



## **WCS Elementary School Reopening Plans**

Believing that in-person instruction will enable us to best serve our families and support the academic, social, and emotional needs of our students, WCS has sought to meet the requirements as set forth by the CDPH/CalOSHA Guidance for Schools and School-Based Program.

The following document describes our efforts to meet the requirements for:

- Cleaning and disinfection
- Small, stable, cohorting
- Entrance, egress, and movement within the school
- Face coverings and other essential protective gear
- Health screenings for students and staff
- Healthy hygiene practices
- Identification and tracing of contacts
- Physical distancing
- Staff training and family education
- Testing of students and staff
- Triggers for switching to distance learning
- Communication plans

With these plans and procedures in place, we hope to be able to provide a safe environment to carry out our mission for our families, providing much needed support and stability as we begin the new school year.

It is important to note that a waiver to reopen is limited to grades K-6. Grades 7-12 will only be allowed to receive in-person instruction when Yolo County is off the monitoring list for 14 days straight.

## Cleaning and Disinfecting

Each day, students will wipe down their work area and teachers will disinfect high touch areas such as doorknobs and tables. The classrooms and the office will be disinfected each day using a portable fogger equipped with a disinfectant.

The tables used for recess and lunch will be disinfected in between groups of students. In addition, our janitorial staff will clean the bathrooms each night.

In the event that a staff member or student tests positive for COVID 19, the classroom affected will be vacated for 24 hours to allow for disinfection and ventilation.

## Small, Stable, Cohorting

Due to health and safety concerns regarding the transmission of the coronavirus, each class will be kept separate from the other classes during morning and lunch recess. Teachers and aides are responsible for ensuring that students stay within their cohort all day. The following procedures, schedules, and map demonstrate the plan to maintain separation between grades and classes within grades.

### Morning Recess

Time	Class	Playground	Restroom	Aide
9:00-9:20	Kinder (Rosen)	A	A	
	1st (Jee)	B	B	
	2nd (Bailey)	C	C	
9:20-9:40	Kinder (Diehl)	A	A	
	1st (Larriva)	B	B	
	2nd (Schroeder)	C	C	
9:40-10:00	Kinder (England)	A	A	
	1st (Espinoza)	B	B	
	2nd (Tafolla)	C	C	

10:00-10:20	3rd (Geer)	A	A	
	4th (Newman)	B	B	
	5th (McGinnis)	C	C	
10:20-10:40	3rd (Young)	A	A	
	4th (Lotridge)	B	B	
	5th (Heskett)	C	C	
10:40-11:00	3rd (Poole)	B	B	
	4th (Maszk)	C	C	

### Procedures

1. The teacher will bring her class out to an assigned table.
2. Mrs. Naff will oversee students who are eating snacks, and will disinfect the area afterward.
3. Aides are at designated play areas (see map below).
4. Students can use designated bathrooms during break.
5. Aides will line up students in front of their designated bathroom 5 minutes before the end of break. Aides will ensure that only the number of students are allowed inside the bathroom based upon the number of urinals/stalls inside each bathroom. K-2 students will use the dedicated boys/girls bathroom and 3-5 students will use their dedicated bathroom. 6<sup>th</sup> grade students will use their dedicated bathroom.
6. Teacher meets class at the bathroom 5 minutes before the end of the break.
7. Aide goes back to designated area (#1-3).

### *During a rainy period*

1. An aide will come to the class to oversee students.
2. The teachers will come back to class 5 minutes before the end of the break to deal with bathroom breaks while the aide goes to the next classroom.
3. Packaged fruit will be delivered to class by the aide.

### Lunch Schedule

	11:00-11:20	11:20-11:40	11:40-12:00	12:00-12:20	12:20-12:40	12:40-1:00	1:00-1:20
<b>Ka</b>	Eat at designated table (Naff)	Playground A (A1)					
<b>1a</b>	Eat at designated table (Naff)	Playground B (A2)					
<b>2a</b>	Eat at designated	Playground C (A3)					

