



SAN CARLOS
CHARTER

RETURN TO SCHOOL PLAN

Created 12-18-2020

Revised 2-1-2021

Revised 2-8-2021

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EXECUTIVE DIRECTOR MESSAGE

Dear San Carlos Charter Community,

The following plan provides details into how our organization will comply with San Mateo County Office of Education's (SMCOE's) Four Pillars as well as guidelines from the Center for Disease Control (CDC), San Mateo County Health (SMCH) and California Department of Education (CDE). The measures set forth in this document are for the sole purposes of keeping our community safe by mitigating the risk of spread of COVID-19.

The most important aspect of this plan is how we live it. Our behaviors in accordance with the guidelines and protocols in this document are critical to the success of our return to campus. We thank you all for your willingness to support our plan and abide by these critical procedures.

Importantly, our children will continue to look up to us as educators and parents to set the tone. In addition to your compliance with these safety protocols, your reassurance and modeling of resilience will go a long way in helping our learners adjust to the new school environment. We will get through this. Charter strong!

Many thanks,

Jennifer Pellegrine

Executive Director

RETURN TO IN-PERSON LEARNING

The Executive Director is responsible for recommending a plan to begin in-person learning, using a Hybrid Model. This plan uses a measured, sequential, incremental approach to make sure staff and learners are able to follow the health and safety protocols to minimize COVID-19 transmission. The San Mateo County Office of Education and County Health Department will review and approve the plan to ensure all safety measures are in place and that SCC has the capacity to serve learners in a Hybrid Model. Changes/additions to the plan may be submitted to the Board and County at a later date when future phases are ready for review and approval.

PHASED APPROACH

PHASE 1: LAUNCH OF EDUCARE CHILDCARE PROGRAM, AUGUST 20, 2020

- Learners whose parents are essential workers were given a priority registration window for our Educare child care program.
- There are currently two stable cohorts operating simultaneously in separate spaces, adhering to the Four Pillars.
- The groups consist of 12 and 14 learners with appropriately spaced work stations and staffing ratios.
- This program supports Learning Everywhere, but is not an educational setting.

PHASE 2: SUPPORTING URGENT LEARNERS, SEPTEMBER 28, 2020

- Educators and the Director of Learner Services identified Urgent Learners using criteria outlined in the SMCOE guidance including Special Education status and executive functioning capacity. Our starting cohorts consist of 5th-8th grade learners at this time.
- Families and learners received documentation on the safety protocols prior to starting in-person learning.
- Each stable cohort consists of no more than 13 learners with 1-3 adults, and remains isolated from any other stable cohort on campus adhering to the Four Pillars.

- Learners in these cohorts are supported in the Learning Everywhere program by educators and other staff on site, with opportunities for individualized support as well as socialization.
- Educators of general population education learners have continued to deliver virtual instruction to all learners using a Learning Everywhere Program.

PHASE 3: SMALL GROUP EXPANSION, JANUARY 19, 2021

- Families and learners will receive documentation and training online/virtually on the safety protocols prior to starting in-person learning.
- Provides an opportunity for a larger number of learners to come onto campus to support the Learning Everywhere program.
- Participation in the afternoon in-person learning sessions will be optional for families, as not all families may feel comfortable returning in person during this phase.

PHASE 4: HYBRID MODEL BEGINNING MARCH 8, 2021 (PENDING APPROVAL)

- The earliest that the Hybrid Model will be implemented will be after a period of two consecutive weeks once the County moves to the Red tier or the currently accepted tier system corresponding to cases per 100,000 (i.e. Harvard GHI scale.) This determination is subject to approval by the SCC Executive Director and will include input from the San Mateo County Health Office, SCC Staff, Parents, and other appropriate advisors. The school reserves the right to delay opening until all safety criteria are met.
- The hybrid model will support the core academic program in both on-campus and virtual settings. Parents will have the option to choose the hybrid model (mix of instructional delivery in both on-campus and virtual settings) or to remain in virtual instruction only for the total instructional delivery.
- Guidelines for the hybrid model are found in appendix F. Specific schedules by grade level will be added as appendices as they are finalized.

STAFF TRAINING AND FAMILY EDUCATION

STAFF EDUCATION

- Staff will receive training through online education and at staff meetings regarding safety protocols prior to learners returning to in-person learning.
- Topics to be included are:
 - Site-specific ingress/egress plans
 - Recess-time expectations
 - SCC COVID-19 surveillance testing plan and procedures
 - Fever Free symptom screener app and dashboard training
 - Classroom best practices for mitigating COVID-19 spread including handwashing and hygiene routines, face coverings and physical distancing
 - Plan for onsite staff or learner illnesses including isolation spaces
 - Procedures for when SCC becomes aware of a COVID-19 case or contact
 - Disinfecting and cleaning protocols
- Every staff member will have the opportunity for a 1:1 consultation with a registered school or pediatric nurse to review health and safety procedures and ask questions.
- COVID-19 support team members will be required to participate in a 2 hour Pandemic Recovery Framework workshop conducted by the SMCOE.

