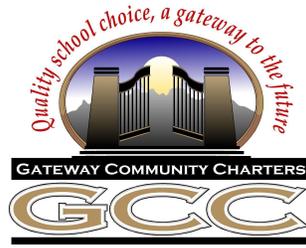


# Gateway Community Charters

## COVID-19 School Plan for In-Person Instruction

2021-2022 School Year





Dear GCC Stakeholders;

The Gateway Community Charters (GCC) team has been busy preparing for the opening of our schools for full in-person instruction for the 2021-22 school year. We are energized and eager to get back to school in the more traditional sense. As we prepare for the return to in-person instruction, we have gathered information into this one document for easy reference. This comprehensive guide provides information across all areas of school operation, and we encourage you to keep it on hand for quick reference. The overarching purpose of our planning is to protect the health and well-being of our students and staff.

These guidelines recognize the academic, physical, and social-emotional needs of our students and staff. Gateway Community Charters has developed the following to ensure that we create and offer a safe and healthy environment for our students and staff.

I would personally like to thank all of our families and each of our staff members for your dedication and commitment as we navigate the ever changing regulations, guidance, and requirements.

Sincerely,

Dr. Cindy Petersen  
Superintendent/CEO  
Gateway Community Charters

## **GATEWAY COMMUNITY CHARTERS LEADERSHIP**

### **GCC BOARD**

Lillie Campbell- Board President  
Bruce Mangerich- Board Vice President  
Jack Turner- Board Secretary  
Mark Anderson- Board Treasurer  
Harry Block- Board Member

### **GCC EXECUTIVE LEADERSHIP**

Dr. Cindy Petersen- Superintendent/CEO  
Mr. Jason Sample- Deputy Superintendent  
Dr. Christine McCormick- Assistant Superintendent  
Ms. Omaira Reyna- Chief Business Official

### **GCC SCHOOL SITE LEADERSHIP**

Jon Campbell, Community Collaborative Charter School  
Larissa Gonchar, Community Outreach Academy Elementary School  
Dr. Jerry Kosch, Empowering Possibilities International Charter  
Nataliya Panasiuk, Futures High School  
Joi Tikoi, Gateway International School  
Erin Marston, Higher Learning Academy  
Morri Elliott, Sacramento Academic and Vocational Academy  
Summer Ash, Sacramento Academic and Vocational Academy  
Ashley Madden, Sacramento Academic and Vocational Academy

# Safety Measures for K-12 Schools

## *(Site Based and Non Classroom Based)*

### **MASK/FACE COVERINGS**

- Masks are not required but recommended for all outdoor activities in K-12 school settings.
- All K-12 students are **required** to mask indoors, with exemptions per [CDPH face mask guidance](#). All Adults in K-12 school settings are required to mask when sharing indoor spaces with students and other adults regardless of vaccination status.



- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

- Each GCC Schools will implement protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

- Consistent with guidance from the 2020-21 school year, GCC

schools will implement protocols to enforce the mask requirements. Additionally, GCC will offer an alternative educational opportunity for students who are excluded from campus because they will not wear a face covering. GCC has developed a Virtual Academy to provide instructional support to students.

- In limited situations where a 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 [CDPH guidelines](#)) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

## **CLEANING & DISINFECTION**

- GCC schools will modify the use of site resources necessitating sharing or touching items, such as using personal reusable water bottles instead of shared drinking fountains.
- GCC schools will limit the use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment. When shared use is allowed, staff and students will clean and disinfect equipment between uses.
- GCC schools and facility contractors will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH asthma safer cleaning methods, and as required by the Healthy Schools Act, as applicable.
- GCC schools will avoid the use of products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.
- GCC schools will provide proper PPE to custodial staff and other employees who clean and disinfect.
- GCC schools will establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.
- GCC schools will ensure safe and correct application of disinfectant and keep products away from students. Ensure proper ventilation during cleaning and disinfecting.
- GCC schools will introduce fresh outdoor air as much as possible.
- GCC schools will do thorough cleaning when children are not present.
- When cleaning, GCC school staff will air out the space before children arrive. If using air conditioning, use the setting that brings in outside air.
- Ventilation:
  - a. For indoor spaces, ventilation should be optimized, which can be done by following [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).
- GCC schools will replace and check air filters and filtration systems to ensure optimal air quality. If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

