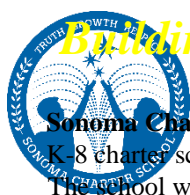


# SONOMA CHARTER SCHOOL

Academic Excellence Through Engaged Learning



## Building a Safe Path Back to School

Sonoma Charter School was established in 1993 as an independent K-8 charter school authorized by the Sonoma Valley Unified School District. The school was founded by a group of parents, teachers and community members who were seeking an alternative educational opportunity. Sonoma Charter is proud of its innovative programs designed to educate the whole child (mind and heart).



We have dedicated ourselves to the task of building a safe path for our students and staff to return to on-campus learning during the 2020-21 school year.

Sonoma Charter School's Governing Board has overseen the development of our comprehensive **Re-Entry Plan for Safe On-Campus Instruction** that follows this introduction, covers both health and safety as well as the Cohort Instructional Plan.

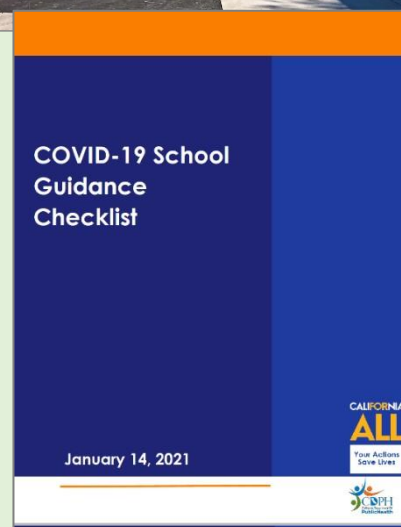
Our **Re-Entry Plan** was built around the four key mitigating strategies outlined by the CDC to help protect students, teachers, and staff and slow the spread of COVID-19:

- 1) Promoting Behaviors that Reduce COVID-19's Spread
- 2) Maintaining Healthy Environments
- 3) Maintaining Healthy Operations
- 4) Preparing for When Someone Gets Sick

**Outreach to parents and staff** during the development of the plans included many community meetings and surveys seeking input: 4/6, 4/27, 5/11, 6/8 (Survey #1), 6/15, 6/22 (Survey #2), 6/29, 8/3, 8/17 (Survey #3), 8/31, 9/14, 9/30, 10/12, 10/27, 11/9, 11/20, 12/7, 12/14 (Survey #4), 1/11/21, and 1/25/21.

On October 19, 2020, Sonoma Charter School began providing on-campus small group learning support following CDPH guidance and Cohorting Guidance provisions. Our Support-Pods serve a total of 50 students (25% of school's population) from special populations including: special education students, English language learners, and at-risk students not participating in distance learning. During this time we have also been able to provide students one-on-one specialized services such as speech or occupational therapy, or intensive tutoring. **Our on-campus Support-Pods** have allowed Sonoma Charter School the opportunity to successfully practice all of the elements outlined in our Re-Entry Plan.

It is from this history of operating a safe campus environment for students and staff during COVID-19 conditions that has given us the confidence to seek permission to allow all K-6 students to return to site-based instruction using the small group/cohort model.



**Sonoma Charter School's Re-Entry Plan for Safe On-Campus Instruction** Updated: 1-25-21

*This Re-Entry Plan has been shared with all staff and families and posted on our school website. The Plan will be revised and updated as new county/state guidelines become available.*

<b>A. Cleaning/Disinfection and Use of Shared Items</b> <i>How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.</i>	
A1 Facility Cleaning and Disinfection Guidelines	1
A2 Electronic Computing Devices	2
A3 Use of School Supplies	2
A4 Playground Equipment	2
<b>B. Cohorting, School Routines, and Schedules</b> <i>How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., orientation, lunch, recess and instructional centers with other groups or individuals who are not part of the cohort).</i>	
B1 Creating and Maintaining Stable Classroom Cohorts	3
B2 Accurate Attendance/Data	3
B3 Routines & Schedules	4
B4 Recess Schedule	4
B5 Food / Snacks / Lunch	4
Cohort Instruction Options A & B	5-6
<b>C. Entrance, Egress, and Movement Within the School</b> <i>How entrances of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.</i>	
C1 Diagrammed Routes on the Campus for Entry & Exit	7
C2 Informational Signage for Students, Staff and Visitors	8
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C4 Guidelines Related to Any Form of On-Campus Event	8
C5 Visitors / Volunteers / Vendors on Campus	8
<b>D. Face Coverings and Other Essential Protective Gear</b> <i>How COVID-19 face covering requirements will be satisfied and enforced.</i>	
D1 Face Coverings	9
D2 Training for Face Coverings	9
D3 Privacy Boards & Clear Screens Barriers	9
<b>E. Health Screenings for Students and Staff</b> <i>How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and not leave immediately.</i>	
E1 Daily Health Screening Protocols for Students and Staff	10
E2 Health Policy for Teachers, Students, and Staff	11



In January 2021, all schools were asked to submit a **COVID-19 School Safety Plan**, consisting of the documents noted below that follow this introduction:

- **Cal/OSHA COVID-19 Prevention Program (CPP)**
- **COVID-19 School Guidance Checklist**

In addition to the above, SCS is submitting as part of this document our **Re-Entry Plan for Safe On-Campus Instruction** and is certifying that each of our pupils participating in distance-learning has:

- Access to a computing device and operational software, and,
- High-speed internet access necessary to participate in online instruction.

Marc Elin, SCS Director

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Director: Marc Elin  
Church

Governing Board: Gregory Stubbs, Barbara Brooks, Lissa Turnbull, Elizabeth Link, Robert

Updated: 3-01-22

*Sonoma Charter School's*

# Re-Entry Plan for Safe On-Campus Instruction

school website.

*This Re-Entry Plan has been shared with all staff and families and posted on our school website. The Plan will be revised and updated as new county/state guidelines become available.*

## A. Cleaning/Disinfection and Use of Shared Items

*How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

A1	Facility	Cleaning	and	Disinfection	Guidelines
.....			1		
A2		Electronic		Computing	Devices
.....			2	A3	Use of School
Supplies					2
A4		Playground			Equipment
.....				2	

## B. Cohorting, School Routines, and Schedules

*How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.*

B1	Creating	and	Maintaining	Stable	Classroom	Cohorts
.....			3	B2	Accurate	Attendance/Data
.....				3	B3	Routines &
Schedules						4
			B4	Recess Schedule		
.....					4	B5
Snacks / Lunch						4
Cohort Instruction Model						5

## C. Entrance, Egress, and Movement Within the School

*How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

C1	Diagrammed Routes on the Campus for Entry & Exit	6
C2	Informational Signage for Students, Staff and Visitors	7
C3	Signs Directing Safe Movement on Campus	7
C4	Guidelines Related to Any Form of On-Campus Event	7
C5	Visitors / Volunteers / Vendors on Campus	7

## D. Face Coverings and Other Essential Protective Gear

*How CDPH's face covering requirements will be satisfied and enforced.*

### D1 Face Coverings

D1	Face Coverings	8
D2	Training for Face Coverings	8
D3	Privacy Boards & Clear Screens Barriers	8