FAMILY AND LEARNER EDUCATION

- Families and learners will receive training online/virtually on the safety protocols prior to starting in-person learning.
- Families with concerns will be given an opportunity to book an appointment with the COVID-19 support team for clarification on school health procedures.
- Learners will be welcomed back to campus for instruction in a measured, sequential approach where in-person health and hygiene training will take place. The classroom educator, in coordination with our COVID-19 Support Team, will explain all safety protocols including health and hygiene, face coverings, physical distancing, restroom use, and traffic patterns around campus.

- Learner training topics will include:
 - Ingress/Egress procedures
 - Recess-time expectations
 - Bathroom procedures
 - Handwashing protocols and techniques
 - Physical distancing protocols
 - Face covering protocols
 - Isolation space location
 - Classroom/playground material protocols
 - Water bottle filling procedures

HEALTH CHECKS AND COMMUNITY SAFETY

A Health Check is required for every staff member and learner each morning **before** coming to campus. SCC is asking staff and learners (families) to use the Fever Free platform to submit private and remote health checks to confirm they are clear to go into work/school. Those who cannot complete the screener using the Fever Free app will be required to successfully complete a paper health check form containing the same health screening questions (Appendix C) and have their temperature taken at the Front Office.

Contactless thermometers will be located in the Front Office and available to all educators. See Appendix C for Health Check forms.

COMMUNITY HEALTH CHECK - FEVER FREE

STAFF HEALTH CHECK

- **Before** staff arrives on campus for the day, they will screen their symptoms using Fever Free. Training will be provided.
- Fever Free can be accessed from a SCC-issued computer and/or a mobile app depending on staff preference.
- Fever Free has video capabilities that encourage users to take a short video of themselves while taking their temperature to ensure individuals are truthfully completing health checks. However, the app gives users with “manager” level status the ability to self-report their symptoms without the video function and complete in-person checks for others who are not comfortable with the video function.
- Fever Free will alert staff to not report onto campus if they are experiencing any symptoms consistent with COVID-19 or if they have had known or suspected contact with individuals with COVID-19.
- Any staff member feeling sick should remain at home. Any staff member with household members who are feeling sick should also remain home. In both instances, staff should contact their immediate supervisor to report their absence and/or discuss possible remote working options if applicable.
- Staff members who call in sick with COVID-19-like symptoms are required to communicate with:
 - COVID-19 Support Team in order to determine if COVID-19 testing or quarantine is indicated based on their symptom profile and known

exposure. These decisions will be made in consultation with our COVID-19 Point of Contact in accordance with SMCH guidelines.

- Human Resources for next steps regarding sick leave.
 - If possible, report absence in Frontline (formerly Aesop) as “IN HOUSE SCC”
- Front office staff will monitor to ensure every staff member has completed the screening procedure.

VISITOR HEALTH CHECK - FEVER FREE APP/PAPER FORM

- Any person needing admittance to the school, for any reason, for any length of time, will be required to successfully complete a health check.
- Educators and Staff, Learners, and authorized volunteers will have access to the Fever Free App to allow for easier clearance to campus as necessary.
- Those who cannot complete the screener using the Fever Free app will be required to successfully complete an alternate health check form containing the same health screening questions (Appendix C) and have their temperature taken at the Front Office.
- Admittance to the School is at the discretion of the Executive Director.

LEARNER HEALTH CHECK - FEVER FREE

BEFORE ARRIVAL AT SCHOOL

- Before learners arrive for the day, learners (families) will screen their symptoms and temperature using the Fever Free platform.
- Fever Free, which is HIPAA and FERPA compliant, will be distributed to all learners' caregivers.
- Fever Free will obtain appropriate consents and house learner's COVID-19 symptom screener results.
- Learners will be required to stay home in the following situation:
 - A learner feels ill.
 - Anyone else in the learner's household feels ill, including siblings.
 - The learner has had known or suspected exposure to COVID-19.

