



Woodland Christian School

COVID-19 Safety Plan

Mission Statement

Woodland Christian School (“WCS”) exists by God’s grace and for His glory to educate and prepare students for college and Christian life. By faith in Christ, our students, parents, and staff can change the world.

Disclaimer

There is no way for WCS to completely eliminate the risk of anyone contracting COVID-19 while working or participating in school activities. WCS will strive to reduce risk as much as practical while still being able to accomplish our mission.

Any plans or services provided by WCS are subject to change depending on local, state, and federal guidelines.

Background

In addition to an off-site preschool, WCS is comprised of three schools (elementary, middle, and high school) on a 26-acre parcel at 1787 Matmor Road, Woodland, CA 95776. Generally, students from one school do not interact with students from another school during the school day.

Surveys and email communications regarding our desire to reopen were sent to school families and all staff members between March and July 2020.

WCS’s application to provide on-site instruction (K-6) was approved by Yolo County Department of Public Health on September 3, 2020. On-site instruction for these grades started on September 8, 2020.

After being in the red tier for two weeks, grades 7-12 were allowed to begin on-site instruction on October 13, 2020. Since that time, WCS has been providing on-site instruction and distance learning for our students.

WCS continues to work in partnership with the Yolo County Health Department so that we can provide on-site instruction for our school families.

Health Department Contact Information

The WCS Administrator is the primary person responsible for the operations of WCS, including compliance with this plan. Each school principal or site leader is empowered to contact the Health Department in the event there is a question about or report of a positive COVID-19 case.

Stable Groups

WCS will make every effort to keep students in stable groups to help prevent the spread of COVID-19. Our ability to accomplish this changes depending on whether they attend our elementary school, middle school, or high school.

Teachers, aides, and school leaders are responsible for ensuring that students stay in stable groups as much as practical.

Elementary School

- Each class (K-5) will be considered a stable group.
- Students will be required to sit in the same seat each day and are required to face forward during class.
- Groups will have designated play areas to reduce contact with other groups and will have designated times for restroom breaks.
- Staff will ensure students do not exceed restroom capacity, based upon the number of urinals/stalls.
- Students will eat together as a stable group.

Middle School

- Grades 6-8 will be placed into stable groups (“pods”).
- Students will be required to sit in the same seat each day and are required to face forward during class.
- Pods will be maintained during breaks and lunch.

High School

- Students are required to sit in the same seat during class rotations.

Entrance, Egress, and Movement

WCS does not have interior hallways that connect classrooms. In most cases, students are dropped off from a vehicle and walk onto our campus (see discussion on screening, *infra*). Students moving to play areas or traveling to different classrooms/areas must walk outside.

Elementary School

- Parents can drop off their students from the car. The student will then walk to an outdoor gate where they are greeted and screened by a staff member. The student will then walk to the classroom.
- Parents can also walk their student to the classroom. The student(s) and parent will be screened at the gate near the office before being allowed to walk into the campus for drop off.

- After school, groups are led by the teacher to an assigned outdoor area where they are released to parents waiting in cars. Parents can also elect to walk to the classroom to pick up their student.

Middle School

- Students are typically dropped off by parents in our carpool line and walk to our main gate for screening.
- After school, students are released (outside) and walk to their parent's car for pickup.

High School

- Students are either dropped off by parents or drive themselves to school, where they walk to a main gate for screening or the main office for screening.
- After school, students are released (outside), where they walk to their car or are picked up by their parents.

Face Coverings and PPP

All students and staff, unless exempted, must wear a face covering in accordance with [CDPH guidance](#). Face coverings are available in each school office for anyone who needs one. Anyone with an exemption must wear a non-restrictive alternative such as a face shield with a drape on the bottom edge.

All staff who work in food services are required to wear gloves when preparing/serving food.

Health Screening for Students and Staff

WCS promotes personal responsibility when it comes to the health and safety of our campus. Those with preexisting medical conditions that make them more vulnerable to COVID-19 should not be present at school.

Staff and parents (on behalf of their children) are regularly directed to assess themselves for COVID-19 symptoms each day before coming to school. [COVID-19 symptoms](#) may include:

- Fever
- Cough
- Chills
- Loss of taste/smell
- Sore throat
- Congestion/runny nose
- Shortness of breath
- Headache
- Diarrhea
- Body Aches
- Nausea
- Vomiting

Staff, students, and visitors must stay home if/when they are sick.

Students or staff members who become ill while on campus will be isolated and sent home. WCS has isolation rooms next to each school office.

Healthy Hygiene Practices

Staff and students are encouraged and reminded to wash their hands regularly. WCS has several hand-washing stations available for use. Hand sanitizer dispensers are installed at the entrances to each school and in each classroom/office area.

Every office and classroom is sprayed with disinfectant each night.

The school has installed water bottle filling stations and has directed that all students come to school with refillable water bottles.



Identification and Tracing of Contacts

WCS requires staff members and parents of students to notify us if they test positive for COVID-19 or are subject to quarantine as a result of being in close contact with someone who has tested positive for COVID-19.