## E. Health Screenings for Students and Staff

*How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

E1	Daily Health Screening Protocols for Students and Staff	9
E2	Health Policy for Teachers, Students, and Staff	10

## F. Healthy Hygiene Practices

*The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

F1	Handwashing Practices and Protocols	11
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## G. Identification & Tracing of Contacts

*Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

<b>G1 Establishing Official Points of Contact at the School for the Public</b> .....	12
<b>G2 Procedure to Document/Record Visits to Classrooms</b> .....	12

## **H. Physical Distancing**

*How space and routines will be arranged to allow for physical distancing of students and staff.*

<b>H1 Social/Physical Distancing Guidelines for All On-Campus Situations</b> .....	13
<b>H2 Safe Physical Arrangements for All Classrooms</b> .....	14
<b>H3 Safe Use of Non-Classroom Spaces</b> .....	15
<b>H4 Designating Outdoor Spaces for Education</b> .....	15

## **I. Staff Training and Family Education**

*How staff will be trained and families will be educated on the application and enforcement of the plan.*

<b>I1. Training Opportunities for Staff and Families</b> .....	16
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## **J. Testing of Students and Staff**

*How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.*

<b>J1 COVID-19 Testing in Response to Health Screening/Reporting</b> .....	17
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## **K. Triggers for Switching to Distance Learning**

*The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

<b>K1 Data Indicators for Decision-making</b> .....	18
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## **L. Communication Plans**

*How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

<b>L1 Communication for Different COVID-19 Scenarios</b> .....	20
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## A. Cleaning/Disinfection Guidelines and Use of Shared-Items

*How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

### A1. Facility Cleaning and Disinfection Guidelines

Intensified and increased cleaning/disinfecting are in place and will be ready when students arrive back on campus. Janitorial services are 5 days per week Monday-Friday.

#### Mid-Morning & Lunch Cleaning:

? Campus is opened each morning cleaned and sanitized from the night before.

? All restrooms are cleaned after morning break time.

? Custodians set-up additional outdoor tables in preparation for lunch.

*Cohorts are positioned adjacent to their classroom and eat outside whenever possible.*

? Custodians clean tables after lunch.

? All restrooms are cleaned again after lunch.

#### Evening Cleaning:

? Cleaning/Disinfecting with fog machines each evening.

? All surfaces are disinfected and floors vacuumed.

? Deep cleaning with particular attention on days prior to cohort changes.

? Removing all recycle/trash.

? Cleaning/Disinfecting bathrooms using fog machines.



**Cleaning Basket** (pictured) in each classroom stocked with the following supplies:

- Paper Towels
- Soap/Water Spray for Cleaning
- Disinfectant Spray
- Clorox Wipes
- Gloves
- Masks
- Tissues
- Band-aids to keep the number of students coming into the school office.



**A. Cleaning/Disinfection Guidelines and Use of Shared-Items, cont.**

**Teachers and Staff are cleaning/disinfecting high touched surfaces throughout the day.**

- In the classrooms, this would be door handles, student desks, chairs, and sink areas.
- In the office, this would be the front counter, doors, door handles, and staff workspaces.

## **A2. Shared Use: Electronic Computing Devices**

- SCS has 1-to-1 technology for all grades thereby eliminating need for shared use.
- Should an electronic device need to be handled by another student the teacher is trained to disinfect the unit prior to use.
- Students transport assigned computer between use at-school and at-home.

## **A3. Shared Use: School Supplies**

- School materials are never to be shared.
- Each student is provided a personal container with assorted items (e.g., pencils, pens, scissors, erasers, rulers, glue, etc.,).
- Students store and transport their personal container in their backpacks for use at-school and at-home.
- Teachers have supplies readily available and should let students know they can ask them if a certain supply is needed.

## A4. Shared Use: Playground Area & Equipment

- Each Cohort is assigned an activity area that is clearly marked with cones and/or signs.
- Each Cohort has a separate mesh bag of toys, balls, and outside play items.
- Each student has been provided a personal all-weather yoga-mat that can be taken outside a cushioned surface for that student to use, but not share.
- Outside equipment is disinfected daily and left out in the sun when possible.
- There is adequate outside space with a basketball court, field space and play structure.
- **Outdoor Play Structure/Swings** will not be in use by any student age group.

## B. Cohorting, School Routines, and Schedules

*How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with those not in their cohort.*

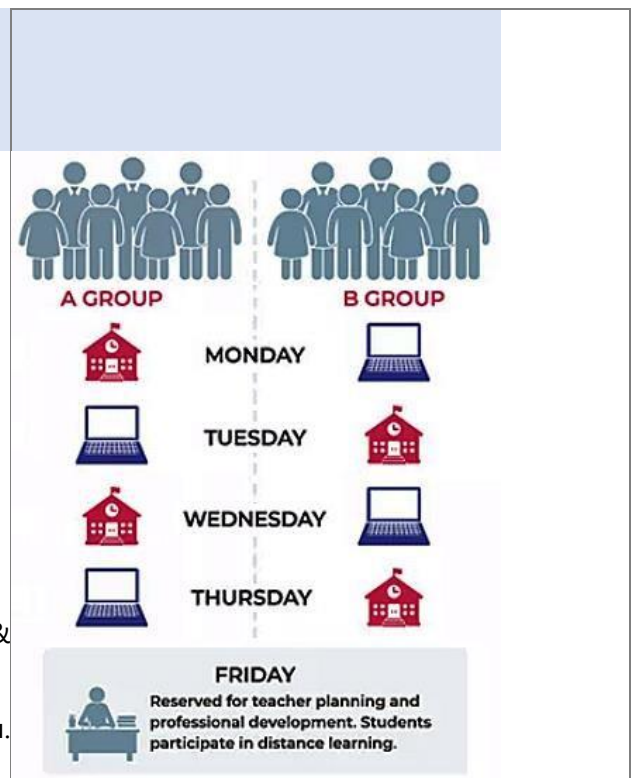
### B1. Creating and Maintaining Stable Classroom Cohorts

- SCS School has one classroom per grade-level.
- Each classrooms to be divided into two Cohorts (Group A and Group B).
- Cohort Groups not to exceed 14 students.
- No more than half of the TK-6 student body (approx. 87 students) would be on-campus.

*Example below:*

Cohort A would attend school on Mon & Wed.

Cohort B would attend school on Tue & Thu.



- Cohorts not scheduled to be at school would be learning from home accessing live instruction from

the classroom via video-streaming.

