



**Pacific Charter Institute**

**COVID-19  
Guidance Checklist  
and Safety Plan  
for Reopening  
In-Person Learning**

**Submitted: April 12, 2021**

## **MESSAGE FROM THE EXECUTIVE DIRECTOR**

Dear Students and Families,

Our families, students, and staff have shown great resilience and perseverance throughout the pandemic. I could not be prouder!

As counties reopen, so will our resource centers. Social distancing, wellness checks, and mask wearing protocols will be in place for all individuals visiting resource centers and testing sites. While we acknowledge that waiting areas and appointment slots may be impacted at this time, we appreciate your continued patience as we ensure the health and welfare of all involved. In addition, Pacific Charter Institute's [Wellness Program](#) will continue serving our community.

Thank you for partnering with Pacific Charter Institute!

Paul Keefer, MBA, EdD  
Executive Director, Pacific Charter Institute

## **AUTHORITY AND RESPONSIBLE STAFF**

Recommendations regarding in-person school reopening and closure are based on the latest available evidence as well as state and local disease trends. Since the onset of the COVID-19 pandemic in March 2020, guidance on the effectiveness of disease control and mitigation strategies continues to emerge regularly. Recommendations to the most recent guidance for the reopening of schools in California will continue to occur.

Pacific Charter Institute's family of schools provides non-classroom based learning and instruction in an independent study model to students in sixteen counties: Alameda, Amador, Butte, Calaveras, Contra Costa, Colusa, El Dorado, Placer, Sacramento, San Joaquin, Santa Clara, Solano, Stanislaus, Sutter, Yolo, and Yuba. Twin Rivers Unified School District is the authorizing entity for Heritage Peak Charter School. Lodi Unified School District is the authorizing entity for Rio Valley Charter School. New Jerusalem Elementary School District is the authorizing entity for Valley View Charter Prep. Nuestro Elementary School District is the authorizing entity for Sutter Peak Charter Academy.

Administrative staff responsible for the implementation of the COVID-19 Prevention and Safety Plan:

Paul Keefer, MBA, Ed.D.  
Executive Director, Pacific Charter Institute

Scott Stack  
Director, Heritage Peak Charter School

Leslie Leedy  
Director, Rio Valley Charter School

John Mittan  
Director, Valley View Charter Prep

Heather Marshall  
Director, Sutter Peak Charter Academy

Catherine Enos  
Human Resources Manager, Pacific Charter Institute

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Business Manager, Pacific Charter Institute

Amanda Deardorff,  
Nurse, Pacific Charter Institute

# COVID-19 SCHOOL GUIDANCE CHECKLIST

Date of Submission: April 12, 2021

2021 COVID-19 School Guidance Checklist	
<b>Name of Local Educational Agency or Equivalent:</b> Heritage Peak Charter School, Rio Valley Charter School, Valley View Charter Prep, Sutter Peak Charter Academy	
<b>Number of Schools:</b> Four (4)	<b>Enrollment:</b> Heritage Peak Charter School: 1034 Rio Valley Charter School: 831 Valley View Charter Prep: 610 Sutter Peak Charter Academy: 578
<b>Superintendent (or equivalent):</b> Scott Stack, Director Heritage Peak Charter School; Leslie Leedy, Director Rio Valley Charter School; John Mittan, Director Valley View Charter Prep; Heather Marshall, Director Sutter Peak Charter Academy	
<b>Mailing Address:</b> 1401 El Camino Avenue, Suite 510 Sacramento, CA 959165	<b>Counties:</b> Alameda, Amador, Butte, Calaveras, Contra Costa, Colusa, El Dorado, Placer, Sacramento, San Joaquin, Solano, Stanislaus, Sutter, Yolo, and Yuba.
<b>Phone Number:</b> 916-473-4757	<b>Email:</b> scott.stack@pacificcharters.org; leslie.leedy@pacificcharters.org; john.mittan@pacificcharters.org; heather.marshall@pacificcharters.org
<b>Date of proposed reopening:</b> April 14, 2021	
<b>Type of LEA:</b> TK-12 Public Charter School	<b>Current Tier:</b> See Below (please indicate Purple, Red, Orange or Yellow)
<b>Grade Level</b> (check all that apply) <input checked="" type="checkbox"/> TK <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input checked="" type="checkbox"/> 5th <input checked="" type="checkbox"/> 6th <input checked="" type="checkbox"/> 7th <input checked="" type="checkbox"/> 8th <input checked="" type="checkbox"/> 9th <input checked="" type="checkbox"/> 10th <input checked="" type="checkbox"/> 11th <input checked="" type="checkbox"/> 12th	

