. Exemptions may vary from case to case and will be evaluated on an individual basis.
- Messages were communicated to parents that masks are mandatory.
- **For non-compliance by students:** Reach out to site managers for issues related to non-compliance. COA will exclude students from campus if they are not exempt from wearing a face covering under CDHP guidelines and refuse to wear one provided by the school.
- It is the student's responsibility to bring their own masks to school, however, COA is prepared to provide a mask to students who forgot theirs.
- **Adult face masks:** For staff who come into routine contact with others, CDHP recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings. In limited situations where face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDHP guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.
- Face masks must be worn at all times while on campus.
- If a student needs a new mask, teachers must direct this student to the office.
- Participants in youth and adult sports (PE, lunches and recesses) should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors. Students will be allowed to have supervised breathing breaks during PE as long as they maintain social distancing. PE teachers are to determine locations of the breathing areas but not to interfere with other student activities.
- Use of plastic barriers is required for students of all ages.
- Student's and Teacher's chairs should be at least 6 feet away from one another, except where distance is not possible after a good-faith effort has been made. Under no circumstances should distance between student chairs be less than 4 feet.

- Regardless of social distance measures in classrooms, masks and barriers are required.
- It will be the teacher's responsibility to set up social distancing rules inside their own classrooms. Teachers will also be responsible to monitor traffic in their classrooms to ensure everyone follows social distance procedures.
- A cloth face covering or face shield should be removed for breathing areas in designated spaces, meals, snacks, or when needed to replace.

#### **Facemask Don'ts for students and adults**

- **DON'T** touch your face and rearrange the face covering on the wearer's face.
- **DON'T** share face masks or coverings with others.
- **DON'T** touch eyes, nose or mouth when removing a face mask.
- **DON'T** wear them under the nose, around the neck, rest under the chin or on the forehead or hanging off one ear.
- **DON'T** wear loose or ill-fitting masks.
- **DON'T** continue to wear a face mask that has holes, rips and tears in it. Instead, replace it.
- **DON'T** continue to wear a face mask that is wet from condensation or sweat. Replace the face covering if it is damp or wet.
- **DON'T** remove the face mask to talk with someone.
- Mesh masks (some with rhinestones) are not allowed.

#### **Classroom arrangement**

- Teachers are to use the current furniture that is in their classrooms. We are not planning to purchase any additional furniture this year. No single desks will be purchased.
- All students do not have to face the same way but teachers should set up rooms in a way that allows for social distancing.
- Extra desks will be provided as needed and available by site managers.
- Teachers will use U-shaped plastic dividers in each classroom with one per student.
- Within classrooms, teachers should set up rules and expectations around social distancing.

#### **Supplies and Materials**

- Avoid sharing electronic devices, books, toys, and other items when possible.
- Teachers should ensure cleaning between uses.
- Encourage students to keep personal items in individually labeled cubbies, containers, desks, backpacks, or at home.
- When feasible, discourage the use of soft and porous materials (e.g., stuffed animals, cloth/fabric chairs, sheet sacks, carpeting) that are difficult to clean or disinfect.
- Teachers will be provided bins and materials to help minimize cross contamination (*please talk to your curriculum coach as this relates to supply orders*)
- Supplies will be ordered for students and teachers regardless of them working in-person or remotely.

#### **Cleaning and disinfection**

- Classrooms will be cleaned and sprayed by janitor at the end of each day.
- Restrooms will be cleaned and sanitized three times a day. Cleaning schedules are posted on restrooms doors.
- Classroom door handles, as well as front desk high-touch areas, will be sanitized three times a day.
- Sanitization in high traffic areas will happen throughout the day.
- Classrooms have adequate hand sanitizers installed. For refills, see your site manager.
- Hand washing and sanitizing will be implemented throughout the day, and will include but is not limited to, when entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, before/after mask removal and touching the face, before/after handling shared objects and after coughing/sneezing/blowing nose.
- Outside play structures, if used, only need routine maintenance. Students will be required to wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structure play is not required between cohorts.
- Playground structure will be sprayed down at the end of each day.
- Water fountains will be maintained and wiped down regularly.
- Fridays will be deep cleaning days at all sites. If teachers choose to work on site, they MUST let their site manager know.
- For upper grades (4th grade and up) when cohorts change classrooms during the day sanitizing wipes will be provided for wiping down desks. It is the teacher's responsibility to make sure the desks are wiped down.