- The Fever Free app will exclude household members of ill individuals from “clearing” their screen for the day.
- Learners who are staying home for the above reasons will be contacted by one of our COVID-19 Support Team members within 24 hours to determine whether COVID-19 testing or quarantine is indicated based on their symptom profile and known exposures. These decisions will be made using San Mateo County Health (SMCH) guidelines and in consultation with SMCH when indicated.
- Our COVID-19 Support Team will have the ability to flag the Fever Free accounts of learners who do not meet clearance criteria for school so educators and staff are aware if a learner should not be on campus.

UPON ARRIVAL AT SCHOOL

- Learners will wait outside their classroom (or designated area) on pre-marked, physically distanced markers until the educator has confirmed they have completed the health screener.
- The Fever Free platform offers a classroom-level view which allows educators to easily see who has completed the health screener.
- Learners who refuse to complete the health screener will be sent home. While all learners have access to technology to complete this screener at home prior to coming onsite, there will be a contingency plan on campus for those learners who are routinely unable to complete the screener at home due to technology or access issues.
- Upon entering the classroom, learners will wash their hands for 20 seconds with soap and water and then go to their work space to prepare their materials for the day.

STAFF ILLNESSES

- Comprehensive protocols for how SCC will handle staff and learner illnesses can be found in Appendix D.
- The COVID-19 Support Team will follow up with staff members who report an absence due to illness.
- Staff should be alert for symptoms that might develop during the day and notify their supervisor for evaluation/action.
- Staff who show any signs of illness should arrange to leave campus and log an updated health check in the Fever Free app.
- The Executive Director will make determinations about next steps when a staff member goes home sick while learners are on campus. If a substitute cannot be found or is not possible due to cohorting, learners may be sent home early.
- The COVID-19 Support Team will be notified via Fever Free when a staff member is sent home and will speak to the employee to determine symptoms, COVID-19 testing recommendations, and help the employee understand when they can return to school using SMCH guidelines. In most cases, staff members who are out sick will need to remain home for a minimum of 24 hours.
- Requirements to return to school after an illness including one or more symptoms of COVID-19 will follow recommendations from SMCH and SMCOE's Pandemic Recovery Framework (page 47) as detailed below:

Return to Campus Criteria:

- *Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 1 day (24 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.*
- *Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.*
- *Symptomatic individuals who test negative for COVID-19 can usually return 24 hours after resolution of symptoms as long as they were not contacts to a known case of COVID-19.*
- *Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after*
date of last exposure to COVID-19 positive non-household close contact
OR
date that COVID-19 positive household member completes his/her isolation.

- Per SMCH guidelines, staff may also provide diagnostic documentation of a more likely explanation for these symptoms which will be reviewed on a case-by-case basis and in consultation with SMCH if appropriate.
- Positive COVID-19 test results require notification to the school's COVID-19 Support Team. Failure to notify SCC of a positive COVID-19 result for an employee or an employee's close contact will result in disciplinary action.
- Positive COVID-19 test results require notification to SCC's COVID-19 Point of Contact.

LEARNER ILLNESSES

- Comprehensive protocols for how SCC will handle staff and learner illnesses can be found in Appendix D.
- The COVID-19 Support Team will follow up with families who report a learner absent due to illness. All learners should continue to complete their Fever Free symptom screener daily, even when not coming onto a site due to illness.
- Educators should be alert for symptoms that any learner might develop during the day and report this to the Front Office for evaluation/action. If a learner becomes ill onsite, an updated health check in the Fever Free app must be completed.
- Learners who show any signs of illness will be moved away from their peers and will wait with an adult until pick up. Ill learners will be monitored by school personnel at all times. School personnel will make every attempt to minimize the emotional impact to a symptomatic learner from being identified and isolated. While efforts will be made to use well-ventilated outdoor spaces as much as possible for children who are ill at school, an indoor isolation space has also been identified for poor weather conditions (see “Isolation Spaces” section).
- Families will be called to pick up their learner immediately. The learner and supervising adult must both wear face coverings and maintain 6 feet of physical distance until the learner is picked up.
- The COVID-19 Support Team will be notified via Fever Free when a sick child is sent home and will speak to the family to determine symptoms, COVID-19 testing recommendations, and help the family understand when this learner can return to school using SMCH guidelines for K-12 schools. In most cases, learners who are out sick will need to remain home for a minimum of 24 hours.
- Requirements to return to school after an illness including one or more symptoms of COVID-19 will follow recommendations from SMCH and SMCOE’s Pandemic Recovery Framework (page 47) as detailed below:

Return to Campus Criteria:

- *Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 1 day (24 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.*
- *Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.*
- *Symptomatic individuals who test negative for COVID-19 can usually return 24 hours after resolution of symptoms as long as they were not contacts to a known case of COVID-19.*
- *Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after:*
 - *date of last exposure to COVID-19 positive non-household close contact*
 - OR*
 - *date that COVID-19 positive household member completes his/her isolation.*

- Per SMCH guidelines, learners may also provide diagnostic documentation of a more likely explanation for these symptoms which will be reviewed on a case-by-case basis and in consultation with SMCH if appropriate.
- Positive COVID-19 test results require notification to SCC's COVID-19 Point of Contact.

