

Reopening & COVID-19 Mitigation Plan Template

School / District: Santa Clara Elementary

School / District VCPH Liaisons

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Promote Healthy Hygiene Practices		
Describe your plan to: <ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene 		
Plan: Santa Clara will disseminate resources about best hygiene practices in a variety of ways including: <ul style="list-style-type: none"> Posting hand washing/cover your cough signs on campus Sharing instructional videos with all stakeholders regarding face coverings, handwashing, and covering coughs. For example: https://www.youtube.com/watch?v=pkclgJ8yN0o&feature=youtu.be Providing teacher-directed lessons on hand washing, coughing, sneezing, avoiding contact with one's face, and face covering procedures in the classroom Including information about hygiene practices in the weekly parent letter with information on the proper use, removal, and washing of cloth face coverings 	Person(s) responsible Safety Committee Staff	Date of Implementation August 2020

<p>Santa Clara will require students to hand wash and/or hand sanitize frequently throughout the day including; upon arrival to the classroom, before and after recesses and lunch, before and after using the bathroom, and as needed throughout the day To support healthy hygiene, Santa Clara will provide hand sanitizer dispensers for each classroom, each bathroom, the front office, and the front gate. Santa Clara will provide additional hand sanitizing stations outdoors. Santa Clara will provide face coverings for students and both face shields and masks for staff members.</p>		
<p>Intensity Cleaning, Disinfecting, and Ventilation</p>		
<p>Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.</p>		
<p>Plan: Santa Clara will limit shared supplies and equipment. Each student will sit at their own individual desk, 6 feet apart, facing forward in the classroom. Students will keep their own supplies in a pencil box in their desk (pencils, books, markers, glue, crayons, etc.) and will not share school supplies with one another. Students will not share technological devices; each student will be assigned their own chromebook. During recess the playground structures will not be used. Balls and jump ropes will be disinfected between use. Only cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” will be used for cleaning and sanitizing. Staff will be trained by health and safety personnel on the proper and safe usage of disinfectants, and will complete a SafeSchools online training module on Cleaning and Disinfecting your Workplace (practical guidance from the CDC for cleaning and disinfecting classrooms and areas). Santa Clara will provide gloves appropriate for all cleaning and disinfecting. High touch areas including door handles, handrails, water filtration stations, sink handles, light switches, and desks will be sanitized at least once a day. Staff will clean the restrooms several times a day including after the start of school, between all recess and lunch sessions, and at the end of the day. The lunch tables will be sanitized between each lunch session. Electrostatic sanitizing sprayers will be used to sanitize an entire room as needed. To ensure proper ventilation, classroom doors and windows will remain open whenever possible.</p>	<p>Person(s) responsible Safety Committee Staff</p>	<p>Date of Implementation August 2020</p>
<p>Implementing Distancing Inside and Outside the Classroom</p>		
<p>Describe your plan to: 1. Address arrival and departure of students (staggered schedules, directional routes)</p>		

2. Classroom sizes to maintain 6-foot distancing between individuals, student /educator cohorts to minimize contacts. (Include school / district bell schedules.)*

3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*

** Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

Plan:	Person(s) responsible	Date of Implementation
<p>Arrival/Departure of Students: Students drop off and pick up will happen at an assigned, staggered schedule using the drive through driveway. Drop off and pick up will occur by alphabetical order of last names, 10 minutes apart over the course of an hour. Drop off will be approximately 8-9AM, and pick up will be approximately 1-2PM. Tuesday will remain as a minimum day. Pickup will be from 12:30-1:30. For example, families with an 8AM drop off will have a 1PM pick up. Families with a 9AM drop off will have a 2PM pick up. Floor markings will indicate where students stand while waiting to enter campus in order to maintain 6 foot distancing.</p> <p>Parents will not be allowed on campus during drop off and pick up, with the exception of kindergarten drop off for the first month only. Kinder parents may walk their child to the classroom but must stay 6 feet outside of the classroom and will need to exit campus when their child is safely inside the classroom.</p> <p>There will be two campus entry points (walk through gate and drive through gate); students will need to remain physically distanced while waiting to get in. Before entering campus, all students will sanitize or wash their hands. A staff member will take their temperature with a no-touch thermometer. Any student with a temperature over 100.4 will need to wait in an isolated waiting room for pick up.</p> <p>Directional routes will be followed to reduce exposure. Everyone will use walking paths with direction markers around the school to limit the number of people in the same area.</p> <p>Classroom Size/6 foot distancing: Santa Clara will offer both a classroom-based and a virtual learning program. Parents will choose the best program for their child. Santa Clara expects 7-9 students per grade level with Kindergarten-8 students, 1st/2nd 15 students, 3rd /4th, 15 students, 5th-6th, 15 students(each classroom can accommodate up to 15 students with 6 foot physical distancing, facing forward.) The additional 4-5 students in each class will learn virtually through livestreamed lessons and distance learning assignments. Student cohorts will be by individual classrooms. Students will eat lunch and have recess only with their class in assigned areas to decrease exposure.</p>	<p>Principal Teachers Staff Parents Students</p>	<p>August 2020</p>

