



2020-21 Nea Reopening Plan

Community Learning Center Schools
1900 Third Street
Alameda, Ca
94501

Executive Director: Annalisa Moore

Date of Reopening: February 4th, 2021

Date Submission to County: December 17th , 2020

School Type: Charter

COVID-19 Liaison:

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Nea Community Learning Center
1900 Third St. Alameda, Ca 94501
Charter School grades K-12

Date	Grade	# of learners	# of Staff Returning
2/4/21	K-2	144	15
2/11/21	3-5	156	15

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Vision

Essential Question:

How do we reopen to provide equitable access to education for all learners while minimizing risk for facilitators, staff, learners and families?

Grounding Research & Resources

[TNTP Recommendations for Planning:](#)

- **Grade-level content is the academic priority.** We need to prioritize accelerating learners' learning by accelerating their exposure to **grade-appropriate content, NOT the grade-level for which they missed part of the year**—so that every learner can get back to grade level. It won't happen in a single year, but if you don't set the goal and build a strategy around it, it won't happen at all.
- **Address inequities head-on.** Losing so much of this school year has likely exacerbated existing inequities and opportunity gALFs in the system. Communicate about that openly and ensure that your plan for restarting school accounts for the academic and social/emotional supports learners will need.
- **Support and assume the best of all your stakeholders.** In this pandemic, everyone has done the best they know how to do in an unprecedented situation. Assume the best of your learners, families, and staff in our decision making as you plan for reopening, and ensure that you have a strong plan to provide training and support for your facilitators and school leaders.
- **Communicate clearly.** Families and staff might still feel overwhelmed by at-home learning, so as you think about how to prepare for next year, make sure your decisions are as clear and simple as possible. You'll also want to share how decisions have been made and who was consulted in making those decisions.

We will offer 2 models for the school year until guidance shifts.

1) Remote Learning Model

- We must to offer an “Opt-In” full-time Remote option to learners and families
- Our plan must encompass a full-time Remote option if we have to cancel all in-person instruction during the year
- Our plan must consider the fact that we may start the school year in the Remote Model, and then go into a Hybrid Model.

2) Hybrid Model

- We must plan a hybrid model, even if we don't begin the year in this model, we must have a hybrid plan in place to employ as soon as we phase in in-person instruction
- Learners spend part of the week in person with their facilitator, and part of the week engaged in asynchronous and synchronous distance learning
- In-person instruction will maximize interactions while distance learning will maximize learner independence

Parameters

- County recommending groups no larger than 15
- All learners and staff must wear masks
- Cross bubble contamination may not occur
- CLCS will follow guidelines released by local authorities regarding sanitation and safety
- All meetings will be held virtually unless otherwise required. This includes 504, IEP, conferences, and staff meetings.
- Physical distancing outside of the bubble
- Minimize movement of learners and staff during the day as much as possible

Engagement Process

Re-entry Planning Team: Inform and consult on the vision (“the what”) for 2020-21 CLCS Redesign, Provide Recommendations for how we execute Redesign Vision (the “how”)

Stakeholder Engagement: Provides periodic inform and consult on Redesign

Strategic Planning Group	CLCS 2020-21 Re-entry Planning Team:	Stakeholder Engagement/Consultation
<ul style="list-style-type: none"> • Executive Director • COO • Director of Special Education 	<ul style="list-style-type: none"> • Facilitators • LFs • ALFs • SPED Manager • CLCS staff • Community partners 	<ul style="list-style-type: none"> • NAU • School Survey • Site Governing Boards • District Advisory Committee • PTSA • PACT • Grade Level Family Feedback Sessions

Team Members:

Strategic Planning Group: Annalisa Moore, Theresa Quigley, Annahita Rad
Community Partners: Tyler (TYR) Kate & Hazel (A.A.) Sarah (AEF) Amy (ARPD), Kelsey(Bladium), Samantha (Camp Little Bear), Marc (Boys & Girls Club)
CLCS Ed Services: Michael McCaffrey, Jana Chabre, Ty Day, David Hoopes, Erin Kitten, Suzanne Crawford, Courtenay Bell-Gimelli, Sabunmi Woods, Becky Freeman, Lai Llando
Communications: Kira Foster
Health and Safety: Theresa Quigley
Food Services: AUSD
Tech: Samba Niang
CLCS HR: Theresa Quigley
NAU: Andrea Bunn and Heather Dutton
Learner members: Noah Foster, Jahn Tibayan, Kaleena Ngo, Owen Harling, Kaia Foster, Maxwell Hayden

Alameda County School Reopening Guidance

The Alameda County Superintendent of Schools and the Alameda County Health Department believe the following:

“It is our firm belief, based on evidence about the impact of COVID-19 in children and adolescents, that our children are best served by a return to some level of in-person instruction at the beginning of the 2020-2021 school year that balances optimal learning and learner well0being with measures that address the safety of our school communities. Schools closed in March 2020 in an effort to help flatten the curve in order

to provide our healthcare system with the time it needed to respond to the pandemic. Based on the current critical indicators the Alameda County Public Health Department (ACPHD) is monitoring, Alameda County schools can and should plan for in-person instruction starting with summer school and moving into the regular school year this fall. We continue to monitor the science and evidence regarding protective measures and transmission of COVID-19 to inform how to maintain education and minimize disease spread in the community.”

[Alameda County School Reopening Guidance full document](#)

Readiness Checklist for Reopening

Key points:

- County and state public health orders and recommendations
- Schedules in place to limit amount of learners on campus
- Schedules are transferable to full remote learning if necessary
- Realistic expansion of cleaning and sanitation protocols and responsibilities
- Health and hygiene requirements in place
- Realistic assessment of social distancing enforcement
- Decisions and policy on face coverings for learners and staff
- Substitutes
- Special Education and English Learner considerations
- Protocols and response to confirmed cases
- System ready for health screening of employees and learners

[Full Reopening Checklist](#)

Communications

Continued focus on timely, transparent and responsive communications in a rapidly changing environment.

Current considerations:

- Engaging as many families as possible in short window of time
- Keeping staff up to date on decision-making processes and results, opportunities for engagement, changing conditions
- Translations of surveys and other key documents
- Maintaining comprehensive and up-to-date information on website

Policy for Communication of a Positive COVID Case:

Community letters will be sent out if a staff or student test positive for COVID. These letters will not contain any identifying information such as name or grade.

Gatherings and Specific Higher Risk Activities

Band and Music

As of June 3, 2020 Alameda County Public Health is not recommending that band or music classes be held in the fall (at least in traditional forms)

Recess

Recess may only take place in assigned bubbles and following County Health guidelines

Athletics

County is awaiting additional CDC guidance but programs are unlikely for fall; some districts are considering modified summer conditioning

Assemblies and In-Person Performances

Will not take place in the Fall until County Health guidelines permit

After School Partners and Programs

- Serious and thoughtful work required
- Facilities sharing challenges
- Impact on and considerations of cohort mixing
- If not in our after care programs, families may be elsewhere and expand exposure

Food and Nutrition Services

Food services provided through AUSD

- Bagged “Grab-n-Go” meals for quick delivery
 - Exploring delivery options outside each classroom instead of lunch station
- Both hybrid and fully remote model with present challenges in providing food to learners on their off days
 - Learners may have to come to a school site to pick up meals
- Limited food choices

- Packaged fruits instead of salad bar
- After-School Programs
 - Learners enrolled in local after-school programs get “Grab-n-Go” meals for evening.
- Fiscal contribution may be needed to keep the program afloat.

Safety and Facilities Plan

The health and safety of Learners and Staff is the top priority when making the decision to physically reopen school campuses for use by learners, staff, and others. This document incorporates information from the CDC and the CDE [Stronger A Guidebook for the Safe Reopening of California’s Public Schools](#) which was developed in consultation with the California Department of Public Health, the California Division of Occupational Safety and Health, school labor and management representatives, California LEAs, and officials from other states to provide a comprehensive menu of considerations.