SUSPECTED OR CONFIRMED CASES OF COVID-19

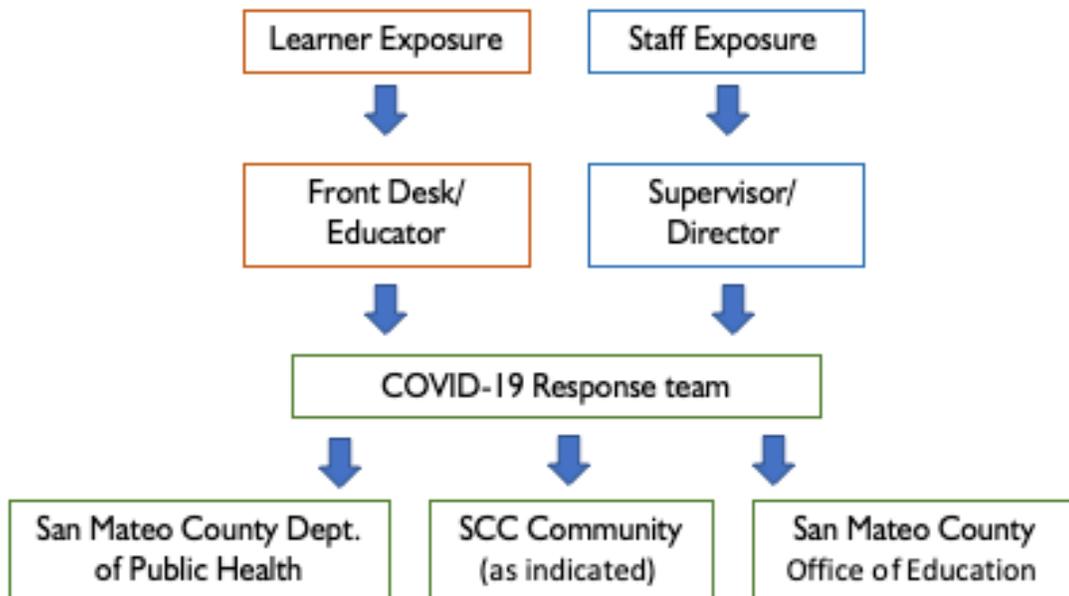
- Learners or staff should get tested as soon as possible if they meet SMCH criteria for "Suspected Case of COVID-19 Infection" or if one of their household members or non-household close contacts tests positive.

- Per guidance from SMCH, a PCR test result will be required for negative tests. Negative results from a rapid antigen test will not be sufficient for return to school.
- Scenarios for positive and negative test results can be found in Appendix D of this document.
- State and county requirements for school or district closure related to COVID-19 cases can be found in Appendix E of this document.
- SCC will always consult with SMCH as required.

CONTACT TRACING

- All staff will receive training on the importance of keeping a personal contact log for the purposes of contact tracing and have been provided a template example. Following guidance from SMCH, learners and staff in the same classroom with a confirmed COVID-19 case may be assumed to be “close contacts.”
- The SCC COVID-19 Support Team will work with the San Mateo County Health department to conduct necessary contact tracing steps. San Mateo County Health will be primarily responsible for all official contact tracing for schools in San Mateo County. At SCC, this will be done in coordination with our COVID-19 Point of Contact so all affected individuals are notified promptly.

COMMUNICATION TREE



When District School Has a Case of COVID-19

- *The School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours).*
- *The School Point Person should immediately notify the District Point Person of COVID-19 cases in the school community.*
- *The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.*
- *The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.*
- *The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at (650) 802-5515.*

Responsibilities of San Mateo County Public Health Conduct formal contact tracing

- *Advise School Point Person on the school site response Responsibilities of School COVID-19 Point Person*
- *Report data on cases per the protocol*
- *Follow advice of San Mateo County Health Seek additional guidance as necessary from the District Point Person*

Responsibilities of District COVID-19 Point Person

- *Ensure a COVID-19 School Point Person for each school is identified*
- *Receive and provide training*
- *Ensure strong communication channels within the district and with San Mateo County Health and SMCOE*
- *Submit line list to San Mateo County Health*

*From the San Mateo County Office of Ed. Pandemic Framework for Schools published
November 9th, 2020*

ISOLATION SPACES

- Isolation spaces will be designated on site for learners who display symptoms while at school. These spaces include cover so that they can be used during inclement weather. Please note that this space is subject to change depending on site needs. The isolation

space will not be used for routine medical care of learners with scheduled healthcare needs or injuries.