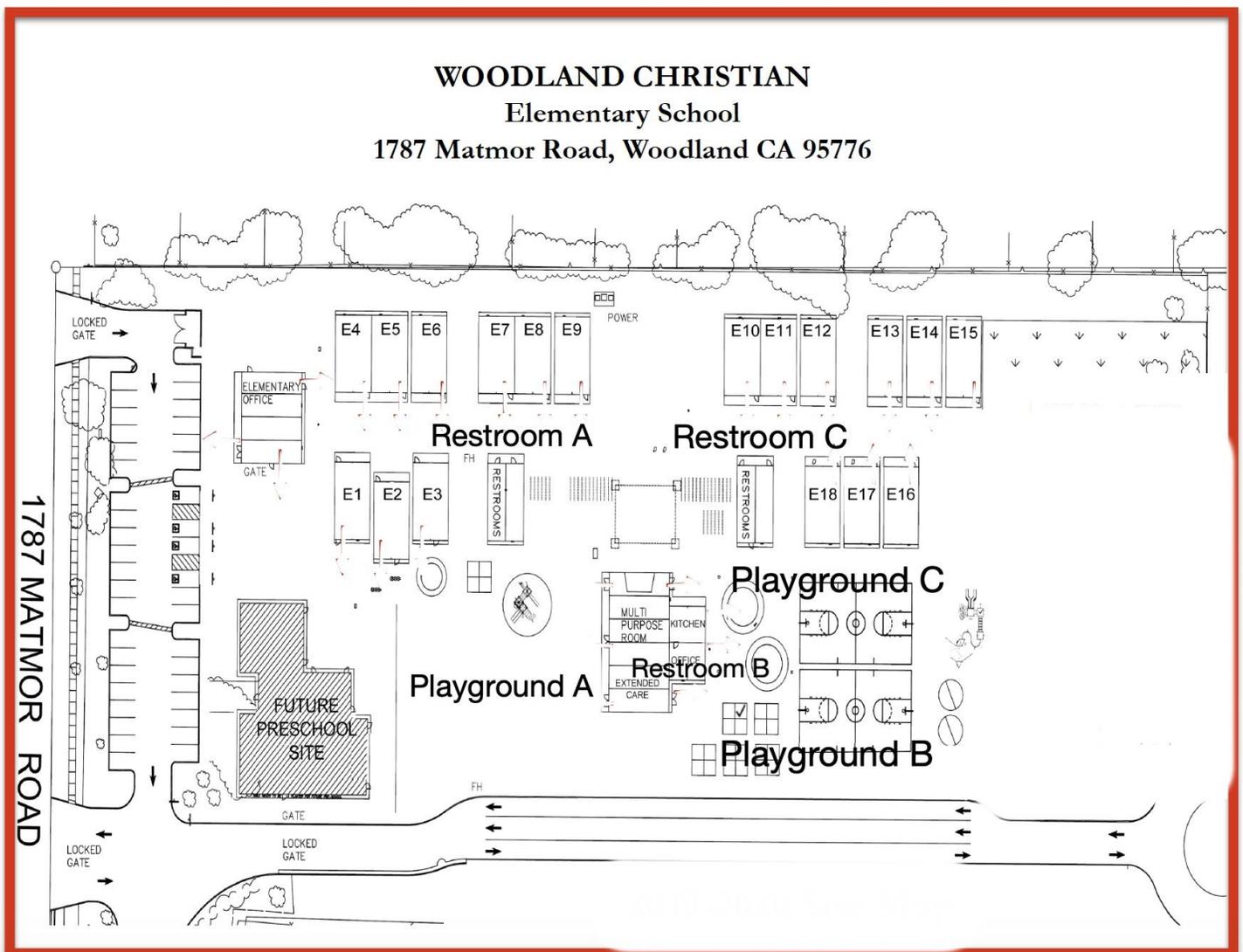
	table (Naff)						
<b>Kb</b>		Eat at designated table (Naff)	Playground A (A4)				
<b>1b</b>		Eat at designated table (Naff)	Playground B (A5)				
<b>2b</b>		Eat at designated table (Naff)	Playground C (A6)				
<b>Kc</b>			Eat at designated table (Naff)	Playground A (A1)			
<b>1c</b>			Eat at designated table (Naff)	Playground B (A2)			
<b>2c</b>			Eat at designated table (Naff)	Playground C (A3)			
<b>3a</b>				Eat at designated table (Naff)	Playground A (A4)		
<b>4a</b>				Eat at designated table (Naff)	Playground B (A5)		
<b>5a</b>				Eat at designated table (Naff)	Playground C (A6)		
<b>3b</b>					Eat at designated table (Naff)	Playground A (A1)	
<b>4b</b>					Eat at designated table (Naff)	Playground B (A2)	
<b>5b</b>					Eat at designated table (Naff)	Playground C (A3)	
<b>3c</b>						Eat at designated table (Suzee)	Playground B (A4)
<b>4c</b>						Eat at designated table (Suzee)	Playground C (A5)