CLCS understands that the Alameda County Office of Education, in coordination with the Alameda County Health Department, will request that schools open at an undetermined point in the future based on a County Health Department assessment of risk from COVID 19.

This Plan is fluid and will be revised based on input from the organizations shown above, Facilitators, Administration, Learners and their Families and the Boards of Directors.



Restricted Access to Nea Campus

Nea will restrict personnel permitted on campus to limit unauthorized personnel from entering campus and to allow for health checks for all personnel. Only personnel who are authorized (Learners, Staff, and occasional Visitors) are permitted on campus beyond the front office area during the Hybrid Model reopening.

The following personnel are permitted on campus after following all entrance protocols:

1. All Nea and CLCS Staff
2. Learners
3. SPED vendors, including the Occupational Therapist and Psychologists
4. AUSD Staff
5. Repair vendors, including Xerox and facilities’ contractors
6. Alameda Police Department
7. Attendees at SPED and 504 meetings, if necessary

Note: Meetings to discuss schoolwork, behavior, etc. shall be held via Zoom, Google Hangouts, Google Meets, etc.

Parents are permitted to pick up their children for appointments or due to illness from the front office area.

All children will be dropped off and picked up from outside the perimeter of the school.

Entry and Exit Points manned as follows:

- *Nea K Gate*: Kira & Bennett
- *Nea Tree Entrance*: Erin & Eddie (potentially Eisa?)
- *Nea Front Entrance*: Ty & Esmire (potentially Tatiana?)
- *Traffic Control in front drop-off*: Andrew
- *Campus Sweeps*: Claudia & Gio
- *Floater*s: Jana, Mike, Theresa

Entry Points

Eliminating those personnel who are not part of the Learner or Staff population is an important element in keeping risk of exposure low. In order to close our campus, entry points will be open at certain times and will be restricted access.

Nea has eight entry/exit points to the campus. Four are controlled through lockable gates or doors. Four are open with no structural control.

The entry/exit points for campus are as shown below.

1. Nea main entrance (via 3rd Street)
2. Nea Kindergarten entrance (corner of Brush Street and 3rd Street)
3. Brush Street entrance (Brush Street at Multi-Purpose Room/Tree)
4. Yard entrance through fence from Park onto walkway by Portables 26-31
5. Park entrance between Portable 31 and Boys and Girls Club)
6. Boys and Girls Club Driveway entrance
7. Gate by Portable 23

Nea will permit entry for Staff and Learners through the following entryways and at the following times:

1. Nea main entrance: 7:50am through 3:30pm
2. Nea Kindergarten entrance: 7:50am through 8:50am
3. Brush Street: 8:10am through 8:50am
4. Gate by Portable 23: 8:20am through 8:50am

Exit from the campus will be through all eight points from 12:50pm to 3:20pm.

Open Entrance Control

Nea and CLCS Staff will provide entry control at all areas open in the morning and throughout the day.

Temporary entrance barriers, including cones, stanchions, and security tape will be used at the four open entrances to campus. Appropriate signage will be in place warning all personnel about COVID-19 procedures, including the mandatory use of facemasks and mandatory handwashing or hand sanitizing.

Campus supervisors will monitor all unmanned and unlocked areas on a rotating basis. These include entry points at Brush Street, the Yard Entrance, Park Entrance and Boys and Girls Driveway entrance.

Health Checks

At each open entrance point and prior to entrance onto campus, learners, staff and visitors will:

1. have their temperature checked,
2. be asked County provided health questions, and
3. be asked to put on a facemask and to wear correctly
4. Use hand sanitizer and or wash hands.

No one will be permitted to enter campus without a temperature check, answering health questions, and wearing a facemask. All personnel entering the campus will be provided with a disposable facemask, as needed.

Temperature checks will be completed using non-touch thermometers.

Designated staff who greet Learners and Staff and conduct health checks will wear facemasks, face shields and gloves.

Any person who is found to be exhibiting symptoms or whose health history is in question, either during entry to the campus or throughout the day, shall be isolated and shall continue to wear a face mask and to social distance at all times.