- Ill learners will remain in the outdoor designated space with a supervising adult who maintains 6 feet of physical distance.
- Ill learners will not be sent to the Front Office.
- All learners and staff in the isolation spaces shall wear all required EPE.
- Materials used by learners in isolation will be sent home with them or set aside for disinfecting.

ROUTINE SURVEILLANCE COVID-19 TESTING

It is possible that there may be positive COVID-19 cases at our school when we return, and we can limit the spread of COVID-19 by following the Four Pillars, and providing no cost, regular COVID-19 testing for staff. SCC has contracted with Curative, the vendor selected by San Mateo County Office of Education to assist districts with accessing reduced cost testing on campus.

STAFF TESTING - CURATIVE

- All staff on site will be required to be tested via Curative *at least* every two weeks to detect possible COVID-19 cases, or more frequently in high risk tiers per [CDPH Guidance](#) for Schools.
- Staff may choose to be tested more frequently.
- Test results will be made available to our COVID-19 Support Team and if positive, our COVID-19 Point of Contact.
- Staff who choose to use their own primary care provider should note that wait times for tests and results may vary. Test results must be sent to SCC for approval and manual entry.
- SCC will follow all recommendations from SMCH in the event of a confirmed or suspected case of COVID-19.

LEARNER TESTING: COMMUNITY RESOURCES

- SCC cannot, at this time, require families to be tested. However, staff would have an increased feeling of safety and security if families participated in regular testing through their health care provider or [community based testing](#).
- The greater the proportion of the whole community getting tested, the more effectively the program can keep the SCC community safe.

MESSAGES TO THE SCHOOL COMMUNITY

Sample messages from the [Pandemic Recovery Framework](#) will be used as the foundation for communications sent to the SCC community with regard to a CASE or a CONTACT. Additional communications regarding learners who have been sent home sick from school will also be sent to families so families are always informed of illness that occurred onsite in their child's classroom. See Appendix B for points of contact.

GENERAL HYGIENE PROCEDURES

CLASSROOM REMINDERS

- Classrooms will have age-appropriate signage about general hygiene.
- Learners will be informed and reminded, in age-appropriate ways, regarding proper sneezing/coughing procedures as to not spread disease.

HAND WASHING

- Hand washing protocols will be followed every day, with learners and staff washing their hands frequently with soap and water.
- Learners will wash their hands for a minimum of 20 seconds when arriving at school.
- Learners will be trained on proper hand washing at the beginning of the school year and on a regular schedule as needed.
- All of the classrooms will have access to handwashing stations. The majority of classrooms have sinks for handwashing and will be supplied with adequate soap and paper towels to support regular hand washing. A shortage of these supplies should be reported immediately to the school office. Additional handwashing stations are available in the bathrooms and some outdoor areas.

HAND SANITIZING

- All classrooms have hand sanitizing pump bottles.
- Learners and staff will use hand sanitizer as needed.
- Free standing or mounted hand sanitizing stations will be placed in the School office, staff and common rooms and outside of bathrooms to enable “gelling in and gelling out”.

ESSENTIAL PROTECTIVE EQUIPMENT (EPE)

FACE COVERINGS

- All learners and staff will be required to wear face coverings at all times while in their classrooms, in any public areas, while moving around campus (including outdoor walkways), in restrooms, in workrooms, and in any face-to-face meetings, with the exception of eating lunch, when staff must remain at least 6' apart.
- The only learners who will be exempt from wearing a face covering are those who meet CDPH criteria for exemption (as defined on page 30 of the Framework document). In some instances, referral to our Learning Everywhere program may be a more appropriate educational option for learners who cannot consistently wear a face covering.
- “Mask breaks” during the school day will be determined by the educator on a case-by-case basis. “Mask breaks” will take place only outside with physical distancing.
- Learners and staff will be asked to bring their own face covering to school each day.
- SCC will provide face coverings to anyone (staff or learner) who needs one to comply with this requirement.
- Learners or staff members who refuse to wear face coverings will be sent home from school and may face disciplinary action.
- Per San Mateo County’s Health Officer, a Face Covering means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A face covering should not be medical-grade or use a valve device. A face covering should be considered essential clothing that is laundered at home by hand or machine washed and worn to school each day.
- A face covering must be single-use or washed between uses.