- *K-3 Classrooms have a Teaching Assistant who will be on-campus to:*
  - *Support student Cohorts learning from home via video-streaming and*
  - *Provide relief to classroom teachers and assist with campus supervision.*
- **Friday** is a distance-learning day for all students. Teachers provide one-hour of instruction via video-streaming. Students work independently on assigned tasks for the remainder of day. live for the
- **Friday** is a teacher planning day. *Teachers have option on Fridays to work/broadcast from home or at school.*
- **Distance-Learning Option** -- *Families not wanting to participate in on-campus Cohort Learning will access/interact with instruction through live video-streaming.*

## B2. Accurate Attendance/Data

- Teachers are responsible for taking daily attendance.
- By 9 am phone calls will be made to parents whose students are absent.
- Doctor notes will be mandatory prior to students returning on-campus from being out ill.
- Reporting Forms on clipboards are used in each room for trace/tracking purposes.
- Anyone who enters the class that is not part of the primary cohort will document their name/date/time they visited the classroom.
- Daily Attendance Report will be run and reviewed by administration to keep a close pulse on student absences and sicknesses. Tracking will be completed daily.



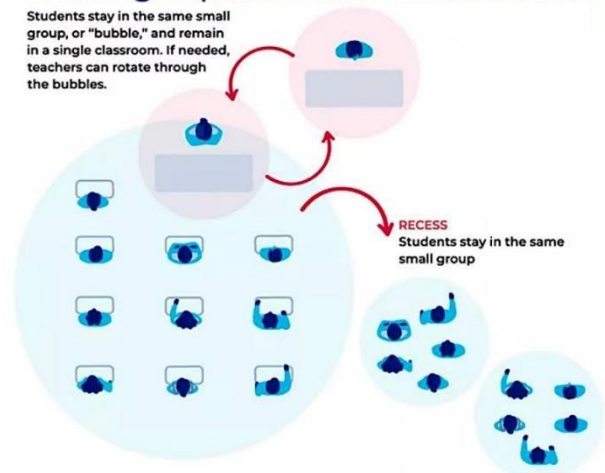
## B. Cohorting, School Routines, and Schedules, cont.

### B3. Routines & Schedules

- **School Day Overview** -- see *infographic on page 5.*
- Teachers stay with their assigned Cohort throughout the day.
- Students are also supervised by assorted staff during the day from a distance to ensure students stay within their group.
- Support staff may assist in supervising a Cohort from a distance for less than 15 min to provide support/relief for teacher.
- K-3 Classrooms have a Teaching Assistant who work with the classroom teacher:
  - Support student learning from home via video-streaming and
  - Support student learning in the classroom.

#### Limiting Exposure and Transmission

Students stay in the same small group, or "bubble," and remain in a single classroom. If needed, teachers can rotate through the bubbles.



### B4. Recess Schedule

- **Morning snacks and lunch** are eaten outside whenever possible. Classroom teachers remain connected to the cohort during break and lunch. Teachers will develop their own morning breaks/lunch recess plans as part of their daily routines.
- **Class Cohorts will rotate for outside play preventing the mixture of Cohorts.**

Teachers are responsible for staying with their students throughout the school day. Similar to continuum learning, the teacher will maintain the integrity of the Cohort during recess time. Organized and structured outside play with the teacher will be the new normal for students.
- **The outside field will be divided into zone play areas.** Teachers are given the opportunity to work together on an outside schedule. Teachers are responsible to rotate naturally through each zone play area so Cohorts get ample time in each zone.

### B5. Food / Snacks / Lunch

- **All meals will be eaten outside the classroom whenever possible.** Students bring snacks/lunch/drink from home (items are kept in their backpacks). Backpacks are

allowed and are to be kept next to the student in each classroom. Each student shall bring a water bottle clearly marked with their name on it. Water bottles can be filled-up using the classroom sinks. All campus water fountains are turned off.

- **Meal services** are provided by the Sonoma Valley Unified School District. During the pandemic all students are eligible to receive a meal free of charge. District staff will deliver lunches to each classroom on carts.

## **Cohort Instruction Model**

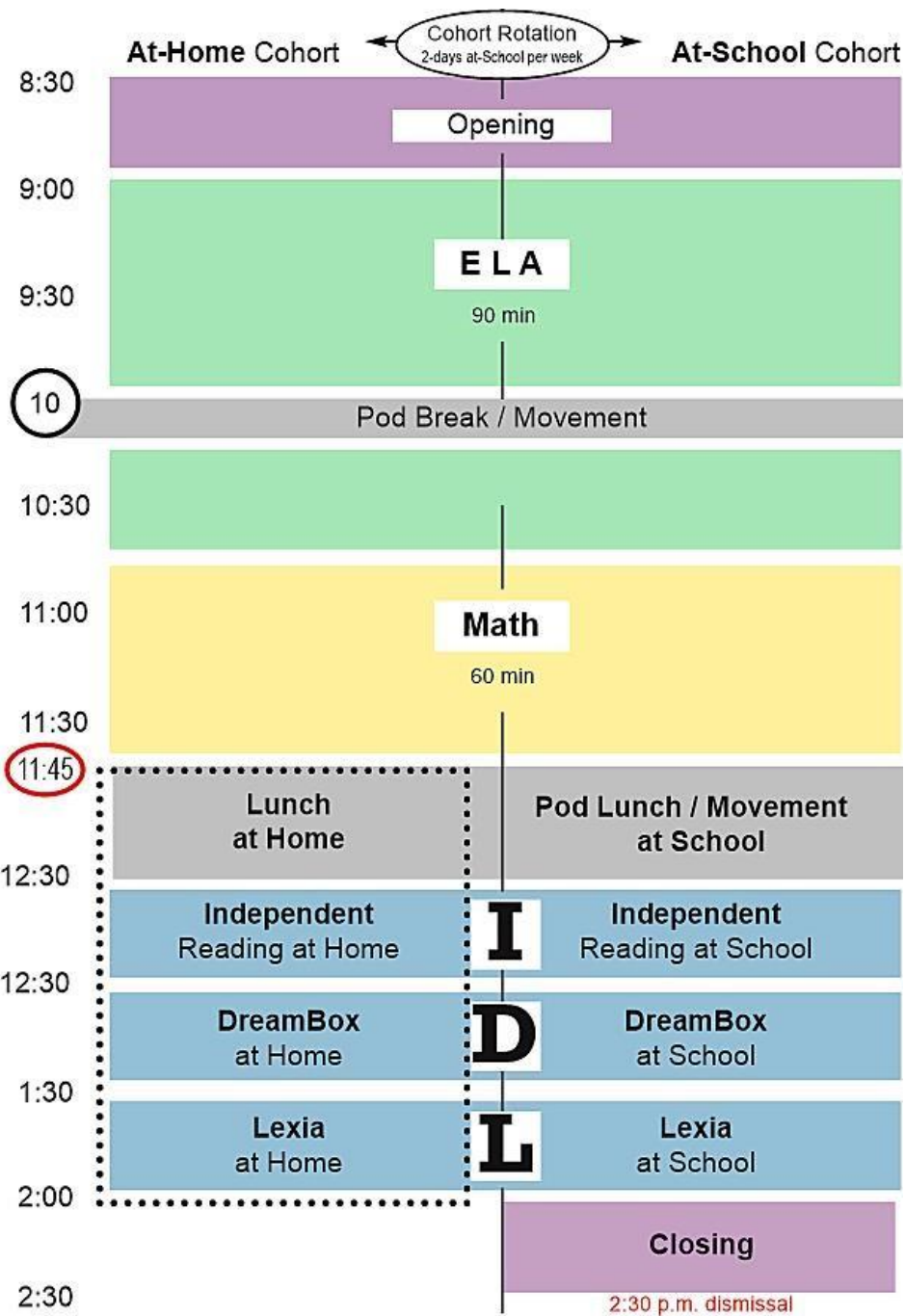
*Each Classroom divided into two Cohorts of students.*