Please note that social distancing will be required at all entrances with signage clearly visible.

Health Checks con.

If a Learner or Staff member is found during entrance to the campus to have a fever, has inappropriate responses to health questions or complains of symptoms, the following will occur:

- A Learner shall be sent to the isolation area outside of Nea's Tree on the Brush Street. The area will be manned by the CLCS Health Liaison to ACPHD. Parents will be immediately notified and asked to pick up the child. Instructions for testing from ACPHD will be provided.
- Learners may return to school with a doctor's note indicating that their symptoms are not related to COVID or isolating for the required 10 days. They are feeling better. (The symptoms do not have to be completely resolved.) There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).
- A Staff member shall be required to leave campus and return school with a doctor's note indicating that their symptoms are not related to COVID or isolating for the required 10 days or until they are feeling better. (The symptoms do not have to be completely resolved.) There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin). Instructions for testing from ACPHD will be provided.

The CLCS Health Liaison shall report any incidents of strong possible or actual exposure to County Health Officials and will follow all requested actions by ACPHD.

During the School Day

If a Learner or Staff member is found to have a fever, a chronic cough or complains of symptoms of COVID-19 during the school day, the following will occur:

- A Learner shall be sent to the isolation area outside of Nea's Tree on the Brush Street. The CLCS Health Liaison will be notified and will respond. Parents will be immediately notified and asked to pick up the child. Instructions for testing from ACPHD will be provided.
- Learners may return to school with a doctor's note indicating that their symptoms are not related to COVID or isolating for the required 10 days. They are feeling better. (The symptoms do not have to be completely resolved.) There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).

- A Staff member shall be required to leave campus and return school with a doctor's note indicating that their symptoms are not related to COVID or isolating for the required 10 days. They are feeling better. (The symptoms do not have to be completely resolved.) There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin). Instructions for testing from ACPHD will be provided.

The CLCS Health Liaison shall report any incidents of possible or actual exposure to County Health Officials and will follow all requested actions by ACPHD.

Notes:

- If a Staff member is found to have COVID as a result of work, Worker's Compensation will be in force.
- If a Staff member is waiting for COVID-19 test results or has been asked to isolate or quarantine by a doctor, the Staff member will be eligible for paid sick leave under the Emergency Family Medical Leave Extension Act.

Healthy Hygiene Practices

Schools shall complete a temperature and wellness check of all Learners prior to entering school. Learners and Staff who are ill with COVID-19 symptoms, including fever above 100.4 (CDC and CDPH) and chronic dry cough, may not attend school. Individuals who arrive at school ill shall be isolated and sent home.

The Centers for Disease Control, World Health Organization, California Department of Public Health, Johns Hopkins Medical and Alameda County Department of Public Health have all stated that the following are the primary means of reducing potential exposure to COVID-19:

- Maintain Social Distancing (at least 6 feet apart)
- Wear a face mask
- Wash hands or use hand sanitizer often

The following support these primary measures and

- Learners and Staff shall be trained and reminded to:
 - ✓ use tissue to wipe their nose,
 - ✓ cough/sneeze inside a tissue or their elbow,
 - ✓ sanitize or wash their hands before and after eating,
 - ✓ sanitize their hands after using a shared resource,
 - ✓ sanitize or wash their hands after blowing nose, coughing or sneezing, and
 - ✓ sanitize their hands before and wash their hands after using the restroom.

- Learners and Staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff shall model and practice hand washing for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing.
- Learners and Staff shall hand sanitize or wash hands several times throughout the day.
- Learners and Staff should use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands and allowed to dry.
- Hand sanitizer shall be available in each classroom and at various outdoor places on campus, including the entrances to all bathrooms.
- Learners and Staff shall be reminded to keep their hands away from their faces and masks.
- Hand wash stations shall be available on campus as soon as they can be shipped from the vendor (arrival is expected the first week in August).
- Signage shall be placed throughout campus to remind Learners and Staff of proper hygiene.

Social Distancing

Nea will require all personnel to maintain a social distancing area of six feet whenever possible. No group loitering will occur on campus.