<p>Proposed school schedule: Staggered Drop off: 8:00-8:10 8:20 8:30 8:40 8:50 9:00 Recesses: (allows for 5 minutes between recesses) Recess K/1 - 9:30-9:50 Recess 2/3 - 9:55-10:15 Recess 4/5/6 - 10:20-10:40 Lunches: (allows 5 minutes for previous grade to come in from recess before excusing next group) Lunch K/1 – Eat 11:00-11:20, Lunch Recess 11:20-11:40 Lunch 2/3 – Eat 11:25-11:45, Lunch Recess 11:45-12:05 Lunch 4/5/6 – Eat 11:50-12:10, Lunch Recess 12:10-12:30 Staggered Pickup M, Th, F: 1:00 1:10 1:20 1:30 1:40 1:50 2:00 Staggered Pickup Tuesday: 12:30 12:40 12:50 1:00 1:10 1:20-1:30 Kindergarten Schedule 8:00-11:00 Recess 9:30-9:50</p>		
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<p>All students engage in virtual learning on Wednesdays. This allows for effective campus cleaning, time for teachers to check in with Virtual Learners, opportunities to hold whole class lessons/meetings, small group instruction, and teacher planning time.</p> <p>Plexiglass partitions have been added to the front office, and visitors can only enter through the front door, one person at a time. Each person entering will be asked to hand sanitize, have their temperature taken, and fill out a risk factor and symptom screening questionnaire. Campus access for volunteers will be limited to scheduled sign-up times in order to avoid overlap in the workroom and classrooms. Students, staff, and volunteers will wear face coverings on campus.</p> <p>Santa Clara has several options for using outdoor spaces for educational purposes:</p> <ol style="list-style-type: none"> 1) Students may use the blacktop area for outdoor instruction. 2) Teachers/Students will carry chairs to outdoor locations with 6 foot distancing. They will use lapdesks/whiteboards to enable them to work. 3) Teachers/Students will use beach towels for students to sit in various locations on campus with 6 foot distancing. 4) Santa Clara is purchasing additional shade pop-up canopies. 5) Santa Clara is exploring options for purchase of temporary portable classroom. <p>Page 4 of 13</p>								
Limit Sharing								
Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)								
<p>Plan:</p> <p>Santa Clara will limit shared supplies and equipment. Each student will sit at their own individual desk, 6 feet apart, facing forward in the classroom. Students keep their own supplies in a pencil box in their desk (pencils, books, markers, glue, crayons, etc.) and will not share school supplies with one another. Students will not share technological devices; each student will be assigned their own chromebook. During recess the playground structures will not be used. Balls and jump ropes will be disinfected between use. Students will not share lunch or snack items at any time.</p>	<table border="1"> <thead> <tr> <th data-bbox="1226 995 1633 1036">Person(s) responsible</th> <th data-bbox="1633 995 2007 1036">Date of Implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 1036 1633 1076">Teachers</td> <td data-bbox="1633 1036 2007 1076" rowspan="3">August 2020</td> </tr> <tr> <td data-bbox="1226 1076 1633 1117">Staff</td> </tr> <tr> <td data-bbox="1226 1117 1633 1284">Students</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Teachers	August 2020	Staff	Students	
Person(s) responsible	Date of Implementation							
Teachers	August 2020							
Staff								
Students								
Train all Staff and Educate Families								
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness 								