## Procedures

1. The teacher will bring her class out to an assigned table.
2. Mrs. Naff will oversee students during lunch, and will disinfect the area afterwards.
3. Aides will be at their designated play area (see map below).
4. Students can use designated bathrooms during lunch recess.
5. Aides will line up students in front of their designated bathroom 5 minutes before the lunch recess.
6. The teacher will meet her class at the bathroom 5 minutes before the end of the lunch recess.
7. Aides will go back to their designated area (#1-3).

## During inclement weather (cold, hot, windy, rainy)

1. The teacher will bring her students to a designated table in the multipurpose room.
2. Mrs. Naff and aides will oversee students during lunch.
3. If not severe, Procedures #3-7 above will be followed.
4. If play outside is not permissible, aides will take their class back to their room.
5. The teacher will come back to class 5 minutes before the end of lunch recess to oversee the bathroom break so that the aide can go back to the MP room (#2).



## Entrance, Egress, and Movement Within the School

### Morning Drop Off

In order to reduce contact and maintain distancing, there will be two entrances and a separate exit for morning drop off. The first entrance (Entrance #1) will be at the front gate of the school.

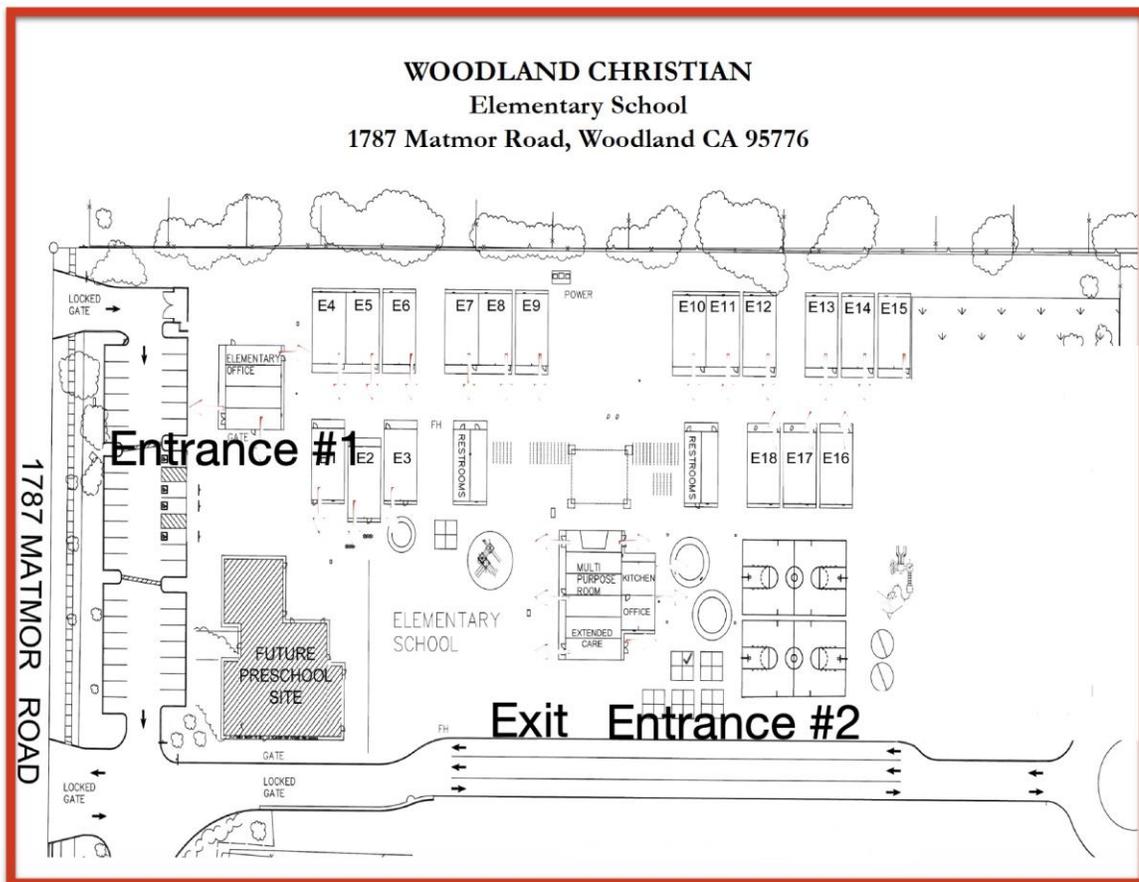
Temperature checks will be taken as students enter at the gate. There will be two staff members taking temperatures in order to reduce any buildup of students. Staff members will ensure students and parents maintain social distance while waiting. There will be markings on the ground to encourage social distancing.

