

Adelante Charter School Re-Opening Plan 2020/2021

1. Our primary goal is to have students on campus the greatest extent possible while ensuring student and staff safety to the greatest extent possible. Back to normal as much as possible, as soon as possible, as safely as possible.
 - People have varying degrees of comfort with COVID-19 risk. We want to respect where people are with their thinking on this ever-changing situation.
 - Individual school districts must follow local Public Health guidelines and comply with all state mandates.
 - This plan is intended to be revised and changed as needed. We may be forced to change from a less restrictive to a more restrictive (and vice-versa) model at different points during the school year.
2. Background: Complicated and Changing Regulations from Multiple Levels.
 - Federal Level – Center for Disease Control (CDC), Department of Education
 - State Level – CA Department of Education (CDE), CA Department of Public Health (CDPH--June 2020, November 2020, January 2021), SB 117 (March 2020), SB 98 (June 2020)
 - Local Level – Santa Barbara County Department of Public Health (SBCDPH), Attestation Requirements, Waiver Guidelines
3. Adelante Charter School Learning Options for 2020-2021

Our goal is to return to face-to-face instruction in our classrooms to the greatest extent possible. The models developed are designed to equitably meet student needs and provide flexibility to parents and students while adhering to current COVID-19 health guidelines.

Face-to-Face, On-Campus Learning: *Instruction that utilizes face-to-face instruction at school with additional health and safety precautions.*

Blended Learning Model(s): *Instruction that utilizes virtual/digital learning at home*

The following details support the Criteria for the Santa Barbara County

Elementary School Waiver Application

- Plan Published on Website
The plan is available in the Adelante Charter School website (www.adelantecharter.org)
- Distance Learning— “Virtual Academy”
All students and families have the option of remaining in Distance Learning for the 2020/2021 academic year. Distance Learning includes:

- 5 days a week synchronous/asynchronous at-home instruction
- Students supplied with Chromebook or iPads as needed
- Personalized daily instruction

- **Physical Distancing**

Adelante Charter School will institute procedures to minimize mixing, implement recommended physical distancing (minimum of 4 feet between students, minimum of 6 feet for staff), maximize space, and utilize physical barriers in the following settings:

- During staff and student arrival/symptom screening
- Before instruction begins
- In the classroom – classroom layouts modified to emphasize physical distancing or maximum space/barriers between students
- In extended day spaces – working with our community partners we will continue to ensure safety for students and staff (Boys & Girls Club, Montecito YMCA, Just Communities, City Parks & Recreation)
- School office, reception areas, and all other common space layouts for 6-ft. physical distancing

Staff will implement plans to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

Signs are posted in classrooms, the office, and staff room reinforcing physical distancing or maximum space/barriers between individuals

- Places signs and/or markers to assist with physical distancing:

- Markers on sidewalks and all areas of potential congregation indicate where students or staff are required to assemble or wait in line.
- At Restrooms to:
 - - Limit the number of students using the restroom to two at a time (lanyards hung on the hooks outside of restrooms ensure no more than two students in each facility at a time)
 - - Indicate where to wait in line

4. Stable Cohorts of Students

Minimizing Contacts

Adelante Charter School typically has two classes at each grade level. Class sizes will range from 10 to 14 students maximum in each of the 14 classrooms. We anticipate these numbers will be smaller when re-opening school, however, as many families may remain in distance learning. To minimize the number of contacts and help students feel safe, students will work with only their class each day, with cohorts by grade level (typically each cohort will be of 10 to 14 max. students with 2-3 adults) on the same recess schedule. The playground will be divided to host only one cohort of 10 to 14 students at each space.

This grouping of students will be purposeful in that all students will share the same credentialed teacher and instructional assistant and will not rotate unnecessarily between other groups or classes.

Students will remain in their class cohort groups to minimize transitions and contact.