2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

	Person(s) responsible	Date of Implementation
<p>Plan:</p> <p>Santa Clara employees will be trained by health and safety personnel regarding COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures, and transmission of the illness during staff development sessions. Santa Clara staff will also complete SafeSchools online training modules for Coronavirus Awareness (identify symptoms, risk factors and ways to reduce chances of being infected), CDC Guidelines for Using Cloth Face Coverings (best practices for wearing face coverings), and Cleaning and Disinfecting your Workplace (practical guidance from the CDC for cleaning and disinfecting classrooms and areas).</p> <p>Santa Clara staff will be trained on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA. These trainings will be provided by health and safety personnel during staff development sessions and by VCPH. Parents and families will be educated on COVID-19 through instructional videos, parent meetings, the Santa Clara website, parent newsletters and Q Communications, and on-campus posters. Santa Clara will begin communicating reentry procedures to families at the beginning of August. Parents and students will sign a document acknowledging the expectations with the understanding of consequences for failure to comply. Messaging and videos are being created by the safety committee for topics including:</p> <ul style="list-style-type: none"> • Proper use of face coverings • Proper hand washing methods (Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Use paper towels to dry hands thoroughly. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.) • Proper handling and securing of personal items • Understanding of physical distancing expectations 		August 2020

Check for Symptoms - Screening Staff, Students, and Visitors

Describe your plan to:

1. Screen all students, staff, and visitors entering school facilities
2. Monitor students and staff throughout the day for signs of illness

3. Support ill students and staff to remain at home without fear of reprisal		
<p>Plan: Parents will be instructed to screen students before leaving for school (temperatures must be below 100.4 degrees Fahrenheit) and keep students home if they have any symptoms or if they have had close contact with a person diagnosed with COVID-19. Employees will be located at all school entrances to screen students as they enter campus with visual wellness checks and temperature checks with no-touch thermometers. All students must wash or sanitize hands as they enter campus. Staff will monitor students throughout the day for any additional signs of illness. Students exhibiting symptoms and/or fever greater than 100.4 will wait in a specified, isolated waiting room until their parent/guardian/adult picks them up. Students who contract or are exposed to COVID-19 and must quarantine/isolate, will move into the virtual program without interruption in their curriculum. Student attendance affected by COVID-19 will not be penalized. Santa Clara is currently updating the Student Attendance Policy to reflect this. Santa Clara has adopted a Family First Coronavirus Response Act Policy for staff diagnosed with or exposed to COVID-19. Staff will be instructed to self-screen before leaving for work (stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19, or have a fever of 100.4 or greater). All staff must wash or sanitize hands as they enter the worksite. Campus access for volunteers and other visitors will be limited to scheduled sign-up times in order to avoid overlap in the workroom and classrooms. One person or family will be admitted to the office at a time. All visitors will sanitize their hands as they enter the office. They will go through a symptom screening and temperature check with a no-touch thermometer upon entering the campus</p>	<p>Person(s) responsible</p> Principal Teachers Staff Health Clerk Parents	<p>Date of Implementation</p> August 2020
<p>Plan for When a Staff Member, Student, Visitor Becomes Sick</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Include health office procedures for ill students 2. Involve HR for ill staff and visitors 3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email 		
<p>Plan: Students exhibiting COVID-19 symptoms, have a fever of 100.4 or greater, or not feeling well, will be located in an isolated space for privacy, evaluation, and waiting for pickup. Students with confirmed COVID-19 will not return to the on-campus program until they have met CDC criteria to discontinue home isolation which would be determined in consultation with VCPH. They may continue their education through the Distance Learning while in isolation.</p>	<p>Person(s) responsible</p> School district VCPH liaison	<p>Date of Implementation</p> August 2020