If a parent wishes to walk his/her student to the classroom, he/she will need to exit at the 2nd gate on Cardinal Way.

A second entrance (Entrance #2) will be at the first gate on Cardinal Way for parents who wish to drop their student off from their car. A staff member will conduct a temperature check for students who enter school from the carline. There will be a natural separation of students as they exit the car to enter the school. The staff member assigned to this position will ensure students are spaced out if a line develops.

### Afternoon Pick Up

Classes will be escorted by their teacher to the carline area. Classes will be lined up at least 6' from other classes. Students will be released to an authorized adult in the carline waiting area.



## **Face Coverings and Other Essential Protective Gear**

All staff (unless exempted) and parents will be required to wear a face covering while on campus. Staff will be provided with protective gear as needed. Parents will be strongly encouraged to have their K-2nd grade students wear a face covering. Students in 3rd-5th grade (unless exempted) will be required to wear a face covering while in class.

Face coverings will be provided for 3rd-5th grade students who come to school without a face covering.

## **Health Screenings for Students and Staff**

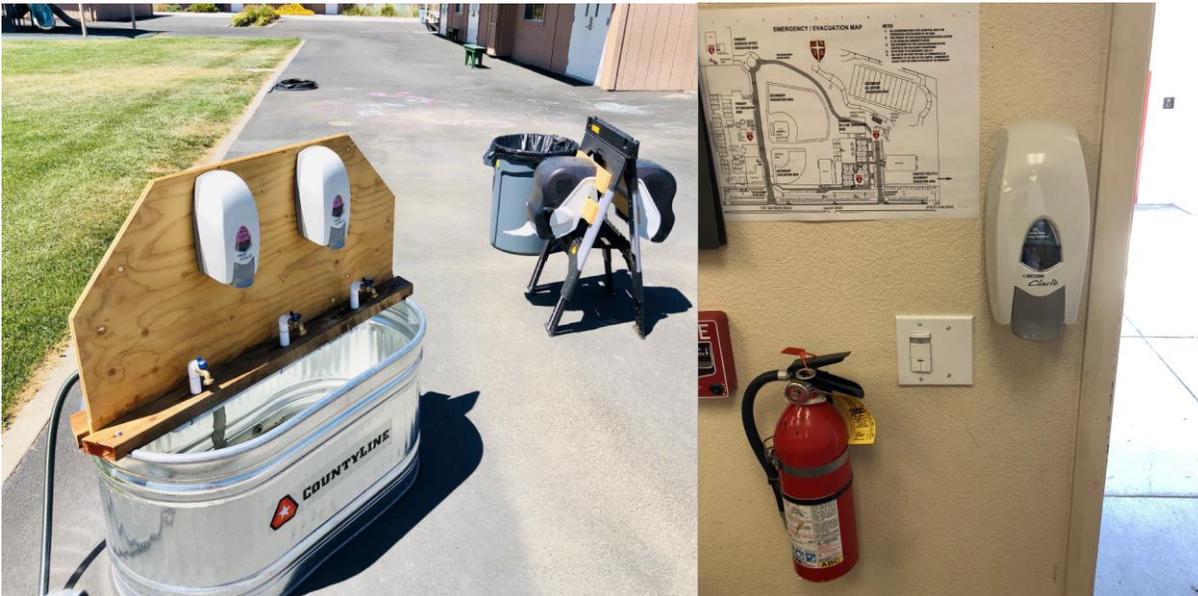
Three contactless thermometers have been purchased to check temperatures.