Campus

- Under the hybrid model, no more than half of each school's students shall be on campus at any time, $\frac{1}{2}$ of Nea on each day.
- Learners who enter campus will go directly to their classrooms. They will not line up in front of a classroom.
- Aisleways shall be one directional, allowing for all Learners and Staff to face one way when walking to and from classrooms.
- No group loitering will occur on campus.
- No use of common areas will be permitted, except as supervised lunch areas with strict social distancing.

Classrooms

- Classes shall be maintained at 15 learners or below to ensure appropriate social distancing.
- The same group of Learners shall remain in each classroom throughout the day. Facilitators shall rotate classrooms.

- Class seating shall be moved as far away as possible from the Facilitator's space and Learners must be a minimum of 6 ft. from the Facilitator in cohorts that are not stable. In cohorts that are stable, the physical distancing from the facilitator can be relaxed.
- Tape shall be placed, as necessary, to show spacing requirements.
- Assignments shall be completed and accepted via electronic methods whenever possible. Assignments may be turned in via a box in the classroom that is a minimum of 6 ft. from the Facilitator. The Facilitator may use gloves to handle and grade the assignments or may allow the assignments to sit for a minimum of 24 hours prior to grading.
- Learners and Facilitators shall not share items with one another. Facilitators shall keep their items in a separate storage container that shall be moved with them from class to class.
- Signage shall be used for social distancing and hand washing.

Training

Training will be required before school opens, during school opening and on a continual basis. Families, Learners and Staff will receive training. Nea will train all Staff and Learners on the following:

- Entry protocols including temperature checks
- Hand washing and hand sanitizing
- Proper use of Personal Protective Equipment including facemasks, gloves and face shields for Staff
- Cleaning of face masks and face shields
- Purpose of ground tape, table tape, ground decals and signage
- Procedures to go from entrance to classroom; from classroom to office; from classroom to bathroom and from classroom to exit
- Procedures in classroom to ensure social distancing (3-6 feet) from Facilitators
- Procedures for bathroom use
- Permissible lunch and recess activities
- Process for reporting possible illness during school time and isolating on campus
- COVID-19 symptoms
- Enforcement of protocols

Training will occur via the following:

- Newsletter
- Email
- Video Conference
- Start of every school day in classroom and through distance learning for a minimum of first week of school
- Videos for Learners

Signage and Tape

Nea will use signs and tape as a primary means of reminding Learners and Staff to use social distancing. Face mask use and social distancing signage will be in place at all entrances.

Signage will include placards as required by the County and ground decals requiring social distancing.

Signs will include:

- Proper hand washing
- Symptoms of COVID 19
- Proper social distancing
- Proper coughing and sneezing techniques
- Keep 6 ft. social distancing
- County required signs

Colored tape will be used to designate spacing required at entry points, in classrooms and at the main offices.

Personal Protective Equipment (PPE)

All personnel will be issued appropriate personal protective equipment for their use while on campus. All personnel must wear facemasks at all times while on campus.

All Nea and CLCS staff will be issued the following as needed:

- Face masks
- Face shields, if desired
- Gloves
- Hand sanitizer
- Disinfecting materials

All classroom Staff will be issued the following:

- Face masks
- Face shields, if desired
- Gloves
- Plastic container for carrying of individual equipment (pens, papers, etc.)
- Individual set of white-board markers, eraser, pens, etc. not to be used by any other person
- Hand sanitizer
- Disinfecting materials

The CDPH and ACDPH have not advocated plexiglass shields for use in classrooms when face masks, face shields, and social distancing are being used. Nea will use plexiglass shields as needed. CLCS will make general use, pre-formed acrylic shields (25.5" high by 35.5" wide) available for Facilitator's desks, as requested. ACDPH is modifying the county order to the following for N95 masks "For as long as medical-grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks for use as Face Coverings under this Order; those medical-grade masks should be reserved for healthcare providers and first responders. Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling allows droplets to be released from the mask, putting others nearby at risk. As a result, these masks are not a Face Covering under this Order and must not be used to comply with this Order's requirements.