**Mon - Thu** follows a **rotating schedule** with only one cohort from each K-6 classroom on campus.

**Fridays** are a Distance-Learning day for all students (no students on campus).

### **Dual Model (In-person & video-stream at same time)**

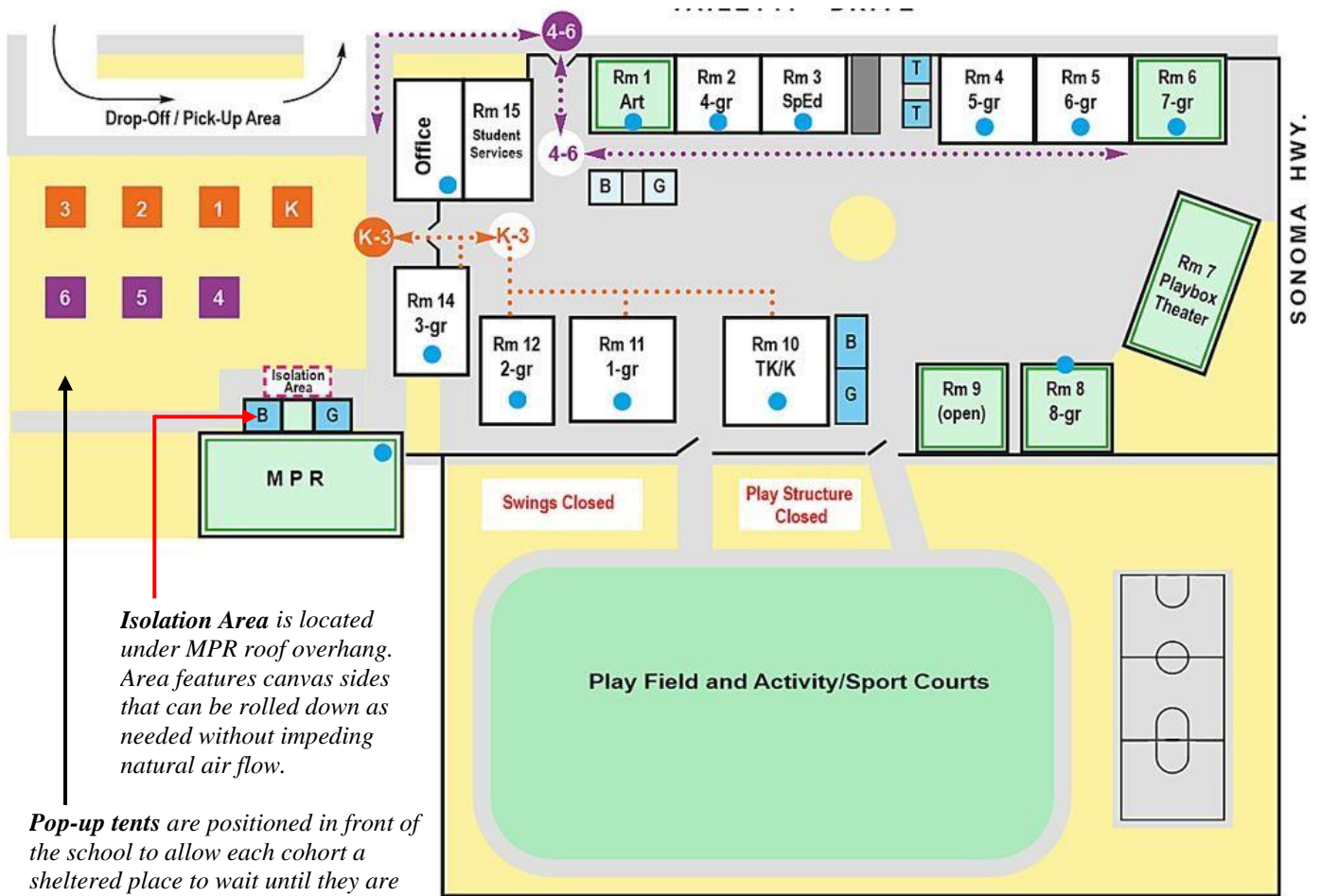
One Cohort watching teacher on-campus and the other Cohort watches/interacts with live video-stream of instruction from home.



### C. Entrance, Egress, and Movement Within the School

*How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

#### C1. Diagramed Routes on the Campus for Entry & Exit



- There is no bus service to the school. Parents are encouraged to organize **carpools** by the same Cohorts whenever possible -- otherwise asked to follow safety guidelines of spacing, masking, ventilation, etc.
- Parents are accustomed to using the designated drop-off / pick-up area in front of the school.
- Parents who walk students to school will stop at the gates as their child proceeds to the classroom.
- Two designated entry/exits have been established for K-3 and 4-6 grade students, based on the location of grade-level classrooms on campus.

- Campus provides ample space for students to maintain physical distance while walking to their classrooms.
- Markings in front of each classroom maintain social- distance for students to wait in line.
- **Additional staff** will be stationed outside to monitor student movement/spacing and enforce no-mingling policy before and after school.



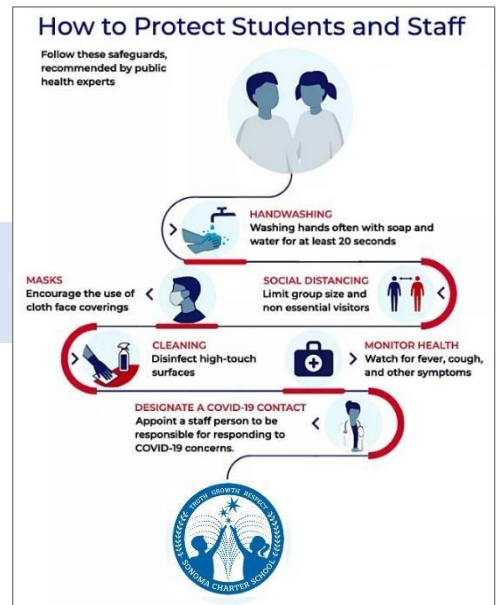
**C. Entrance, Egress, and Movement Within the School, cont.**

- Teachers will be ready at their classroom doors to greet the students with touchless thermometers as part of health screenings process. *Staff and parents report health screening online before coming to school (see page 9).*
- General dismissal is at 2:30pm. K-2 classes will be dismissed 5 minutes early to give those students the opportunity to get out front with their teacher first. Teachers will walk their students to the front of the school maintaining a 6ft foot distance from other cohorts/classes.