All staff, students, and visitors will have their temperature taken at the beginning of each day by a WCS staff member. The staff member will also visually assess each child for wellness. In the event someone has a fever of 100.4 or greater, they will be asked to wait so that another test can be administered. If the second test reflects the same temperature (or greater) or the person appears to be sick and/or have COVID-19 symptoms (i.e., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), the person will not be admitted to the school.

A quarantine area has been designated for students who show symptoms and need to be picked up by their parents.

## **Healthy Hygiene Practices and Physical Distancing**

Outdoor hand washing stations have been installed in three locations on the campus to ensure students are able to wash their hands on a regular basis before and after recess times. In addition, hand sanitizer stations have been installed in all classrooms and the front office.



Proper hand washing will be demonstrated and practiced at the beginning of school. Students will be required to wash their hands before and after recess.

Classrooms and the front office will be disinfected on a daily basis. A portable fogger has been purchased and disinfecting solutions provided for this purpose.



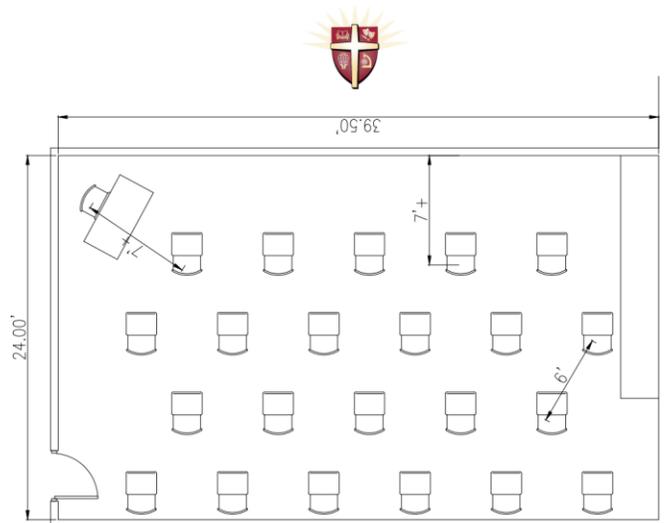
Plexiglass has been installed in the front office. In addition, signs are posted that require face coverings and limit the front office to two adults at a time. Markers outside ensure that social distancing is maintained for those adults waiting in line to enter the office.



Items have been removed from the classrooms that will allow for as much space as possible for distancing between student desks. In many cases, we can achieve 6' between desks. Desks will be arranged facing forward rather than in face-to-face groupings. Students will be assigned to a specific desk. Students will wipe down their work area at the end of each day.

As weather permits, doors and windows will be open to allow for ventilation, and tents will be installed outside in 8 locations to allow for outside instruction.