### Procedures and routines

- Teachers will be responsible to monitor traffic in their classrooms.
- Teachers are to set up social distancing rules inside their own classrooms.
- We will not receive fans or devices to help with airflow but air filters will be replaced regularly. Please keep windows and doors closed during the cold season.
- **Lunch and breaks for teachers:** Teachers will have a 45 minutes lunch period: 15 minutes to supervise students while students eat, then walk them outside and release them to playground assistants for recess. Afterward, playground assistants will reinforce mask policy.
- Teachers will then take a personal 30 min lunch break.
- During rainy days teachers must stay with their students the entire time during recess and lunches. If a teacher needs to step outside for a restroom break, he/she must contact their front desk clerk and ask for coverage.
- **Maskless Breathing Area:** Supervised breathing areas will be available throughout the school campus for students to catch a break. Social distancing will be strictly reinforced. Locations of Maskless Breathing Areas by sites:
  - Along the fence between Rafferty A and B sites
  - Along the fence between Rafferty B and Portables
  - Along the fence of the track area between Camellia and Rafferty A sites
  - Along the fence between Portables and Pavilion
  - Along the fence between Curriculum Coach shed and Basketball area at Skvarla Site

-Along the fence by the garden area at Skvarla Site

- Breakfast for all grades will be delivered to each classroom around 8am.
- Lunch - Prior to lunchtime, every teacher will send two students to the lunch distribution area to pick up meal bags (3rd grade and up ONLY). For KG-2nd grade students, meal bags will be delivered to their classrooms by assigned personnel. Site managers will set up 32 gallons trash bins outside for lunch leftovers and other trash. This system will help reduce food smell and mess in the classrooms.
- There will be no food warming up for students (microwaves)
- Students can eat their lunch outside as long as it is under strict supervision of their teacher, and away from common play areas and maskless breathing areas.
- If you have a student in your classroom with a food allergy, please ask your clerk for a sign for your door. Those foods will be prohibited inside the classroom. The sign will read "This is a nut-free classroom," or whichever other food a student is allergic to.
- Recess will normally be outside but in the event of a rainy day schedule, they will need to be in the classroom. If a teacher needs to step outside for a restroom break, he/she must contact their front desk clerk and ask for coverage.
- Parents will still be expected to follow the communication policy that was set into place earlier this year: If a parent reaches out to a teacher after school hours, they can expect a response within 24 hours. If a parent reaches out over the weekend, they can expect a response on Monday.

***It is teacher's responsibility to communicate the drop-off and pick-up locations:***

- Skvarla pick-up (KG-1st). From classrooms.
- Dudley B pick-up (1st and 2nd). From Dudley B parking lot.
- Dudley A and Camellia pick-up (4th grade). From Dudley A and Camellia parking lots.
- Rafferty A, B, and Portables pick-up (3rd, 4th and 5th). From Rafferty A, B, and portables parking lots.
- Pavilion pick-up (2nd). From Pavilion parking lot and Roundabout.