FACE SHIELDS

- Face shields will be available for each staff member who chooses to use one.
- Face shields are to be used in conjunction with their face covering/mask.
- If a learner brings a face shield from home, they will be required to also wear a face covering.

TABLE TOP BARRIERS

- Table top clear plastic barriers are available for educators to use for 1:1 instruction. Masks are still required for both learners and educators while utilizing table top barriers. However, if masks need to be removed to see facial expressions, it is recommended that such practice take place outdoors.

GLOVES

- Disposable gloves will be available for staff in all classrooms and work rooms. These are to be worn when using the disinfectant solution, when touching shared items in staff work rooms, and during any contact with a learner's bodily fluids. Staff will receive education that states diligent handwashing is preferred over glove use.

MOVEMENT/PHYSICAL DISTANCING REQUIREMENTS

GENERAL MOVEMENT AND PHYSICAL DISTANCING CONSIDERATIONS

- All hallways will be marked to remind learners and staff of physical distancing as they move through campus and/or wait to go into a classroom, restroom, or other areas on campus.
- Recommended "paths of travel" will be identified and marked as needed to keep cohorts separated.
- Blacktop areas will be marked to remind learners to physically distance.

MEETINGS AND GATHERINGS

- All meetings (training, grade-level meetings, educator collaborations, etc.) will be conducted virtually.
- All school gatherings and events will be either cancelled or converted to virtual events.

VISITORS AT SCHOOL

- Only necessary visitors will be allowed on campus.
- Generally, parents and family members will not be allowed on campus, except to drop off and pick up learners.
- Access to the SCC office will be restricted. Drop-off or pick-up of materials will be facilitated with boxes or tables outside the School office.
- The number of learners and staff who they will come in contact with will be restricted.
- Family members will not be allowed inside any classrooms or common areas on campus. Emergency restroom use will be limited to one restroom not shared with other personnel and will be disinfected after use.
- Administrators may recruit parent volunteers to assist with COVID-19-related support. These parent volunteers will be thoroughly trained and will follow the same safety protocols as staff members including regular health screenings.
- Admittance to the school is at the discretion of Site Administration.

LEARNER ARRIVALS AND DEPARTURES

GENERAL

- Learners are to proceed directly to their classrooms or designated drop-off area. All learners should be 6' apart while waiting to enter the campus and classroom. Floor markings will be utilized to the extent possible.
- School staff will provide supervision to disperse learner gatherings during school arrival and departure.

ARRIVAL

BY CAR

- Drivers are to remain in their vehicles at all times. Drivers should not park, but should release learners and leave the parking lot immediately.

WALKING OR BIKING

- Learners shall come onto campus through designated entrances in the morning. Parents should bring walking or biking learners to the designated drop off area where parents will say goodbye as children move onto the gated area of campus. Parents may not come onto the gated part of the campus with learners.

DEPARTURE

BY CAR

- Learners are to maintain physical distancing as they wait for/move to cars for pick-up.
- Drivers are to remain in their vehicles at all times and leave the school parking lot as soon as possible.

WALKING OR BIKING

- Learners are to leave campus when school is dismissed.
- Learners should proceed directly to the designated area to meet parents who must wait for learners to arrive, maintaining required physical distancing. Parents may not come onto the campus to meet walking or biking learners.

SCHOOL SITE PLAN

SCC will create a Site Plan to use as a comprehensive tool that includes ingress egress, walkway directions marked, restrooms assignments by cohort, location of isolation spaces, playground and recess areas, as well as plans for staff and learner training. This will also be used to communicate procedures and protocols to families and staff.

CLASSROOM SETTINGS

SCHOOL CLASSROOM LAYOUT CONSIDERATIONS

- Educators will have 1:1 or small cohort groups attend for in-person instruction using their classroom and outdoor learning space when possible.
- Classroom furniture will be set to support the requirements of 6' physical distancing between learners and the educator work stations.
- There will be no sharing of high-touch materials (art supplies, writing utensils, reading materials, electronic devices, etc.).
- Shared materials (books) will be distributed by the educator as needed, and quarantined for 72 hours before re-use when returned.
- Personal belongings and work materials will be kept at each learner's desk.
- All area rugs, bean bag chairs, couches, pillows, and other soft surfaces have been removed from the classrooms to support cleaning and disinfecting.
- Table top plastic barriers are available to support work with an individual learner.
- Tables used for 1:1 work should be cleaned after each learner, using school supplied cleaner and paper towels.