**C2. Informational Signage for Students, Staff and Visitors**

**Signs posted to inform all students, staff and visitors...**

- If you have COVID-19 symptoms, do not enter the campus
- Maintain a minimum 6ft distance from one another
- Sneeze and cough into a tissue or your elbow
- Wear a face covering
- Do not shake hands or engage in unnecessary physical contact



### C3. Signs Directing Safe Movement on Campus

- Signs are on display on the walls and walkways for students to move from one area to another without mixing classroom cohorts. Staff and Teachers are mindful of space when occupied by students and/or a cohort.
- Additional staff dispersed around campus making sure students go directly to their classes. Arrow signs to remind students which way to walk.

### C4. Guidelines Related to Any Form of On-Campus Event

- Large gatherings of students, teachers, and staff are not permitted at this time.
  - No outside groups are permitted to use the facility.

### C5. Visitors / Volunteers / Vendors on Campus

- Parent volunteers are not permitted at this time.
- Visitors are not allowed on campus.
- Vendors must check-in with the school office when arriving. Vendors who stay on campus will need a temperature check, answer health questions, and login in/out on a vendor list for tracing and tracking purposes. Vendors will be accompanied by office staff when on campus (no free roaming throughout the campus).

## D. Face Coverings and Other Essential Protective Gear

*How CDPH's face covering requirements will be satisfied and enforced.*

### D1. Face Coverings

- In accordance with the California Department of Public Health's guidance for face coverings, all students, staff and visitors must wear face coverings when on the SCS campus, unless they are exempt per state guidelines. This includes while in the classroom, waiting to enter campus, on school grounds, and when leaving school. School provides face



coverings and other forms of PPE to all students and staff.

## D2. Training for Face Coverings

All teachers and school staff will complete training on the proper use of face coverings which includes instruction on minimizing touching of face coverings.

Part of classroom management is ensuring all students are taught and trained on proper face coverings. Included but not limited to:

- Face coverings must be over the nose and mouth areas
- Face coverings are to be student-specific and NEVER shared
- Face coverings are to stay on, not to be used as a toy

### Remove a Mask



Handle only by the ear loops or ties



Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing



- Face coverings are important for everyone's health
- If a face-covering falls on the floor, is stepped on or thrown across the room; a new face-covering will be provided to the student by the teacher.

## D3. Privacy Boards & Clear Screens Barriers

- **Plexiglass** installed in high-traffic areas including the main office.
- **Plexi-conference barriers** have been purchased each classroom and instructional space on campus. These barriers can be used for one-on-one assessments or on the teachers desk. *Decision is left up to the teacher on when and how to use these screens in the classroom.*
- *Medical experts' current understanding of the aerosol nature of coronavirus indicates that individual plexiglass barriers between students in the classroom is not a worthwhile mitigation strategy.*

**Essential Protective Equipment (gloves, masks, face shields, tissue, etc.) is available in the school office**

*for teachers, staff, and students.*

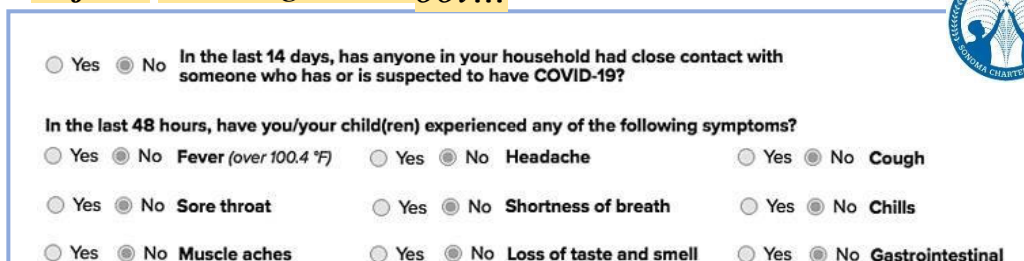
## E. Health Screenings for Students and Staff

*How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

### E1. Daily Health Screening Protocols for Students and Staff

The school's health policies encourage sick staff and students to stay at home without fear of reprisal. Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school can prevent some people with COVID-19 from coming to school while infectious, thus preventing transmission.


#### **Before Arriving at School...**



Yes  No In the last 14 days, has anyone in your household had close contact with someone who has or is suspected to have COVID-19?

In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?

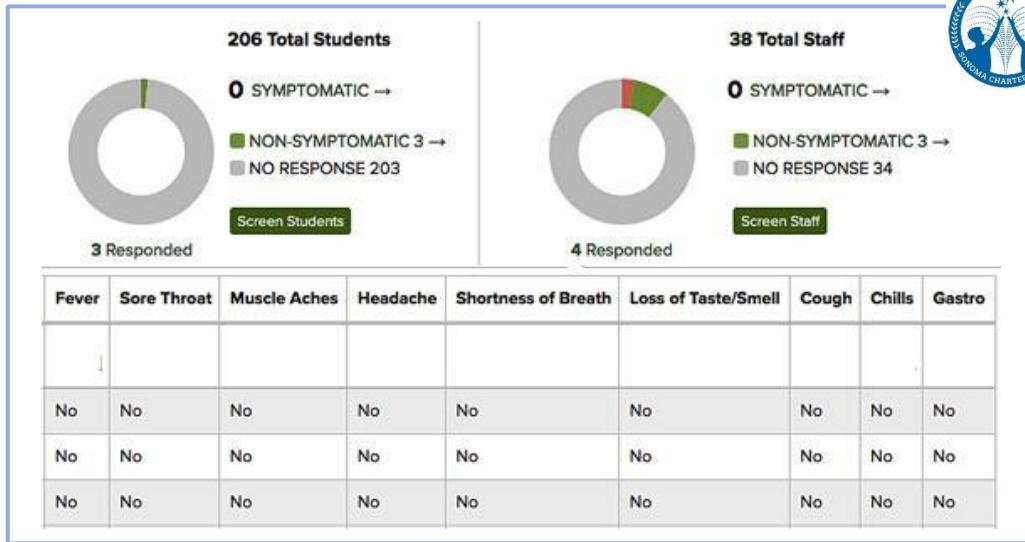
<input type="radio"/> Yes <input checked="" type="radio"/> No Fever (over 100.4 °F)	<input type="radio"/> Yes <input checked="" type="radio"/> No Headache	<input type="radio"/> Yes <input checked="" type="radio"/> No Cough
<input type="radio"/> Yes <input checked="" type="radio"/> No Sore throat	<input type="radio"/> Yes <input checked="" type="radio"/> No Shortness of breath	<input type="radio"/> Yes <input checked="" type="radio"/> No Chills
<input type="radio"/> Yes <input checked="" type="radio"/> No Muscle aches	<input type="radio"/> Yes <input checked="" type="radio"/> No Loss of taste and smell	<input type="radio"/> Yes <input checked="" type="radio"/> No Gastrointestinal



- **Parents and caregivers will monitor and report their child's health for signs of infectious illness every day at home using the school's ParentSquare online communication program** *(online survey above).*

- **All staff** report daily health screenings from home each morning using the school's ParentSquare online communication program *(see above).*





School receives home health screening online survey responses via *ParentSquare* in real-time (survey data dashboard shown above).