Heritage Peak Charter School and Rio Valley Charter School are non-classroom based independent study programs. Valley View Charter Prep and Sutter Peak Charter Academy are non-site, non-classroom based schools. These schools serve students in the counties listed below. As such, students do not report to a school campus or school buildings. Teachers meet with students individually or in small familial groups.

## Current Tier Status as of April 12, 2021

Heritage Peak Charter School	
County	Current Tier
Amador	Red
El Dorado	Orange
Placer	Red
Sacramento	Red
San Joaquin	Red
Solano	Red
Yolo	Orange

Rio Valley Charter School	
County	Current Tier
Calaveras	Red
Sacramento	Red
San Joaquin	Red
Stanislaus	Red

Valley View Charter Prep	
County	Current Tier
Alameda	Orange
Contra Costa	Orange
San Joaquin	Red

Sutter Peak Charter Academy	
County	Current Tier
Butte	Orange
Colusa	Orange
Placer	Red
Sacramento	Red
Sutter	Red
Yolo	Orange
Yuba	Red

# COVID-19 SAFETY PLAN

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Scott Stack, Leslie Leedy, John Mittan, and Heather Marshall, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per [CDPH Guidance on Schools](#).

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in 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 stable group.

- We are a non-classroom based Independent Study Program with some on-site classes at select resource centers. Teachers meet with students individually or in groups of eight (8) or less for assessment or instruction purposes.
- In-person stable groups such as tutoring and/or EL assessment will have students and staff assigned to a single group based on above mentioned size.
- Most departmentalized classes will remain online/virtual for the remainder of the 2020-2021 school year. Those departmentalized classes meeting on site will adhere to cohort guidelines.
- Whenever possible, support services, will be held in a virtual setting until the transmission levels are significantly reduced per the county health department.
- Staff and students will avoid sharing electronic devices, and other learning aids as much as possible. If sharing must occur, cleaning and disinfecting between uses will be conducted.
- Social distancing between students and staff will be enforced.

### Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

- We are a non-classroom based Independent Study Program with some on-site classes at select resource centers. Teachers meet with students individually or in groups of eight (8) or less for assessment or instruction purposes.

If you have departmentalized classes, how will you organize staff and students in stable groups?

- Most departmentalized classes will remain online/virtual for the remainder of the 2020-2021 school year. Those departmentalized classes meeting on site will adhere to cohort guidelines.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

- Electives will remain online/virtual for the remainder of the 2020-2021 school year.

**Entrance, Egress, and Movement Within the School:** How movement of students, staff and parents will be managed to minimize close contact.

- We are a non-classroom based independent study program with some on-site classes at select resource centers, and a central office available for administrative services.
- For facilities with stairwells, signage has been installed in all stairwells reminding staff to socially distance on stairwells.
- For facilities with an elevator, signage has been installed at elevators limiting the capacity of use to one person or one family at a time.
- Limited public access to PCI facilities to minimize visitors congregating in common areas.
- Visitors will not be able to wait onsite but must return to their car or outside to wait while paperwork or materials are prepared for them. If their attendance is not mandatory in a meeting, visitors must wait in their vehicles or outside in the designated waiting area.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- Face coverings will be used in accordance with California Department of Public Health (CDPH) guidelines.
- Face coverings will be provided to visitors and employees as needed.
- Staff and students will be monitored throughout the day to ensure face coverings are worn properly over the nose and mouth.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- All staff and students must wear face coverings at all times.

- The following are exceptions to the face coverings requirement:
  - When an employee is alone in a room.
  - While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

For a select group of individuals that can not wear a face covering due to a confirmed medical or mental health condition or disability, such as a disability that may impair the person's ability to communicate, accommodations will be made. Considerations would include the wearing of a clear mask or shield with a drape as long as their condition permits.