# HEALTHY HYGIENE PRACTICES/OPERATIONS

- GCC school staff will teach, train, and incorporate regular hand washing into routines for both students and staff.
- GCC school staff will teach, train, and incorporate proper use of hand sanitizer into routines for both students and staff.
- GCC school staff will have students bring water bottles from home. No water fountains will be used.
- Parents will perform daily at-home health screenings prior to arriving at school.
- All Staff will perform personal, daily at-home health screenings prior to arriving at school.



## **ENTRANCE, EXIT, AND MOVEMENT WITHIN THE SCHOOL**

- GCC schools will have procedures and protocols that minimizes the gathering of large crowds. Schools will inform students and families of exactly where to enter the campus and exactly how to proceed to the classroom (e.g. which door to enter).

## **PHYSICAL DISTANCING**

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

## **CLASSROOM SPACE**

- Instructional space will be configured to maximize safety for all students and staff. Minimize the movement of students, teachers or staff as much as practicable.
- Schools will maximize space between seating and desks, arrange seating to minimize face-to-face contact, and use physical partitions where requested or needed.
- Options such as holding class outdoors when possible and opening doors and windows as available will be explored to ensure a flow of air.
- School staff will conduct daily cleaning throughout the day and deep sanitization each night.

## **NON-CLASSROOM SPACES**

- GCC schools will limit nonessential visitors, volunteers, and activities involving other groups and limit communal activities where practicable.
- GCC schools will alternatively, stagger use, properly space occupants, and disinfect in between uses.
- GCC schools will consider the use of non-classroom space for instruction, including outdoor space if weather permits.
- GCC schools will minimize congregation through hallways as much as practicable.
- GCC schools will serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable.

- GCC schools will ensure our students and staff avoid sharing of foods and utensils and buffet or family-style meals.
- GCC schools will hold recess activities in separated areas designated by class.
- GCC schools will provide students with necessary supplies when needed (pens, pencils, etc.). Students will minimize the sharing of supplies with other students.

## **HEALTH SCREENINGS FOR STUDENTS AND STAFF**

Staff will self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit and have not increased by a degree or more Fahrenheit, check for symptoms outlined by public health officials) and stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

- Families will self-screen their child before leaving for school (check temperature to ensure temperature is below 100.4 degrees Fahrenheit and has not increased by a degree or more Fahrenheit, check for symptoms outlined by public health officials). Students must stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- Active Screening: Staff or students who become symptomatic while on campus, will be screened by staff, and medical history will be taken into account (e.g. seasonal allergies)
- All staff and students must wash or sanitize hands as they arrive on campus.

### **Stay Home When Sick**

Staff and students should stay home when sick, not feeling well, or have come in close contact\* with someone who has tested positive for COVID-19. Individuals who have a temperature of 100.4 and above must stay home.

*\*CDC defines close contact as anyone who has been within 6-feet of an infected individual for at least 15-minutes, 2-days before illness onset.*

### **Stay Home When Sick And Getting Tested**

- a. Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
- b. Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at our schools.

c. Staff members and students are advised that if you have symptoms of COVID-19 not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- ii. Other symptoms have improved; and
- iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

### **Student Daily COVID-19 Self/Guardian Checklist**

Students should not be physically present on the school campus or GCC facility if any of the following symptoms are present. Additionally, students should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.

[SAMPLE COVID-19 SCREENING TOOL FOR CHILDREN](#)

### **Employee Daily COVID-19 Self/Guardian Checklist**

Staff should not be physically present on the GCC campus or GCC facility if any of the following symptoms are present. Additionally, staff should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.

[SAMPLE COVID-19 SCREENING TOOL FOR ADULTS](#)

### **COVID-19 Symptoms Include:**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body pain
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Health officials will continue to update this list as we learn more about COVID-19.