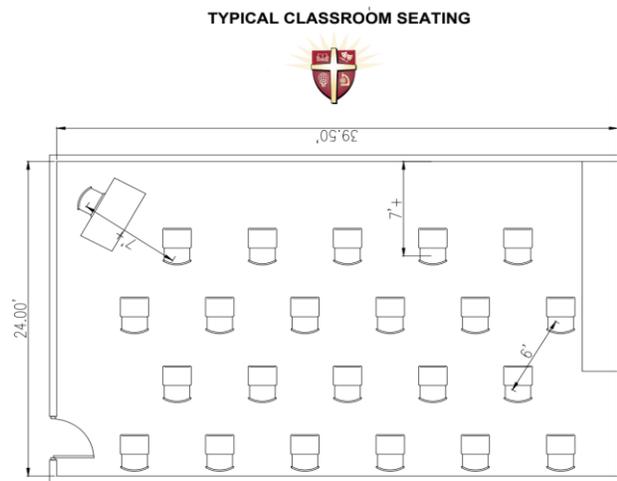
If WCS is notified that a staff member or student has tested positive for COVID-19 and that staff member/student may have exposed other students or staff members during the course of school activities, we will do the following:

- Immediately isolate the person if they are on campus and send them home;
- Immediately notify the WCS Administrator or his designee;
- Immediately notify the Yolo County Health Department;
- Identify close contacts and provide the Health Department with a line/contact list; and
- Exclude all close contacts.

Physical Distancing

WCS has implemented the following to promote physical distancing:

- Plexiglass has been installed in all our school offices where there is contact between staff and visitors.
- Staff desks have been placed a minimum of 6 feet away from student desks.
- All student desks have been aligned to face forward and have been moved to create as much distance as possible (4-6 feet).
- Markings have been placed in front of our offices to indicate 6 feet of distance for people who are waiting.



Staff Training and Family Education

Prior to opening for on-site instruction, WCS distributed information from the CDC to all of our school families and staff regarding the following information:

- Preventing the spread of COVID-19
- Proper hand washing
- COVID-19 prevention tips
- COVID-19 self-screening
- Proper care of face coverings

We have also sent numerous reminders via email that staff and students should:

- Wear their mask
- Maintain as much social distance as possible

- Stay home when sick
- Wash their hands often

Parents and staff members will also have access to this document via our website.

Testing

Testing of staff and students is encouraged but voluntary. Those wanting to get tested are encouraged to access testing through their healthcare provider or any of the free testing sites in Yolo County. WCS provides information about free testing options upon request.

In the event a staff member or student suspects that they have symptoms or been exposed to COVID-19, they are excluded from WCS until they receive negative results and at least 24 hours has passed without a fever and symptoms are improving. Symptomatic people who elect not to test will be excluded for 10 days from when symptoms began.

Identifying and Reporting Cases

As stated earlier, WCS will notify the Health Department if WCS learns that a staff member or student has tested positive and possibly exposed others at school or at WCS-related activities. WCS will also conduct close-contact tracing and provide the Health Department with all known close contacts.

Communication Plans

WCS values the trust that parents place in us by sending their children to our school. It is important that we communicate clearly and often when it comes to issues of safety on our campus.

Student/Staff	Action	Communication
COVID-19 symptoms per CDC Symptomatic Screening	<ul style="list-style-type: none"> • Send home if at school or stay home • Provide COVID-19 testing options and recommend testing at student/parent discretion • School remains open 	<ul style="list-style-type: none"> • Communicate with the student and his/her family
Close contact* with someone who has tested positive for COVID-19 case	<ul style="list-style-type: none"> • Send home if at school or stay home • Exclude from school for 10 days from last exposure per CDPH quarantine guidelines 	<ul style="list-style-type: none"> • E-mail notification to the parent(s) of every student at the school and/or class(es) that

	<ul style="list-style-type: none"> • Provide COVID-19 testing options and recommend testing at student/parent discretion • School remains open 	may have had contact with the close contact
Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify Health Department • Exclude positive student/staff from school for 10 days from symptom onset date or 10 days from specimen collection date (if asymptomatic) • Identify close contacts and exclude them from school, as stated above** • Provide COVID-19 testing options and recommend testing at student/parent discretion • Additional disinfectant cleaning of rooms connected to positive case • School remains open 	<ul style="list-style-type: none"> • Schoolwide e-mail alert about positive case when the confirmed case may have exposed students or staff on campus • Specific e-mail notification to stable group or individual school

* A close contact is defined as someone who is within 6 feet of a positive case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.

** All students and staff within a stable group (K-8) will be considered close contacts and required to quarantine. High school students and staff will be required to quarantine based upon contact tracing.

In the event of an outbreak of COVID-19 within one of our schools, WCS will work in partnership with the health department to determine whether a section/group/pod of the school or the entire school should shift to distance learning for 10 days (see [CDPH School Guidance](#)).

Date: 2/3/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Woodland Christian School

Number of schools: 1

Enrollment 921

Superintendent (or equivalent) Name: Matt Diehl

Address: _____

1787 Matmor Road, Woodland

Phone Number: 530-408-6600

Email: mdiehl@woodlandchristian.org

Date of proposed reopening: _____

Already open (K-6 since 9/8/20 and 7-12th since 10/13/20)

County: Yolo

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Private Christian School

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

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

I, Matt Diehl, 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](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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.

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?)

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

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

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

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

■ **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.

■ **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.

■ **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.

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

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 4 feet

Minimum 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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

■ **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:

■ **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:

■ 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](#).

■ 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.

■ 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:

Name: _____

Date: _____

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

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

■ Date of Submission to Local Health Department: 2/3/21.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.