**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.

- Upon entry to a facility and/or school activity, all students, staff, and visitors must follow the following screening requirements:
  - 1) Review and answer symptom screening questions
  - 2) Take temperature - Employees with a temperature of 100.4 or above must immediately leave the facility and/or school activity and call Human Resources at 916-297-1093. Students or visitors with a temperature of 100.4 or above will not be admitted.
  - 3) Employees will complete the health screening to confirm their temperature is 100.4 or below and they are free from COVID-19 symptoms.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

- Protective barriers are available to use as applicable.
- Hand sanitizers are located at various high traffic areas.
- Signs encouraging hand washing have been posted in all bathrooms.



**Identification and 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.

- Employees must notify Human Resources and/or their supervisor.
- Supervisor will speak directly with the employee to gather information.
- Supervisor will inform appropriate County Public Health and Human Resources as required.
- Staff, students, and families with close contact will be notified as required.
- Quarantine and/or isolation will be put in place per County, State and Federal guidelines.
- COVID-19 cases with COVID-19 symptoms shall not return to work until:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
  - COVID-19 symptoms have improved; and at least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

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

All employees will maintain the required and suggested levels of distance from the CDPH in the following settings:

- Between adults (teachers and staff), and between adults and students at all times in the school facility.
- Methods of physical distancing include:
  - Telework or other remote work arrangements, where feasible.
  - Reducing the number of persons in an area at one time, including visitors.
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel

- Adjusted work processes or procedures, to allow greater distance between employees.
- Signs encouraging social distance of at least 6 feet apart.

**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

The School has provided information to all employees which includes, but is not limited to, the following:

- The School's COVID-19 procedures to protect employees from COVID-19 hazards.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing in accordance with CDPH guidance and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms
- Students and families can access Community Resources (Including COVID-19) on our website [www.pacificcharters.org](http://www.pacificcharters.org).

**Testing of 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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

- As a non-classroom based independent study school, our students are spread across sixteen counties and do not report to a school campus/building.
- COVID-19 testing is available for all staff. Information for county locations offering testing can be found on the Human Resources SharePoint. Employees may also see their own physician.

- Any student or staff experiencing COVID-19 symptoms or who may have been exposed to someone with COVID-19 is encouraged to contact their physician or schedule an appointment through a free community testing site through their specific county as soon as possible.

**Testing of Students:** How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

- Any student or staff experiencing COVID-19 symptoms or who may have been exposed to someone with COVID-19 is encouraged to contact their physician or schedule an appointment through a free community testing site through their specific county as soon as possible.

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with reporting requirements.

When a student/staff member is required to quarantine/isolate, it will be determined by a physician or public health officer per County, State and Federal guidelines.

- Parents/Guardian of student will notify the School leader who will then inform appropriate County Public Health and Human Resources as required.
- Employees will notify Human Resources and/or their supervisor. Human Resources will then inform County Public Health and insurance as required.
- Staff, students, families, and vendors with close contact will be notified within 12 hours.

**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.

The Human Resources department will ensure Schools are reporting all positive cases to the local health authorities and will report to the Worker's Compensation carrier as required.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

**Staff**

- Staff Meetings – March 2021
- Board of Directors - December 2020, March 2021
- Regular Ongoing Communications with Community Vendors
- Regular Ongoing Communications

**Students and Families**

- Community Resources (Including COVID-19) page, [www.pacificcharters.org](http://www.pacificcharters.org) ,

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

The COVID-19 safety plan has been reviewed with staff during regular staff meetings. Ongoing communications to all staff have been provided by email from Pacific Charter Institute. Students, families, and staff have access to a Community Resources (Including COVID-19) page on our website, [www.pacificcharters.org](http://www.pacificcharters.org)

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

**Local Health Officer Approval:** The Local Health Officer, for (state Local Health Jurisdiction)

\_\_\_\_\_.

Local Health Jurisdiction has certified and approved the CSP on this date: \_\_\_\_\_.

If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.