Learners will be issued the following, as needed:

- Face masks

Entry point personnel will be issued and mandated to use the following:

- Face masks
- Face shields
- Gloves
- Hand sanitizer
- Disinfecting materials

Front office main desks and School Manager desk at Nea will have plexiglass barriers placed on counters.

Visitors will be issued and mandated to use the following:

- Face masks
- Gloves, as necessary

The state is providing gallons of hand sanitizer, cloth and disposable face masks, and face shields enough for staff and learners. CLCS has purchased additional face masks, face shields, hand sanitizer, disinfectant wipes, gloves and thermometers. A full listing of items purchased will be available in the middle of July. CLCS is well-equipped.

Physical Barriers

Physical barriers will be used on campus, as needed, to prevent unauthorized entry and as guards against fluid transfer in specific locations.

- Sandwich boards, cones and tape will be used as entrance barriers.
- Acrylic shields will be placed on the counters of the front desks and along the front of Facilitator desks, as requested.

- Plastic sheeting hanging from the ceiling (limited to 4 feet in width) will be used at the front of classrooms, as requested by individual Facilitators.

Face Shields will be available for all staff who wish to wear one. Face shields serve the same purpose as a plastic barrier – each protects the employee from potential liquid droplets from sneezes and coughs.

Note: Shields will not be used in bathrooms as this has not been recommended by any health agency.

Front Desks

The Front Desks at ACLC and Nea are the only entry points (through Nea's main entrance) for visitors and parents picking up Learners, unless the Learners are in isolation. The Front Desks are also the central area for drop off of paperwork and lunches.

Due to the amount of activity, the following will be in place:

- Acrylic shields will be placed on the countertops of all desks in the front office.
- The School Manager and Office Manager will attempt to schedule appointments for families whenever possible to drop off paperwork.
- Parents will call when outside of the Nea main entrance when picking up a sick Learner.
- Paperwork will be dropped into a container outside of the shielded area and Staff will retrieve with gloves or will allow to remain in place for at least 24 hours before pick up.
- All individuals entering the offices will wear facemasks.
- Learners or Staff who are potentially ill with COVID-19 will be isolated at the isolation area outside of Nea's Tree on Brush Street.

Restroom Use

Learners will be required to use the restrooms located in their classrooms, if applicable. Learners will sign out to use the restrooms on campus.

Process:

- Learners will sign out from the classroom.
- Only one Learner per class at any time.
- Learners will sanitize hands prior to entering the restroom.
- Three Learners at a time will be permitted into the restroom.
- Remaining Learners will line up at following taped 6 ft. distance points outside of the restroom.

- Learners will wash hands prior to leaving the restroom and will use hand towels to touch all handles, when turning off faucets or using the door to exit.
- Learners will sanitize their hands prior to entering the classroom.

Administration and Campus Supervisors will monitor restrooms regularly for compliance.

Cleaning and Disinfecting

Learners shall remain in the same classroom throughout each day. Facilitators shall rotate to classrooms in order to minimize contact and required disinfection of desks, tables and chairs.

The following surfaces will be disinfected as part of a nightly deep cleaning:

- Door handles
- Handrails
- Drinking fountains
- Sinks and faucets
- All restroom surfaces
- Light switches
- Electrical outlets
- Projector switches/exterior
- Window sashes
- Window pulls
- Computer cart doors and tops
- Chromebook exteriors
- Desks/Tables
- Chairs
- Microwave doors/handles
- Playground equipment

Nighttime janitors will use disinfectant foggers in all rooms on campus. The foggers spray all surfaces with disinfectant mist which is left on for a minimum of ten minutes killing COVID-19 and then wiped up, as needed.

A Learner or Facilitator will disinfect the following in between classes:

1. Desk or table used by Facilitator
2. Chair, if plastic (note that CDPH and ACPDH do not recommend cleaning cloth chairs in between classes)

High touch areas in restrooms (non-classroom), water fountains and water dispenser switches shall be disinfected every 1-2 hours during the day as permitted based on other urgent duties requiring the attention of the CLCS Facilities/Custodial staff member.