TYPICAL CLASSROOM SEATING

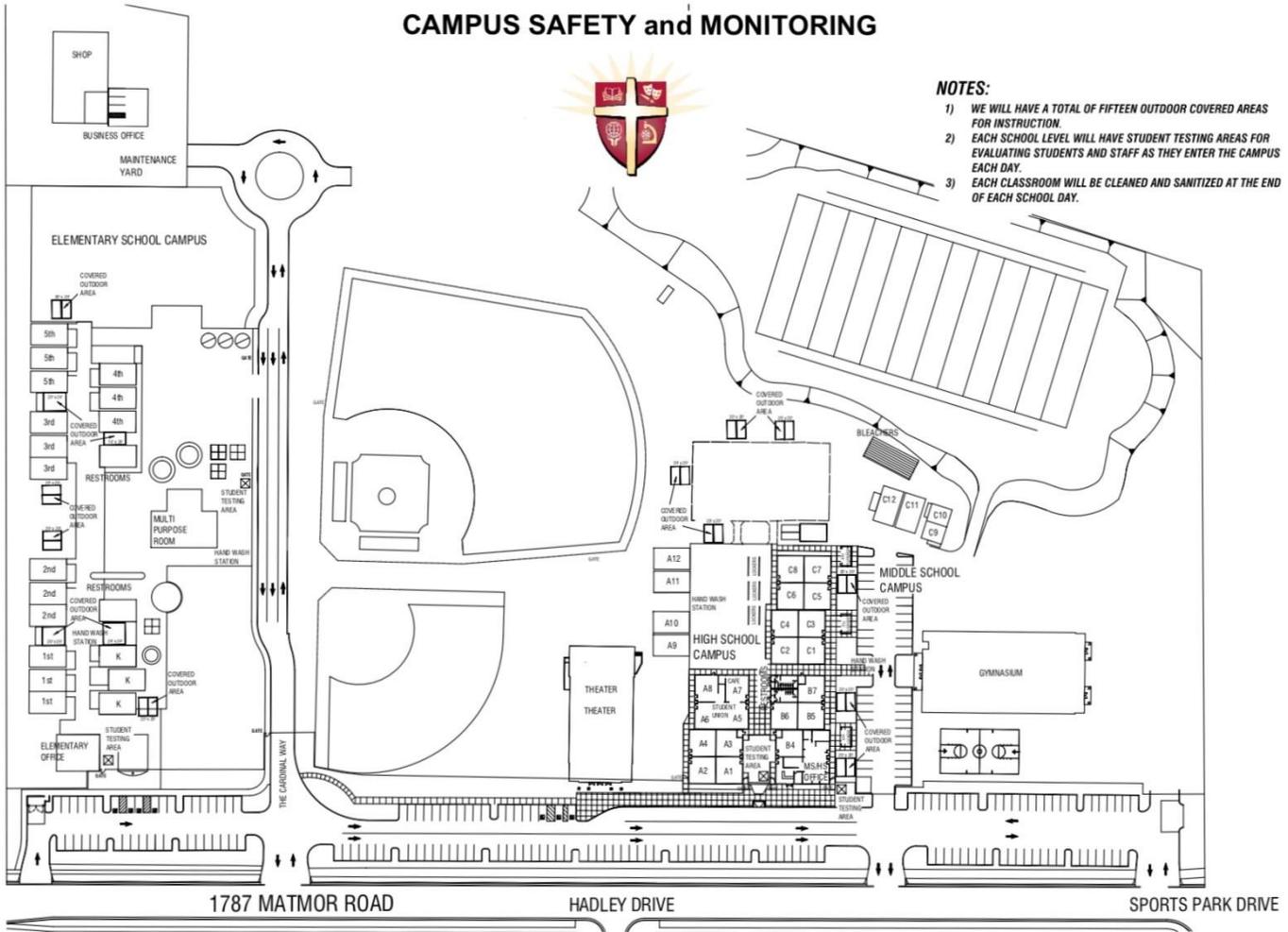


# CAMPUS SAFETY and MONITORING



**NOTES:**

- 1) WE WILL HAVE A TOTAL OF FIFTEEN OUTDOOR COVERED AREAS FOR INSTRUCTION.
- 2) EACH SCHOOL LEVEL WILL HAVE STUDENT TESTING AREAS FOR EVALUATING STUDENTS AND STAFF AS THEY ENTER THE CAMPUS EACH DAY.
- 3) EACH CLASSROOM WILL BE CLEANED AND SANITIZED AT THE END OF EACH SCHOOL DAY.



In addition, a distance learning program has been established to provide students with an educational option from home. (See **ES Distance Learning** attachment.)

## Staff Training and Family Education

WCS is seeking to provide staff training through our health insurance provider.

In addition, the following sites have been distributed to staff and school families regarding health and hygiene practices:

1. Preventing the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
2. Hand Washing: <https://www.cdc.gov/handwashing/index.html>
3. COVID-19 Prevention Tips: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf> 2 Revised 7-25-20
4. Self-Screening: (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
5. Proper Care of Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Parents must sign a COVID-19 Safety Guidelines form that describes student and parent expectations (see **COVID-19 Safety Guidelines** attachment).

### Testing of Students and Staff, Identification and Tracing of Contacts

All staff and parents on behalf of their students are required to conduct a self-screening before coming to school. Staff and students must stay home if they demonstrate symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

All staff, students, and visitors will have their temperature taken at the beginning of each day. In the event someone has a fever of 100.4 or greater, they will be asked to wait so that another test can be administered. If the second test reflects the same temperature (or greater), the person will not be admitted to the school.

In the event a staff member or student becomes ill while at school, that person will be isolated to one of our outdoor isolation tents (weather permitting) or inside one of our isolation rooms in each school. The staff member and/or student will be sent home. The school and class will remain open and the school will be cleaned like any other day. The student or staff member will be required to stay home the prescribed time as outlined in our plan (as if they tested positive). If the student or staff member believes the illness is unrelated to COVID-19, they will be required to provide us with a doctor's note indicating they are cleared to return to school.