**E. Health Screenings for Students and Staff, cont.**

*Upon Arriving at School...*

- **Staff** report to office and sign-in with Health Technician who takes/records temperature (touchless method).
- **Students** are greeted by staff in the drop-off area and guided to the two different campus access points:
  - Grades K-3 enter Office Gate
  - Grades 4-6 enter Side Gate (see map on page 6)
- **Teachers** will greet students outside the classroom to take the students' temperature (touchless method) and ask each student:
  - 1) *Is anyone in your family sick today?*
  - 2) *Are you feeling sick today?*
  - 3) *Is anyone in your house waiting for a COVID test result?*
- *If a student or staff member is running a temperature of more than 100.4, they must stay home and monitor themselves.*



## E2. Health Policy for Teachers, Students, and Staff

- The school's health policies encourage sick staff and students to stay at home without fear of reprisal.
- All staff and parents are to report daily health screenings from home each morning using the school's ParentSquare online communication program
- Staff and students should self-monitor throughout the day for signs of illness; staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
- If a student is exhibiting 1 or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- The school has a designated isolation area (*see map on page 6*) to separate anyone who exhibits 1 or more symptoms of COVID-19 while at school.
- Student or staff member may be accompanied while moving from classroom or other school site to isolation room by staff person with face covering AND observing social distancing protocols. If closer contact required, supporting staff person must have available full-PPE (N95 or higher mask, goggles/eye protector, gown, and gloves) to accompany the symptomatic person to the isolation room.
- Any students or staff exhibiting 1 or more symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Isolation room to be cleaned and sanitized after symptomatic person leaves. Room cannot be re-used until cleaning and sanitizing completed.
- Student or staff member to remain at home for 10/1 or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without the use of medication. OK to return to school sooner if test negative AND symptoms have resolved for at least one day without the use of medication OR if a licensed health care provider determines that symptoms are not new or worsening based on a chronic medical condition OR if a licensed health care provider has made an alternative diagnosis based on a diagnostic test such as a positive strep screen or a positive screen for influenza.
- SCS has contracted with Avellino Labs to provide symptomatic and asymptomatic testing (episodic and rotation of asymptomatic testing). Testing is provided at no cost to staff or student. Staff is supported with compensated time and coverage for their position.

*See Section-L on page 23 for COVID-10 Scenarios • Actions • Communication*

## F. Healthy Hygiene Practices

*The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

---

# F1. Handwashing Practices and Protocols

All classrooms have inside sinks for handwashing-- look for the blue-dots on the Site Map on page 6.

Kinder and 1<sup>st</sup> grade rooms have inside restrooms.

- Each classroom has a **sink** with dispensers for soap and paper towels.
- **Pump bottles of hand sanitizer** are also placed in every building on campus.
- **Hand washing is required for each student several times throughout the day.** Time to wash hands is built into the transition times inside the classrooms, during outside play, and bathroom breaks.

### Instruction Time

Wash hands after entering the classroom.

### Morning Snack/Break

Wash hands in the classroom before eating snacks.

### Instruction Time

Wash hands in the classroom before eating lunch.

### Lunch/Recess

Wash hands after being outside.

### Instruction Time

Wash Hands when a student sneezes and/or coughs as practicable.

For hygiene safety, all campus water fountains have been turned off.



Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

# G. Identification & Tracing of Contacts

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

## G1. Official Points of Contact at the School for the Public

### **It is the school's policy to:**

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Kari Bounds is the lead staff member and point of contact serving as the school's Liaison to the Public Health Department.**

Ms. Bounds also serves as the Registrar and Health Technician. She can be reached directly (cell 570-337-7749) with direct questions or concerns around practices, protocols, or potential exposures.

The School Director, Marc Elin, can also be reached directly (cell 707-480-6488) for all questions or concerns.

**Yolanda Rodriguez** serves as the school's Bilingual Community Liaison and can also be reached directly (cell 707-332-1183).

**Contact Tracing: Do your part to keep your family, friends, and community safe.**

**WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19.**

**1** If you have been diagnosed with COVID-19, a public health worker will call you to check on your health. They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others. Any information you share with public health workers is **CONFIDENTIAL**. This means that your personal and medical information will be kept private.

**2** You will also be asked to **stay at home and self-isolate**, if you are not doing so already. Self-isolation means **staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible**. Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.

**3** Continue to monitor your health. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face. If you need support or assistance while self-isolating, the health department or a local community organization may be able to provide assistance.

## G2. Procedure to Document/Record Visits to Classrooms

**Inside each classroom is a clipboard for Trace/Tracking purposes.** If a school staff, administrator, or another teacher enters a classroom other than their assigned cohort; They are required to list their name and the date they entered the classroom. This process will assist in history tracking and ensure tracing is possible.

### H. Physical Distancing

*How space and routines will be arranged to allow for physical distancing of students and staff.*

Six feet of remains the constant goal for social-distancing of students. Based on discussion with medical experts at UC San Diego Medical Center and comments made by Rady's

Children's Hospital staff, current understanding indicates that a combination of mitigation strategies can effectively reduce the risk of virus transmission. In the case that students in a defined cohort are between three and six feet away from other students, an effective combination of strategies include facial coverings and handwashing; ventilation and air filtration solutions; cleaning and disinfecting; and symptom screening and self-isolation when symptomatic.

## H1. Social/Physical Distancing Guidelines for All On-Campus Situations

- During school teachers, staff and students will practice physical distancing of six feet when practicable. Distances of 4-6 ft. are permissible between students within the same classroom Cohort.
- Student desks in each classroom have been placed 6ft apart with floor markings as needed to give students visual aids when learning physical distance.
- Physical distancing floor stickers are placed throughout each classroom to give students more of an understanding of the 6ft distance practices (i.e., near the handwashing sink, teachers desk, door, teaching area)
- Physical distancing floor stickers are also placed throughout the school building along with traffic flow signage to help direct and keep the cohorts separate as much as possible.
- Tents will be used outside for after school pick-up and outdoor learning per Cohort. Each cohort will have a tent with additional space for them to use at their discretion.
- Cohorts are assigned specific restrooms on the campus.
- Additional support staff are positioned to monitor/regulate student use of restrooms thereby insuring safe behavior inside.
- Cohorts have assigned eating areas adjacent to their room and follow a planned rotation of activity areas including field and sport court.
- Staff-to-Staff Interactions on the Campus Are Minimal -- Due to the small size of the campus, there is currently no staff lounge/break room and school/staff meetings are held virtually.

Students: Let's work together to stop the spread of COVID-19

### KEEP SPACE BETWEEN YOU AND OTHERS

when outside

6 FT



in the classroom

6 FT



## H. Physical Distancing, cont.

### H2. Safe Physical Arrangements for All Classrooms

Each student desk will be separated by a minimum of 6ft. The teacher's desk will be 6ft from student desks as much as possible.