NON-CLASSROOM SETTINGS

SIGNAGE

Signage will be placed throughout campuses including school entrances, hallways, restrooms and other common areas to remind learners and staff of the need to physically distance as well as health and hygiene considerations.

RESTROOMS

- Each cohort will be assigned to a specific restroom facility, and may not use any other restroom on campus. Two learners at a time may use the restroom; others will wait outside, keeping physically distanced.

- Staff will all be assigned to specific restroom facilities.
- Cleaning schedule will be determined based on campus load and schedule of on-site classes.

WATER FOUNTAIN

- Learners and Staff may not use drinking fountains anywhere on campus. Water fountains will be closed. Learners should be encouraged to bring a water bottle from home for their personal use that can be refilled at the sinks. Water bottles with straws are easier to use with masks.

PE LOCKERS

- PE lockers and changing rooms at SCC will not be used this year.

FRONT OFFICE

- Office staff will remain physically distanced while working.
- The school office has been configured to restrict access. A table has been placed in front to facilitate the drop-off/pick-up of materials.
- The front office is only open to staff with offices and workspaces located in the administration areas. All other staff, both educators and classified staff, are to avoid walking into the front office, if at all possible.
- Tools will be relocated for educator use to decentralize areas of congregation.

STAFF WORKROOM

- Staff are not to congregate in the workroom/lounge. Face coverings and physical distancing rules are to be followed and staff members must wear a face covering even if the staff member is alone in the staff workroom/lounge.
- Furnishings have been arranged in the workroom/lounge to support physical distancing.
- Staff should be aware of others in the staff lounge and not enter unless there is appropriate space for them to work.

- Staff should wash their hands or use hand sanitizer when they enter the workroom/lounge, and again when they leave the room.
- Gloves will be provided for staff members who need to touch shared equipment (die-cuts, laminator, paper cutter, copier, etc.) Staff should put gloves on after they wash their hands. When they are done using the equipment, gloves should be removed, turning them inside out, and put into the trash. Hands must be washed after gloves are removed.
- Outdoor eating and drinking is encouraged to the extent possible.

OUTDOOR SPACE (RECESS, BREAKS AND PASSING PERIODS)

- Use of outdoor play areas will be limited to use that follows the CDPH guidance regarding outdoor playgrounds and other outdoor recreational facilities.
- Face coverings are required.
- Close adult supervision is required.
- Learners must maintain 6' distancing at all times, including recess, break, and passing.
- Learners must wash hands before and after using play structure.
- Each cohort will be assigned an outdoor area and a time window that allows learners to be outside for recess during the day.
- Learners may only use play structure with their cohort.
- Outdoor spaces for instruction will be identified and used as much as possible by educators.
- A schedule of outdoor use will be developed to ensure that cohort integrity is maintained when learners are outside and traveling to/from these areas.
- Materials needed for outdoor instruction will be individualized to avoid sharing.

LUNCH/SNACK

- Lunch and community snack will not be served on the campus.
- Learners on site for more than 3 hours will be asked to eat snacks at a minimum 10 foot distance outdoors.
- No food will be consumed in the classroom.
- Staff who bring food onsite are encouraged to eat outside whenever possible, maintaining 6 feet of distance or more from other staff members or learners.

CLEANING AND DISINFECTING

Schools will be cleaned and disinfected following all health protocols. Frequent disinfection can pose a health risk to children and students and has proven to have limited to no impact on COVID-19 transmission. Disinfection with specified products is recommended for schools after a case has been identified in the school, in the spaces where the case spent a large proportion of their time.

CLEANING

- Cleaning means sweeping, vacuuming, removing trash, cleaning sink areas, and spot mopping as needed.
- All rooms will be cleaned every night.
- If rooms will be used by multiple cohorts in one day, staff will clean surfaces, sinks and remove trash between cohorts.
- Contracted janitorial staff will receive training using the [Cleaning and Disinfection Procedures Manual prepared for San Mateo County Office of Education Coalition for Safe Schools and Communities.](#)

DISINFECTING

- Disinfecting will be done using COVID-19 effective disinfectants and methods outlined in the SMCOE SafeSchools document linked above. All products will be CDC-approved disinfectants for the COVID-19 virus.

CLEANING AND DISINFECTING PROCEDURES DURING IN-PERSON LEARNING

- Normal cleaning of classrooms being used by educators will be conducted daily.
- Disinfecting will only be done when children are not present and only as required per SMCDPH guidance.

- Restrooms being used by on-site personnel will be identified and cleaned regularly throughout the day.
- Areas needing disinfecting due to case exposure will be identified by site administration.
- The staff workroom/lounge will be cleaned nightly.