Illness alone does not trigger contact tracing, notification to the health department, or communication to our school community. The only thing that triggers these types of events is a notification that someone has tested positive for COVID-19. Testing is encouraged, but not required (assuming the staff member or student meets the criteria for being back on campus).

In the event a WCS staff member or student is in close contact with someone who has tested positive, that person is required to stay home for 14 days from the last exposure. The school will remain open. WCS will not communicate this type of exposure with our school community.

In the event WCS is notified that a student or staff member has tested positive AND that person has been on campus with other individuals, WCS will notify the local health department and any staff members or students who may have been in close contact with the person who tested positive (e.g., pod or cohort). Staff members or students who are considered a close contact will be required to quarantine according to our guidelines. The pod/cohort will be closed the next day while the room is cleaned. The class will reopen the following day minus those students or staff members who are under quarantine.

In the event additional students or staff members get sick and/or test positive for COVID-19 who are outside of the line list or class where the person tested positive, WCS will be prepared to close the entire class/school for 14 days after consultation with Public Health.

WCS will also notify the entire school community about this incident. If WCS is made aware of additional positive tests related to the initial case, we will report those at the end of every week by either email or the WC school app. If there is a new positive case connected with another pod or another part of the school, the entire school community will be notified. WCS will cooperate with the health department with regard to contact tracing.

## **Triggers for Switching to Distance Learning**

The determination to close a class, section of the school, or the entire school will be made in partnership with the Yolo County Health Department. Just because one person in a pod/cohort tests positive will not necessarily close the whole pod/cohort, although it could. At a minimum, the class/pod will have to stay home for one day while we assess close contacts and clean the room. If it is possible to start the class again, we will.

A section of the school or the entire school will only close after consulting with the Health Department. The determination to close will be based upon the total number of positive cases within the class or school.

Our distance learning program will be followed if a class, grade, or the whole elementary school needs to be quarantined.

The following is the criteria for returning to school (both for students and employees who either test positive or are in quarantine for being in close contact):

1. For individuals who are not going to be tested:
  - a. 3 full days (72 hours) with no fever and no use of medicine to reduce fever AND
  - b. No symptoms or symptoms are improving AND
  - c. 10 days have passed since symptoms started appearing or 10 days since the date of test (if asymptomatic).

2. For individuals who want to test out of quarantine:
  - a. If symptoms are present, then we use the same criteria as 1a and 1b above. If the person meets these two standards, they would need two negative tests taken at least 24 hours apart.
  - b. If the person is asymptomatic, two negative tests taken at least 24 hours apart is required for return to school.

## Communication Plans

The Director of Operations and Development (“DOD”) or his designee is the primary contact for the Health Department and all issues related to COVID-19. The school administrator and school site principals are secondary contacts in the event the DOD is not available. Woodland Christian School will work in partnership with the local health department to investigate any COVID-19 illness, including any contact tracing that needs to be done.

When WCS receives notification that someone connected with the school (e.g., student, staff member, volunteer, or any household member connected to these individuals) has tested positive for COVID-19, WCS will proceed as follows:

1. Confirm that this information is based upon a positive test (not symptoms or physician assuming positive test).
2. The person receiving this information will notify the COVID Investigation Team (CIT).
3. CIT will contact the person who tested positive (or in the case of a minor, the parent) and determine the following:
  - a. Do they have COVID-19 symptoms? If so, when did they start (this is important for quarantine)?
  - b. If they are asymptomatic, when did they take the test?
  - c. Do they have any idea how they may have contracted it?
4. Someone from CIT will notify the Health Department by calling 530-666-8614. What is important to note is that the Health Department will conduct their own investigation of close contacts once they get confirmation of a positive test through their medical channels.
5. CIT will then determine who was in “close contact” to the person who tested positive. A close contact is anyone who is within 6 feet of someone who tests positive for COVID-19 for 10 minutes or more (regardless of whether they are wearing masks).
6. CIT will notify all close contacts that they have potentially been exposed to someone who tested positive for COVID-19 and advise them to self-quarantine for 14 days.
7. CIT will coordinate all communication to the school and impacted school families.