- Grade level cohorts will not comingle with other grade level cohorts.
- The goal will be for small, stable groups of students in a classroom to remain together throughout the school day, from play and snack times, through to learning activities in the classroom.
- The same group of students are in the same class cohort each day.
- Class cohort sizes will be determined by the maximum capacity for students in the class cohort's learning space while meeting physical distancing objectives.
- Larger class cohorts may be housed in larger spaces to ensure appropriate physical distancing.
- Each class cohort will be in a separate room and not mix with other class cohorts.
- Teachers will remain solely with their class cohort of students.
- Geographic considerations will be used to designate class cohorts to support arrival and departure from school.
- Service providers and other adults who typically move from room to room, will be limited to prevent cross contamination.
- Grade level cohort recess breaks will be staggered, and classroom groupings or sub-groupings will be assigned areas for play to limit contact between groups.
- Individual class cohorts and/or sub-groupings will be assigned to different areas of the playground, each with their own play equipment.

Options for Higher Risk Individuals

- Consideration of options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk) when possible
- Consideration of options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities) when possible.
- Considerations will be consistent with applicable law, policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions

5. Face Coverings and Other Essential Protective Gear

All staff and students will utilize face coverings as indicated by recommendations from the Center for Disease Control and the California Department of Public Health. All students and all adults will be required to wear face coverings unless they have a medical exemption.

Face coverings must be worn by all students and staff:

- While waiting enter the school campus
- While on school grounds (except when eating or drinking)
- While in classrooms or other learning environments
- While leaving school

Adelante Charter School has a supply of disposable face coverings for anyone who is unable to provide their own. Responses for failing to wear a face covering include:

- Providing disposable face covering
- Exclusion from campus

6. Cleaning and Disinfection

Custodial Staff

- Adelante's custodial staff has the appropriate tools, equipment, and training to provide enhanced cleaning.
- Adelante will contract with an outside company to do the deep cleaning at nights.
- Two hydrostatic misters (one per person) have been purchased to assist in the disinfecting classrooms and office spaces.

The section below includes recommendations for cleaning and disinfection. "Cleaning" involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. "Disinfection" kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator's office if an administrator) should be disinfected. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

- Staff will clean frequently touched surfaces at school daily.
- Frequently touched surfaces in the school include, but are not limited to:

1. Sink handles.

2. Tables, desks, or chairs. Stable groups, the desks and tables are considered shared and

will be cleaned every day. Desks or chairs do not need daily cleaning if only used by one individual during the day.

- When choosing disinfection products after an in-school COVID-19 case has been identified (see “What to do if there is a case of COVID-19 in a School”), use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and follow product instructions.

- To reduce the risk of asthma and other health effects related to disinfection, staff will only use disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

1. Staff will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthmatic attacks.

2. Staff will follow label directions for appropriate dilution rates and contact times. Workers have received advanced training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

- Custodial staff and any other workers who clean and disinfect the school site are equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products are kept out of the reach of children and stored in a space with restricted access.
 1. A cleaning schedule has been established in order to avoid both under- and over-use of cleaning products.
 2. Staff will ensure safe and correct application of disinfectant and keep products away from students.
 3. Staff will ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.

General Staff

All staff will continue cleaning of “high touch” areas and surfaces in individuals’ work areas throughout the day, including:

1. Tables in classrooms and other common areas
2. Chairs in classrooms and other common areas
3. “High touch” surfaces such as doorknobs, etc.

4. Teacher area/space
5. Chromebooks/electronic devices
6. Copy machine
7. Refillable water stations

• Adelante Charter School have taken steps to ensure that all water systems and features (for example, drinking fountains and office water dispenser) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Limited Sharing

- To the greatest extent possible, each child's belongings will be kept separated and placed in individually labeled storage containers, backpacks, cubbies, or other areas
- Backpacks will be hung on hooks outside the classroom if available
- Personal belongings will be taken home each day to be cleaned
- Students will be provided with adequate supplies to minimize sharing of "high touch" materials (art supplies, equipment, etc.) to the greatest extent possible.
- Teachers will limit the use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Students will not share food, drink, or clothing

7. Entering, Exiting and Movement on Campuses

Adelante Charter School have implemented procedures to support physical distancing for staff and students as they enter, exit, and move throughout the day, including:

- Altering office, reception area, and all other common spaces for physical distancing (protection shields are in place in the front office)
- To limit the number of people in the office, visitors will wait outside the office until they are brought inside (appointments preferred if possible)
- Two entries and exit points for all staff, students, and parents
- Elimination of before and after school play
- Students report directly to the classroom
- Minimize number of people on campus (only essential personnel)
- Minimize office visits - call or email when possible
- No deliveries of forgotten homework or snack/lunch will be accepted. Students will be provided a lunch in case sack lunch is forgotten.
- Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off children at school entrances.

- Parents who need to escort younger children to their screening and during pickup will be required to wear a mask and maintain physical distancing.
- Break times will be staggered to avoid congestion
- Placing signs and/or markers to assist with physical distancing at restrooms
- Limit the number of students using the facilities at a given time
- Indicate where to wait in line.

8. Health Screenings for Students and Staff

Daily symptom screening of all staff for COVID-19 symptoms including:

- Use of touchless thermometers to take temperature when entering campus
- Not admitting staff with temperatures >100F and logging information for COVID-19 Health Aide/liaison
- Daily self-reporting by staff member if they have been exhibiting COVID-19 related symptoms or have been in recent contact with anyone with COVID-19 or related symptoms.

Daily screening of all students for COVID-19 symptoms including:

- Use of touchless thermometers to take temperature
- Daily questionnaire and reporting by parents using Parent Square if students have been exhibiting COVID-19 related symptoms or have been in recent contact with anyone with COVID-19 or related symptoms.

Students who have a temperature of >100F or demonstrate symptoms will be isolated in the quarantine room until they can be picked up by a family member.

Staff members who have a temperature of >100F or demonstrate symptoms will leave campus to return home.

9. Healthy Hygiene Practices

Adelante Charter School has provided increased handwashing stations to be placed at key locations on campus. Additionally, hand sanitizer dispensers have been installed in every classroom and office space. Students will have a “sneeze guard”/plexiglass divider on her/his desk.

Adelante Charter School has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- After using restroom
- Before and after eating
- When entering a classroom or office
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas

Adelante Charter School will use video and print recourse as instruction for students in handwashing and other hygiene practices. These videos and print resources will be shared with parents for home viewing and will also be reviewed in school. Examples include:

- Fight Germs! Wash Your Hands! (CDC)
- How to Wear a Fabric Mask Safely (WHO)
- Wash Your Hands! (CDC)
- How to Wear a Fabric Mask Safely (WHO)
- How to Handwash (WHO)

10. Identification and Tracing of COVID-19 Contacts Identification

If a student or staff member tests positive for COVID-19, schools will follow the guidelines established by the Santa Barbara County Department of Public Health, including:

- If a student or staff person has symptoms, they will be isolated at school and sent home.
- If a positive test result, student/staff instructed to isolate for ten (10) days after symptom onset. If never symptomatic, isolate for ten (10) days after positive test.
- **Isolation room/tent:** An isolation location is designated outside in the school garden near the school office for students/staff that experience (suspected) symptoms potentially associated with COVID-19. There will be an isolation tent there at all times while we are in session. An adult will be out of the tent waiting for the parent and monitoring the student.
- School based close contacts identified and instructed to test and quarantine for ten (10) days:
 - in stable elementary classroom cohorts: entire cohort
 - Executive Director or designee notified
 - Executive Director or designee notifies Public Health Department

Tracing

The Executive Director designee (in collaboration with site Health Support Staff) is the COVID-19 liaison, to act as the communication point for all COVID-19 concerns. The COVID-19 Liaison's responsibilities include:

- Managing and supporting contract tracing send letter/email to all in stable group
- Notifying exposed persons/cohorts
- Creating and maintaining a database of exposed students and staff
- Communicating with the Public Health Department

11. Staff Training and Family Education

- The Executive Director designee and Health Support staff will support staff and community in understanding the district’s re-opening plan.
- Staff has been trained on health and safety protocols at site-based professional development as well as online training modules.
- Staff will be trained on all elements of this plan, with an emphasis
 - Enhances sanitation practices
 - Physical distancing guidelines and their mandatory use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification

Families and Community will be supported through ongoing forums:

- Video and print resources will be provided for parents to review with students at home. These will also be reviewed in school.