Teachers will be mindful of 4ft-6ft distance during instructional time, free time, and when washing hands. Physical distance floor stickers have been placed in the classroom to remind students. Teachers also will mark out where they will be teaching in the class, their "stage".

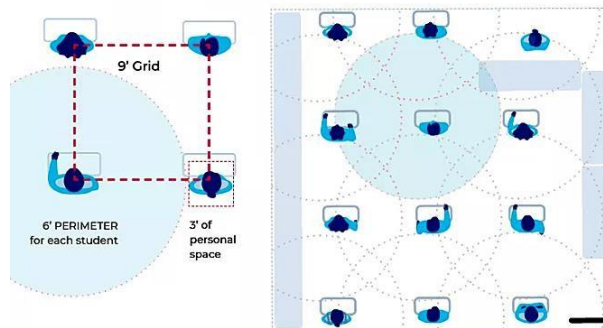
### Classroom Ventilation

- Most classrooms have windows that open/close except for the six new classrooms constructed with newest California Energy Code Specifications.
- Ventilation system in new classrooms feature continuous supply fresh air (none of the air entering the room is recirculated).

- All classrooms new HVAC systems provide fresh filtered air (not recirculated) throughout the buildings.
- The new HVAC systems also have been fitted with electrostatic air purification filters.

## H. Physical Distancing, cont.

### Arranging Instructional Spaces



## H3. Safe Use of Non-Classroom Spaces

*SCS has multiple non-classroom spaces that are available -- see the buildings colored light green on the Site Map on page 6.*

Extra classrooms, multi-purpose room, and outdoor learning areas have been reconfigured for physical distancing and can be used for additional meetings and our teaching space if needed. Teachers need to reserve the space with the school office to keep from mixing cohorts. Janitorial is instructed by the school office staff to clean/disinfect after a class cohort has used any non-classroom space.

The theater space "play box" is currently being used as storage space for items that previously had been in the classrooms.

The Multi-purpose room could be used for P.E. as a morning break time for students by cohort. The air system is new and adequate ventilation is in place.



## H4. Designating Outdoor Spaces for Education



SCS has added woodchips throughout the campus to open up outdoor learning settings for teachers. The woodchips provide a safe ground covering for all weather conditions.



During the winter months, tents will be utilized out in front of the school for after school pick up and can also be used during instructional times.

Teachers are encouraged to hold lessons outside (weather permitting).

## I. Staff Training and Family Education

*How staff will be trained and families will be educated on the application and enforcement of the plan.*

## I1. Training Opportunities for Staff and Families

**All teachers and staff are required to attend training on the following items:**

- Cleaning/Disinfecting the classroom
- Classroom Management during COVID-19
- Social Distancing in the classroom and on campus
- Safety/Health during COVID-19
- Sick Policies during COVID-19



**Prior to the start of the Cohort Learning Model, all parents/students will be encouraged to meet via Zoom for training on the following topics:**

- Cleaning/Disinfecting practices at school and in the classroom
- Face Coverings (proper styles and how to wear)
- Age-appropriate physical distancing in the classroom (what that looks like for students).
- Handwashing and Drying Technique
- Sneezing/Cough/Facial Tissue etiquette
- Bathroom behavior, expectations, and protocols
- Safe drop-off / pick-up procedures/zones



### **Continued Education Plan Training Topics for Staff and Families:**

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention.
- The employer’s plan and procedures to follow when staff or students become sick at school.
- The employer’s plan and procedures to protect staff from COVID- 19 illness.

*Continued education plan for staff and families to be offered virtually, or, if in-person, outdoors, and ensure a minimum of six-foot distancing is maintained.*

## **J. Testing of Students and Staff**

*How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.*

## **J1 COVID-19 Testing in Response to Health Screening/Reporting**

CDPH recommends testing all staff every 2 months, where 25% of staff are tested every 2 weeks, or 50% every month, to rotate testing of all staff over time.

We will offer testing to half of the staff on a 6-week rotation schedule.

**Sonoma Charter School has contracted with Avellino Labs to provide symptomatic and asymptomatic testing (episodic and rotation of asymptomatic testing). Testing is provided at no cost to staff or student.**

## **K. Triggers for Switching to Distance Learning**

*The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

### **K1. Data Indicators for Informed Decision-making**

Core indicators provide data for decision makers to consider when deciding to open, close, or reopen schools over time. Core indicators include one or both measures of community burden AND one self-assessed measure of school implementation of key mitigation strategies.

**CDC recommends three triggers for informed decision-making:**

- 1) **Community** -- Number of new cases per 100,000 persons within the last 14 days, AND/OR
- 2) **Community** -- Percentage of RT-PCR tests that are positive during the last 14 days, AND

- 3) **School** -- Ability to implement key mitigation strategies:
- Consistent and correct use of masks
  - Social distancing to the largest extent possible
  - Hand hygiene and respiratory etiquette
  - Cleaning and disinfection
  - Contact tracing in collaboration with local health department

**CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools**

Indicators	Lowest risk of transmission in schools	Lower risk of transmission in schools	Moderate risk of transmission in schools	Higher risk of transmission in schools	Highest risk of transmission in schools
<b>Core Indicators</b>					
Number of new cases per 100,000 persons within the last 14 days*	<5	5 to <20	20 to <50	50 to ≤ 200	>200
Percentage of RT-PCR tests that are positive during the last 14 days**	<3%	3% to <5%	5% to <8%	8% to ≤ 10%	>10%
Ability of the school to implement 5 key mitigation strategies: <ul style="list-style-type: none"> <li>Consistent and correct use of masks</li> <li>Social distancing to the largest extent possible</li> <li>Hand hygiene and respiratory etiquette</li> <li>Cleaning and disinfection</li> <li>Contact tracing in collaboration with local health department</li> </ul> <p>Schools should adopt the additional mitigation measures outlined below to the extent possible, practical and feasible.</p>	Implemented all 5 strategies correctly and consistently	Implemented all 5 strategies correctly but inconsistently	Implemented 3-4 strategies correctly and consistently	Implemented 1-2 strategies correctly and consistently	Implemented no strategies

**Case Rate and Testing Positivity Percentage Thresholds**

Tier	Case Rate (per 100,000)	Testing Positivity Percentage	Health Equity Testing Positivity Percentage
1 (Purple)	>7.0	>8.0%	>8.0%
2 (Red)	4.0-7.0	5.0-8.0%	≤8.0%
3 (Orange)	1.0-3.9	2.0-4.9%	≤5.2%
4 (Yellow)	<1.0	<2.0%	≤2.1%

**K1. Data Indicators for Informed Decision-making, cont.**

**Data used to determine the need to close the school to in-person instruction and switch to Distance-Learning for all students will be based on:**

- Number of cases,
- Percentage of the teacher/students/staff that are positive for COVID-19, and
- Following consultation with the Local Health Officer.