## **Plan For When Someone Has Symptoms or Isn't Feeling Well**

*Students or staff\* who present with symptoms while at school:*

- Students will go to a designated COVID isolation room until they can be picked up by a parent or guardian
- Staff members must leave the GCC campus and inform their supervisor prior to leaving
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff members will be directed to the Sacramento County School Testing Site. students and families can contact their physician or access the free OptumServe testing site at [COVID-19 Test Registration](#)
- If the individual was symptomatic, but not exposed, and tests negative for COVID-19, the scholar or staff member may return to in-person instruction 24 hours after symptoms resolve
- If the individual does not get a COVID-19 test, the scholar or staff member may return to school 10 school days after symptoms first appeared, and are 24 hours fever-free without fever-reducing medication
- School/classroom may remain open in consultation with public health officials

\*Staff should contact their supervisor immediately.

## **VISITOR POLICY**

Campus access will be limited to staff, students, and parents/guardians on official business ONLY.

Visitors will be permitted on campus by appointment only, and will be required to wear a face covering. Visitors will also need to complete the screening process. Visitors must avoid our campus if they exhibit any COVID-19 symptoms. Visitors will be part of our contact tracing list documentation.



## **IDENTIFICATION AND TRACING OF CONTACTS**

- Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
- GCC Schools are required to immediately notify the GCC COVID-19 Team to assist the local health department with contact tracing and investigation.
- All students, staff and visitors entering campus will sign in and designate which classroom/s they will enter.

- All classrooms will have seating charts detailing where each student is seated each day.

## QUARANTINE PROTOCOLS

- **Quarantine recommendations for vaccinated close contacts**
  - a. For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
- **Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.**
  - a. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
    - i. Are asymptomatic;
    - ii. Continue to appropriately mask, as required;
    - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
    - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- **Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.**
  - a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
    - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
    - **Isolation recommendations**

- a. For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

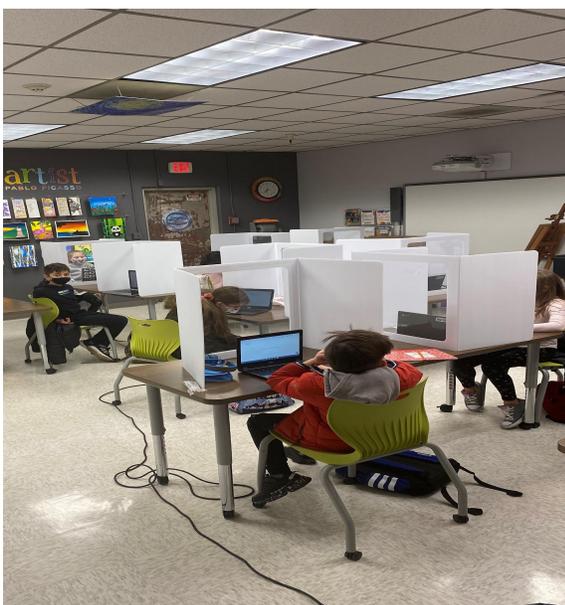
## **MAINTAINING HEALTHY OPERATIONS**

GCC is committed to maintaining healthy operations with an added emphasis on:

- Monitoring student absenteeism and the types of illnesses and symptoms experienced
- Monitoring staff absenteeism and the types of illnesses and symptoms experienced
- Maintain communication systems that allow staff and families to self-report symptoms while maintaining confidentiality, as required by the Family Educational Rights and Privacy Act (FERPA) and state law related to the privacy of educational records
- Supporting students and families with a higher risk for severe illnesses by providing a distance learning option (GCC Virtual Academy)
- Communicating and consult with the County Health Department to stay current with COVID-19 activity and guidance



## **STAFF TRAINING AND FAMILY EDUCATION**



- On an ongoing basis, we will train all staff and provide educational materials to families in enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal, and washing of cloth face coverings, screening practices, COVID-19 symptoms and transmission, how to prevent COVID-19 spread, when to seek medical attention, the plan and procedures to follow when someone becomes sick at school, and the plan and procedures to protect workers from COVID-19 illness.

- Families will maintain up to date information including phone numbers and email addresses.