Prior to reopening for in person instruction, small cohorts of special needs students will have returned to campus at specified times for academic support, and for training and education about procedures for school reopening.

12. Testing of Students and Staff

Testing of Students

Students who have symptoms of COVID-19 or have been exposed to someone **may** be tested, even if the student is asymptomatic.

- Student will be isolated at school and sent home to quarantine.
- Student will be directed to their healthcare provider who may recommend testing.
 - **Free COVID-19 Testing Site in Santa Barbara County is optional**
- Student will be instructed to isolate for ten (10) days after symptom onset.

(If never symptomatic, isolate for 10 days after a positive test).

- School-based close contacts (students and staff) will be identified and **instructed** to quarantine for ten (10) days.
 - in stable elementary classroom cohorts: Entire cohort.
 - in other settings: consult with teacher/staff.

- Public Health Department will be notified

Testing of Staff

Staff members who have symptoms of COVID-19 or have been exposed to someone with COVID-19 **may** be tested (depending on the recommendation of the healthcare provider), even if the individual is asymptomatic. Asymptomatic testing may be required on a more frequent cadence in the case of re-opening for in-person instruction while the County is in a tier representing a high level of community transmission (Safe Schools for All Plan).

- **If a Staff member has positive test results, they will be sent home.**
- Individuals **may** be directed to undergo testing through:
 - Their healthcare provider
 - Free COVID-19 Testing Sites in Santa Barbara County
- School-based close contacts (staff and students) will be identified and instructed to test and quarantine for 10 days
 - In stable elementary classroom cohorts: entire cohort
 - In other settings: consult with teacher/staff
- Public Health will be notified **with any positive test result.**

Maintaining Healthy Operations

- All staff members will be COVID-19 surveillance tested every two months (one quarter of the staff every two weeks)
 - Asymptomatic testing may be required on a more frequent cadence in the case of re-opening for in-person instruction while the County is in a tier representing a high level of community transmission (*Safe Schools for All Plan*).
 - Staff will be encouraged to use Santa Barbara County Community Testing sites.
 - Monitor staff absenteeism and have a roster of trained back-up staff when available. Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly.
 - The Executive Director designee will be responsible for responding to COVID-19 exposure, to notify local health officials, staff, and families in a prompt and responsible manner.
 - Parents must screen students for temperature and general health before leaving for school and will utilize the “Parent Square app” to report the results of these screenings to health support staff at each school site. Students will have additional temperature screening at the classroom door to be conducted by staff.
 - Adelante Charter School will create a communication protocol that allows staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by law.
 - When possible, the school will support staff and students who are at a higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, or virtual learning.

13. Triggers for Switching to Distance Learning

If several COVID-19 cases are confirmed at the school site:

- Students and staff in any affected cohort will switch to distance learning for ten (10) days
- School leadership will communicate directly with affected students and staff through email or telephone
- School liaison will communicate with Public Health
- Possible shut down of entire school if multiple cohorts are affected
- Executive Director or designee will communicate with Adelante Charter School community prior to any school closure and with updates prior to re-openings.

14. Communication Plan

The Executive Director or designee will communicate appropriately with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements by law:

- Documenting/tracking incidents of possible exposure and notifying local health officials, staff, and families immediately of any positive cases of COVID-19 while maintaining confidentiality, as required under state law related to privacy.
- Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19 referring to a student's health history form and/or emergency card to identify if a student has a history of allergies.
- Notifying local health officials, staff, and all families of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Instructing sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.

15. Miscellaneous

- No classroom volunteers or visitors until further notice
- No hot lunch or snacks provided for the class (including birthday treats)
- No School-sponsored after school programs (minimizing the use of school facilities)
- All field trips and assemblies canceled until further notice.