School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period.

*The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.*

School may reopen for in-person instruction typically after 14-days and the following have occurred:

- Cleaning and disinfection
- Public Health Investigation
- Consultation with the Local Public Health Department

**L. Communication Plans**

*How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

**L1. Communication for Different COVID-19 Scenarios**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to the School Director or Office Staff, Kari Bounds -- designated as School's COVID-19 Liaison.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- SCS has contracted with Avellino Labs to provide symptomatic and asymptomatic testing (episodic and rotation of asymptomatic testing). Testing is provided at no cost to staff or student.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. *See communication scenarios below.*

## Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth

Updated December 2020

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. <b>Cohort<sup>1</sup> remains OPEN.</b>	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact <sup>2</sup> with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total.  Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). <sup>3</sup>  <b>Cohort remains OPEN.</b>	Consider notifying staff and families of children in the cohort. See “Contact of Contact Advisory” template
Child or staff has confirmed COVID-19 infection	No notify Sonoma County Public Health (complete “Site Information Gathering Tool” prior): <i>Call (707) 565-4566 or e-mail to: <a href="mailto:Phnurse@sonoma-county.org">Phnurse@sonoma-county.org</a></i> <ul style="list-style-type: none"> <li>Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for &gt;24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved.</li> <li>If no symptoms, keep home for 10 days since the day they were tested.</li> <li>Identify close contacts, which likely includes the entire cohort of the person with COVID-19.</li> <li>Instruct to quarantine for 10 days after the last exposure.</li> <li>It is strongly recommended<sup>4</sup> that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.</li> <li>Clean and disinfect spaces where the person with COVID-19 spent significant time.</li> </ul> <p><b>Cohort should be CLOSED for 10 days after last exposure.</b></p> <p>Non-exposed cohorts may remain open.</p>	No notify staff and families of children who are close contacts using the “Close Contact Advisory” template.  No notify all other staff and families of children about the COVID-19 case using the “General Exposure Advisory” template.

<sup>1</sup> A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

<sup>2</sup> See CDC definition of “close contact”: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

<sup>3</sup> When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

4 Students or staff who are tested too soon/not at all after an exposure are released from quarantine 10 days after the exposure given they have no symptoms of COVID-19. However, please be aware that without appropriately timed testing, the absence of COVID-19 infection cannot be guaranteed, and the person may be infectious. The facility may consider requiring additional 10-day isolation or proof of negative testing for these individuals.

Adapted from San Francisco Department of Public Health



## Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> <li>• No fever for 24-72 hours without use of fever-reducing medication</li> <li>• No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication</li> <li>• Well enough to participate in routine activities</li> <li>• Other criteria as determined by site</li> </ul> <p>Follow any additional criteria determined by the patient's healthcare provider, if applicable</p>
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> </ul>
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
Child or staff had a positive test/confirmed COVID-19 (with or without symptoms)	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> <li>• If no symptoms, stay home until 10 days have passed since the date of the test.</li> </ul> <p>A doctor's note does <u>not</u> override these criteria.</p>



Child or staff had close contact with someone with confirmed COVID-19.

Stay home for 10 days after last exposure. They must have no symptoms upon returning and test negative on/after Day 8 (alternatively, may complete an additional 10-day isolation at the end of their initial quarantine).

If the person has ongoing close contact with the person with COVID-19 (ie: a parent or sibling), the person must quarantine for 10 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.

Adapted from San Francisco Department of Public Health

## SITE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Sonoma County Public Health at (707) 565-4566, or email [phnurse@sonoma-county.org](mailto:phnurse@sonoma-county.org). The form below may help you organize necessary information BEFORE calling and seeking consultation.
2. AFTER consulting with Sonoma County Public Health, you may be asked to help identify close contacts. See the sample letter templates below.

When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).

Name of Person Who Tested Positive or Suspected Case:		Date of Birth:
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor		
Address:		Phone #:
Role/Position: (if not a student)	School/Office/Department:	
First Day Symptoms Appeared:		
Type of Symptoms: (check all that apply)		<input type="checkbox"/> CHECK IF NO SYMPTOMS
<input type="checkbox"/> fever greater than 100 F/37.8 C	<input type="checkbox"/> headache	<input type="checkbox"/> nausea/vomiting
<input type="checkbox"/> cough	<input type="checkbox"/> body aches	<input type="checkbox"/> diarrhea
<input type="checkbox"/> sore throat	<input type="checkbox"/> fatigue	<input type="checkbox"/> runny nose
<input type="checkbox"/> shortness of breath	<input type="checkbox"/> loss of smell or taste	<input type="checkbox"/> congestion
<input type="checkbox"/> chills	<input type="checkbox"/> Other:	
Last Day(s) onsite at School/Work:		

Location of the COVID-19 Test?	Date of COVID-19 test?	<b>COVID-19 Test Results:</b> _ Positive (PCR) _ Negative _ Pending/Suspected (Rapid)	
Person Who Completed This Form/Position:		Contact Info (phone/email):	Date:

Adapted from San Francisco Department of Public Health

**"CLOSE CONTACT" EXPOSURE ADVISORY LETTER**  
**To be sent to staff and families of children in CLOSED cohorts**  
**(who are "close contacts" to positive COVID-19 case)**

Date:

Dear parents, guardians and staff of classroom \_\_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- **Cough**
- **Fever**
- **Shortness of breath**
- **Nausea, vomiting, or diarrhea**
- **Body aches**
- **Headache**
- **Sore throat**
- **Runny nose**
- **New loss of taste or smell**

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: [www.socoemergency.org](http://www.socoemergency.org)

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

Marc Elin, SCS Director

**GENERAL EXPOSURE ADVISORY LETTER Send to all other staff and families in OPEN cohorts (who were not close contacts)**

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at \_\_\_\_\_. **At this time we do not believe that you or your child were exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- **Cough**
- **Fever**
- **Shortness of breath**
- **Nausea, vomiting, or diarrhea**
- **Body aches**
- **Headache**
- **Sore throat**
- **Runny nose**
- **New loss of taste or smell**

**If your child or anyone in your home is experiencing any of these symptoms, please keep the household home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.**

Thank you for helping to keep our community safe.

Sincerely,

Marc Elin, SCS Director

**"CONTACT OF A CONTACT" ADVISORY LETTER**  
**When a student/staff member is quarantining due to exposure**  
**off campus and there is no on-campus exposure students/staff**  
**are only "contacts of a contact"**

Date,

Dear Parents/Guardians and Staff of classroom \_\_\_\_\_ :

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick. Symptoms of COVID-19 can include:

- **Cough**
- **Fever**
- **Shortness of breath**
- **Nausea, vomiting, or diarrhea**
- **Body aches**
- **Headache**
- **Sore throat**
- **Runny nose**
- **New loss of taste or smell**

Please contact your healthcare provider for any other questions. Thank you for helping to keep our school and community safe.

Sincerely,

Marc Elin, SCS Director