<p>Staff, volunteers, and visitors exhibiting COVID-19 symptoms, have a fever 100.4 or greater, or not feeling well, will go or stay home, and will not return until they have met CDC criteria to discontinue home isolation which would be determined in consultation with VCPH. If a student or staff member contracts COVID-19, Santa Clara will work in conjunction with Ventura County Public Health (VCPH) to use contact tracing methods to determine if all or part of the school will need to close down and for how long. If a student or staff member is exposed to COVID-19, they will be asked to self-quarantine for 14 calendar days at home. Self-quarantined students will be moved to the Distance Learning during that time. Santa Clara will work in conjunction with VCPH to assure all appropriate actions are taken. If the student or staff member eventually contracts COVID-19 Santa Clara will work with VCPH to make a determination of whether or not to close the campus and convert to Distance Learning. Santa Clara will work in conjunction with VCPH to assure all appropriate actions are taken and will use the covidschools@ventura.org email to notify VCPH of any COVID-19 cases.</p>		
<p>Maintain Healthy Operations - Surveillance and Reporting</p>		
<p>Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.</p>		
<p>Plan: Santa Clara will conduct daily absence verification of symptoms to enter into Q, and report weekly COVID-19 or influenza-like illness (ILI) absenteeism for staff and students utilizing the VCPH surveillance survey. Santa Clara will report absenteeism rates immediately to VCPH if more than 10% of staff and students are out in a single day at any school site. Designated Santa Clara liaisons will work with the VCPH PHNs on contact tracing for confirmed COVID-19 in a student, teacher, or staff member. Santa Clara liaisons will be provided with training on contact tracing by VCPH.</p>	<p>Person(s) responsible</p>	<p>Date of Implementation August 2020</p>
<p>Consideration for Partial or Total Closure</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Communicate with VCPH prior to any school closure* 2. Communicate school closures with families and staff 3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction* <p><i>*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH</i></p>		
<p>Plan: Santa Clara understands that in most cases, the entire school may not be required to close even if there is a confirmed case in a staff member or student. Closure of a classroom or multiple classrooms may be necessary to prevent disease transmission, but any decision to close a portion of or the entire school will be made in consultation with VCPH.</p>	<p>Person(s) responsible</p>	<p>Date of Implementation August 2020</p>

Santa Clara will transition any closed classroom or the entire school to Distance Learning as necessary to support continuity of instruction. The Santa Clara health clerk and VCPH liaisons will play a crucial role in triaging students and staff to determine if testing is warranted for COVID-19.

- Students and staff that present to the school health office with a fever of 99.5 Fahrenheit by the no-touch temporal or forehead method or 100.4 degrees Fahrenheit orally and a cough and/or shortness of breath and/or gastrointestinal illness will be considered a suspect COVID-19 case and referred for testing.
- Parents will be notified to pick up their child and call their primary medical doctor for referral to a site for COVID-19 testing.
- For those students that do not have a usual source of care, Santa Clara will coordinate with the VCPH PHN to arrange for same day testing through the Public Health Lab (PHL)
- While the individual is awaiting test results, they will isolate at home and transition to the virtual learning program.
- When there is an individual with a confirmed COVID-19 test, Santa Clara will coordinate with VCPH to determine who should be considered as a close contact.
- Staff that are identified as a close contact of a confirmed COVID-19 will be referred for testing. Verification of a negative result would allow the person to return to work. Active symptom screening (temperature and symptom checks) will be done daily for 14 days following exposure. The employee will wear a medical mask at all times during these 14 days at the end of which they will undergo repeat COVID-19 testing.
- Students who remain with the same cohort of individuals, the teacher and students in the classroom with the individual who was confirmed as being positive for COVID-19 will be considered contacts. The students and staff will be referred for testing.
- In the case that a cohort must be quarantined or isolated, they will transition to the virtual learning program, and should be retested at approximately 7 days and 14 days Should Santa Clara need to close part of or the entire school, parents and staff will be notified via all-call and email. In consultation with VCPH, Santa Clara will conduct contact tracing and notify anyone who has been in close contact and needs to isolate.

Strategic Recovery Planning Team (Optional)

Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.

Plan: Santa Clara has a Re-entry committee, made up of representatives from all stakeholder groups, that will meet regularly to monitor and revise the current plan.	Person(s) responsible	Date of Implementation
		Ongoing

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date).

COE Internal: Date Received: _____ Date Reviewed: _____ Date sent to VCPH: Date of confirmed receipt by VCPH:
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This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.