## **COMMUNICATION PLAN**

How you will communicate with GCC about cases and exposures at the school:

- We will monitor staff absenteeism and the reasons for the absence.
- We will monitor the types of illnesses and symptoms among students and staff to help isolate them promptly.
- We will designate staff liaisons to be responsible for responding to COVID-19 concerns at the site and GCC will handle overall concerns.
- We will train employees on liaison communication and documentation.
- We will train the liaisons to coordinate the documentation and tracking of possible exposure, in order to notify GCC in a prompt and responsible manner.
- We will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.

## **FOOD SERVICES PLAN**

- Lunch or snack time has the potential to be one of the higher risk activities during the school day since students will be unmasked while eating and drinking. To minimize risks at lunch, consider having students eat outdoors or in other spaces where they can spread out such as classrooms, as feasible.
- Food is provided by Twin Rivers USD Nutrition Services Department.
- Staff will clean and disinfect frequently touched surfaces at least daily and, as practicable, frequently throughout the day by trained custodial staff.
- We will disinfect all areas after any individual who is exhibiting COVID-19 symptoms.
- We will provide staff with disinfectant wipes and disposable gloves.
- We will supply each classroom with large trash cans for breakfast and lunch waste
- We will have staff supervise students for breakfast and lunch
- We will have students throw away their food, have someone wipe down their desk with a Clorox wipe, and have students use hand sanitizer or wash their hands before and after each meal



# **APPENDICES**

## Appendix A: Cleaning and disinfecting your building or facility if someone is sick

### *When cleaning:*

- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for at least 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water for at least 20 seconds.
- Close off areas used by the person who is sick.
  - GCC will not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Wear disposable gloves to clean and disinfect.
- Clean and disinfect all areas used by the person who is sick
- Offices
- Bathrooms
- Common areas
- Shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Temporarily turn off HVAC to avoid contamination of the HVAC units.

Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## **Appendix B: Daily Classroom Cleaning and Disinfecting Checklist**

### **In the classroom and offices:**

- Desktops and in-desk storage
- Seats
- Classroom books
- Class equipment (microscopes, globes, pencil sharpeners, etc.)
- Administrative equipment (copier buttons, fax machines, etc.)
- Storage spaces (cubes, coat racks, etc.)
- Floors
- Door, closet, and cupboard handles
- Telephones
- Touchscreens
- Keyboards (These are difficult to clean. Ideally, use a keyboard cover that is easy to remove and disinfect.)
- Waste and recycling bins
- Public Address systems
- Shared binders (late sign in, sign out, etc.)

### **Restrooms:**

- Doorknobs and handles
- Faucet handles
- Paper towel dispenser handles
- Hand dryer buttons
- Soap dispenser buttons
- Toilet paper dispensers
- Sanitary napkin dispensers
- Toilet flush handles
- Toilet doors, door handles, and locks

## Appendix C- Mental Health Resources and Services

# Mental Health Support

### **Sacramento County Mental Health Support**

7001 East Parkway, Sacramento, CA 95823

M-F 8am-5pm

[Sacramento County Mental Health Services](#)

- **Support Line for Youth and Caregivers**
  - o Feeling alone, stressed, or sad?
  - o 24/7 Support
  - o Call or text 916-SUPPORT (787-7678)
- **Mental Health Urgent Care Clinic**
  - o Monday - Friday, 10 am - 10 pm (last walk-in at 9 pm)
  - o Saturdays, Sundays, and Holidays, 10 am - 6pm (last walk-in at 5 pm)
  - o 2130 Stockton Boulevard, Building 300, Sacramento, CA 95817
  - o (916) 520-2460
- **Local 24 Hour Suicide Prevention Hotline**
  - o 24 hours per day/7 days per week
  - o (916) 368-3111 or Toll Free (800) 273-8255
- **Warm Line**
  - o Just need someone to talk to?
  - o Monday - Friday, 9 am - 5 pm
  - o (916) 366-4668
- **Community Support Team**
  - o Staff support with navigating mental health services
  - o Monday - Friday, 8 am - 5 pm
  - o (916) 874-6015

### **Child, Youth, and Family Mental Health**

[Child, Youth, and Family Mental Health](#)

### **Youth Health Network**

- <http://starsyouth.net/>
- Call/Text 916-860-9819