Playground equipment and play structures will be sanitized between each cohort.

Possible Exposure in a Classroom

Reminder: The CDC and other public health agencies consider exposure to COVID-19 as being “within close contact (less than 6 feet) for about 15 minutes cumulative within a 24 hour period” or being “in contact with secretions from a person with COVID-19”. This usually occurs in medical settings, at home among families, or in areas where social distancing and face coverings are not in use. The risk of exposure when using the requirements of this Plan is low.

If a room has been used by an individual who has been identified as having symptoms of COVID, then the Learner will be removed immediately from the room and sent to the isolation area.

The classroom will be immediately disinfected. Bathrooms and other areas potentially impacted by the individual will also be shut down and disinfected.

Disinfectants used by custodial personnel shall be selected based on the EPA list.

Ventilation

The ventilation systems for Portables 32 through 43 have been cleaned, filters upgraded and new thermostats have been installed. These thermostats have been preset to start one hour before the start of the school day and remain on for one hour after the school day ends. The thermostats are locked and cannot be accessed by school personnel or administrative staff to ensure that the HVAC system stays in compliance with the requirements of Title 24 and stated recommendations for COVID response (per HVAC consultant).

CLCS is providing HEPA Air Purifiers for each classroom, office and for the Tree (two) and Center.

Fans will be utilized in rooms as appropriate.

CDC and CDPH state that using open windows and doors are appropriate forms of ventilation. Open windows can have a significant impact on air exchanges and can reduce the concentration of airborne infectious particles in an indoor environment. Therefore, if no fan in use in rooms:

- Staff shall open windows and window shades to allow increased circulation of outdoor air.

- Doors to a classroom may be kept open if the Facilitator is comfortable with the action. Campus Supervisors and Administrators will be moving around the campus on a consistent basis.

Note: With the ventilation and windows open, rooms may be cooler than normal.

01	Touchpoint Sanitization	<ul style="list-style-type: none"> • Classrooms, restrooms, & other common areas • Handrails, door knobs, drinking fountains
02	Sanitization Stations	<ul style="list-style-type: none"> • Hand sanitizer • Disposable wipes
03	Handwashing	<ul style="list-style-type: none"> • Restrooms • Possibility of portable hand washing stations

Confidentiality

When dealing with medical situations, confidentiality is of the utmost importance. CLCS is committed to ensuring that we follow all confidentiality practices and ensure that staff and families feel safe to disclose potential COVID diagnosis. All names will remain confidential and only discussed with the COVID Liaison, Executive Director, and key staff.

Health Screening Including Isolation due to Symptoms

All staff and learners will be screened before coming onto campus. The staff will self-screen and the learners will participate in a process facilitated by trained staff. The health screening process asks questions that will identify any COVID symptoms. If learners or staff do not pass the health screening, they will be given isolation instructions, and sent home. To return before the 10 day isolation period is over, staff or learners will be asked to provide a doctor's note that indicates the symptoms are not related to COVID along with a decrease in symptoms and be fever free without medication for 24hrs or a negative COVID test. If staff or learners can not provide this, they will be required to complete the 10 day isolation period.

If a staff begins to feel ill while at the school site, the staff will be immediately sent home and given isolation instructions. To return before the 10 day isolation period is over, staff

or learners will be asked to provide a doctor's note that indicates the symptoms are not related to COVID along with a decrease in symptoms and be fever free without medication for 24hrs or a negative COVID test. If staff or learners can not provide this, they will be required to complete the 10 day isolation period.

If a learner begins to feel ill at the school site, they will be immediately isolated and must be picked up by an authorized person within two hours. Learners will be given isolation instructions. To return before the 10 day isolation period is over, staff or learners will be asked to provide a doctor's note that indicates the symptoms are not related to COVID along with a decrease in symptoms and be fever free without medication for 24hrs or a negative COVID test. If staff or learners can not provide this, they will be required to complete the 10 day isolation period.

Learners that are isolated for the 10 day period will continue to receive instruction through additional Distance Learning activities and lessons.