***Student Drop-Off***

- Drive-through is highly recommended at all sites, however, there will be exceptions, especially with primary grades in the event of student distress. Gates will be open at Skvarla (both gates,) Rafferty A (both gates,) Rafferty B gate, portables gate, and Camellia gate. Each gate will have a designated staff member to do temperature checks and direct flow of traffic.
- Skvarla Hallway will be closed off. Students will enter and exit through the back classroom doors.
- Upon drop-off, students are to go directly to class when they arrive at school.
- Student drop-off times are from 8:00 - 8:30 am. For those students who eat breakfast it is highly recommended to arrive by 8:20 am.
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- Upon arrival to school, all students will receive temperature checks by designated staff members.
- In the event that a student forgot the mask, she/he will be sent to the office right away.
- School will educate and provide information to parents regarding symptom checking home responsibilities.
- Teachers will not receive a thermometer but a thermometer will be available at the front desk.
- Teachers and/or paras (KG paras, if applies) will meet and greet students inside of their classrooms.

### ***Student Pick-Up***

- **For KG and 1st grade students:** Parents will be asked to pick up their child(ren) directly from classrooms through the back door (outside exit door). The hallways will be closed off. Parents will be advised to wear masks and also maintain social distancing.

### **For 2nd grade and up:**

- After school, teachers will walk their cohorts outside and line up in areas designated by Site Managers. They will socially distance their cohort from other cohorts. The teacher will wait with the student until ALL students get picked up. Parents are highly recommended not to leave their vehicles. Students' names will be announced through a loudspeaker, if necessary. During rainy days, Rafferty A students will be gathered in the multipurpose room and released to parents as they arrive. Rafferty B, Pavilion and Camellia students will be released directly from their classrooms after receiving a call from the front desk. 5th grade students located in the portables can be picked up directly from their classrooms.
- Students will be required to wear a mask while walking to their parent/guardian's vehicle.
- All students are to be picked up at their assigned sites and cannot meet their siblings at another location.
- Parents are required to arrive for pickup within 15 minutes of the completion of class.
- Paras/teachers should expect longer wait time after school, due to the new school reopening protocols.
- **Habitual late pick-ups will not be tolerated** and after five 5 late pick ups, a site manager will address the issue with the student's parents.

### ***Early Dismissals***

- Parents are to call (highly encouraged) or go to the front desk of the site where their child is assigned to dismiss their student.

**Teacher schedules**

- Work hours will change for teachers when we resume face to face instruction in cohorts (8:00 am - 3:00 pm).
- School hours will change from 8:30 am - 2:30 pm, Monday-Thursday to allow parents to pick up their students by 3pm, we ask for flexibility and understanding regarding student pick-up and drop-off times as parents will be dropping off their students as early as 8 am every morning.
- Teachers are allowed to work remotely on Fridays. No students will be on campus unless otherwise arranged by the teacher.

**Computers and Ipads**

- Students can either bring a loaned or personal computer to school or use the brand-new devices we obtained this school year. The new devices must stay at school. The teacher will be responsible for sanitizing the devices after each use.
- Ipads may be used but sanitized properly after use. Sanitizing wipes will be provided to teachers only for this matter.
- Each class will be provided with a few extra laptops.
- All technology, that stays in the classroom, will need to be sanitized by teachers at the end of the day.
- For all questions related to technology, please contact our IT Para [Alesia.Ryazantseva@gcccharters.org](mailto:Alesia.Ryazantseva@gcccharters.org)

**Students or staff exhibiting symptoms**

- In the event that a student or staff member test positive for Covid-19, the school site will continue to operate in accordance with SCPH guidance.
- Decisions regarding who must quarantine will be made by the school district health team ([Galen.FowlerGuerrero@gcccharters.org](mailto:Galen.FowlerGuerrero@gcccharters.org)) and the rest of the staff and parents will be notified.
- If a student/staff member shows symptoms, was exposed or tests positive for Covid-19, the school district health team will determine whether the student/cohort/staff member should be quarantined, or not. The duration is also to be determined.
- Staff members and students with symptoms of COVID-19 infection not to return for in -person instruction until they have met CDPH criteria to discontinue home isolation.
- If a teacher is out sick for a reason other than Covid-19 and no substitute is available, a designated para will substitute with support from the curriculum coaches.