Quarantine and Closure Triggers

Quarantine is the process that is followed when a staff or a learner has been identified as being directly exposed to a positive COVID case. When a member of a cohort, whether teacher or learner, has received a positive COVID result, the entire cohort receives an exposure letter and the cohort is quarantined for 14 days. This period can not be shortened, even with negative COVID results, as it can take up to 14 days for the infection to show up.

CLCS will transition back to distance learning if:

- If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- If a school experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.
- If 1 in 4 schools in a district had a 5% positive rate, the district would close for in-person instruction.

Staff Testing

All staff will be tested on a bi-weekly basis through a local vendor. Results ready within a 24-48 hour period. All results will be shared with the COVID Liaison and the Chief Operating Officer. The Chief Operating Officer will be responsible for informing staff, if a positive result is received.

COVID-19 Case Procedure

If a staff or learner is diagnosed positive with COVID, the following will take place:

- Exposure letters will go out to direct contacts
- AB685 Notification will go out to all staff on campus
- Quarantine and isolation guidelines will be followed
- Crisis Service Manager will contact staff or learner (learner's family) to begin the contact tracing process
- APHD Report will be filled out and submitted

[Confirmed COVID-19 Case Tip Sheet](#)

School Materials

Lockers will not be issued during the hybrid model.

- Learners will keep materials in the classroom
- Learners will keep materials in their backpacks
- Lockers are not conducive to physical distancing protocols and pose too much of a risk for cross contamination

School supplies

- Each facilitator will be provided with their own supplies such as a stapler, expo markers, pencil, pen, erasers, etc.
- Facilitators will be provided individual rolling carts to store their supplies.
- Each learner will be provided with pencil boxes/carriers that will store pencils, erasers, glue stick, etc. Materials will only be used by the learner they are assigned to.

Technology

- Learners will be assigned a specific chromebook that they will use in the classroom.
- Chromebooks will be sanitized at the end of each day by the learner using them prior to being placed back in the chromebook cart.

Nea K-5 Hybrid Model

The schedule for the K-5 hybrid model was built off of stakeholder feedback. Adjustments may be made with further collaboration with labor partners. The plan is to have one group all day for two days a week and three days of Distance Learning.

Considerations:

- Learner and staff safety is paramount!
- Fewer learners on campus at any given time; A and B groups of learners are not on campus at the same time.
- Fewer learners per class
- More time in person for younger learners
- Provide opportunities for learners to learn, together, on campus.
- “Increased prep time and collaboration” time is worked into both in person and remote learning models to allow time for pre-recording of lessons, Zoom time, monitoring work, planning for schedules etc.
- “Differentiation” is on-campus learner time site for SAI, small group work, Tier II supports, etc.

Definitions:

- “**Prep**” time is all of the work that helps learners access the course curriculum when they are not at school and or on campus instruction, and may include pre-recording of reading stories, developing assignments that can be completed from home, whole class or small group online meetings, office hours, supporting learners on Google Classroom, monitoring work, communicating with families etc.
- “**Small Group Time**” is on-campus learner time that can be used for Specialized Academic Instruction, acceleration for advanced learners, pre-teaching or re-teaching supports, group projects, access to counselors and social-emotional supports, etc.
- **Staggered start times** are currently being developed and worked into each schedule, e.g. some learners may begin at 8:10 and end at 2:50 while other learners go from 8:20 to 3:00pm. This is to increase social distancing and reduce the amount of contacts each learner has when arriving and leaving campus.

Hybrid Model:

- Facilitators will see each group of learners twice a week for a full day schedule. Group A 8:10-2:50 and group B 8:20-3pm.
- Learners split into two groups (A,B). A group comes in on Mon/Thurs and B group comes in Tu/Fri

- Wednesday left for specific targeted services
- Facilitators plan 2 lessons a week (1 for Mon/Thur and one for Tue/Fri)
- Facilitators will plan two days of DL. Each day will have approx 120min of daily independent work to be completed via DL

Proposed Schedules

[Elementary](#)