CLEANING DURING THE SCHOOL DAY

- All classrooms and common areas for staff will be supplied with cleaning materials for use during the day as needed. This will include a general purpose cleaning solution in a spray bottle, microfiber towels, and paper towels.
- Plastic table top barriers may be cleaned by educators as needed, using the neutral cleaner in spray bottles and microfiber cloths. No alcohol-based cleaner should be used on these barriers.
- Contracted janitorial staff will monitor all dispensers nightly to ensure that hand washing supplies (soap and towels) and hand sanitizer is available at all times in classrooms and common work areas.
- Restrooms will be cleaned regularly with a schedule to be set forth based on campus load and schedule.
- Staff will clean high touch surfaces throughout the day.
- Restrooms will be closed for 10 minutes after each cleaning to allow the cleaning product to air-dry.
- Isolation spaces will be cleaned and disinfected after each use.
- Educators will be asked to vacate their classrooms by 4pm each day so that cleaning (or disinfection if appropriate) can be done.
- When an ill learner or staff member has been identified on a school site, the room will be vacated, doors and windows will remain open until closing at night by the contracted janitorial staff. To the extent possible, the spaces which have been occupied by symptomatic individuals will be left to ventilate for 24 hours before a complete cleaning and disinfecting occurs.

NIGHTLY CLEANING AND DISINFECTING DURING IN-PERSON LEARNING

- When learners return to in-person learning, all areas (classrooms, restrooms, offices, common spaces, staff areas, etc.) will be cleaned nightly using standard cleaning protocols, paying particular attention to common touch surfaces.

- All areas (classrooms, restrooms, offices, common spaces, staff areas, etc.) will be cleaned nightly. Particular attention will be given to high-touch areas, including sink handles, door handles, tables, learner desks, and learner chairs.
- Desks, tables, and chairs do not require daily cleaning if only used by one individual during the day.

AIR QUALITY

- Educators should expect to have doors and windows open as much as possible to improve ventilation in classrooms. All rooms have at least two operable openings (windows and/or doors), and all doors have kick stops to keep doors propped open.
- Air filters in all HVAC units will be the highest MERV number possible, and will be changed accordingly.

JANITORIAL STAFF SAFETY

- Personnel will be provided with appropriate safety equipment for their protection while cleaning and disinfecting. Each will wear eye protection, face coverings, and gloves during all disinfection procedures.

APPENDIX A - DEFINITIONS AND RESOURCES

DEFINITIONS

Asynchronous Learning: Learning occurs at different times and at a different pace without real-time interaction between learner and educator.

COVID-19 Support Team: A specific small team of Health practitioners and administrative staff who will propose policy and advise the school regarding medical specific situations, in lieu of a dedicated school nurse.

COVID-19 Point of Contact: San Mateo County Health Department contact for COVID-19 related questions and transmission reports.

Essential Protective Equipment (EPE): Essential Protective Equipment, commonly referred to as "EPE"; worn to minimize exposure to hazards that cause serious injuries or illnesses.

Hybrid Learning Model: A measured, sequential approach to in-person learning that is based on following the Four Pillars whereby groups of learners are able to return to school in-person.

Learning Everywhere: The mode of instruction delivered virtually to all learners while it is determined by the Health Department or School Board to be unsafe to return to school in-person.

Physical Distancing: Maintaining a greater than usual physical distance, at least 6 feet, from other people or avoiding direct contact with people in public places in order to minimize exposure and reduce the transmission of infection.

Stable Cohort: A Stable Cohort refers to a defined group of learners whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. According to the California Department of Public Health, "A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts."

Synchronous Instruction: Direct instruction and learning activities that occur online at a scheduled time with LIVE facilitation by SCC staff.

Health Check: The act of taking one's temperature and answering the COVID-19 related questionnaire through Fever Free or in person on campus.

LOCAL AND STATE RESOURCES

Pandemic Recovery Framework or PRF: A [framework for schools in San Mateo County](#) published by the SMC Health and Education Departments. Provides school leaders with the health, education, and legal guidance needed to develop plans for a safe return to on-campus instruction and learning after campus closures.

San Mateo County Health or SMCH: SMCH provides [local guidance](#) for San Mateo County schools including symptom thresholds for COVID-19 testing recommendations and quarantine requirements.

California Department of Public Health or CDPH: CDPH provides resources and current health information to the local health agencies and the broader public, including [this framework](#) for the reopening of schools in California.

Health Orders: [Public health orders](#) are issued statewide or by local counties when there is an increased risk to the public's health because of the threat of an infectious dis

Blueprint for a Safer Economy: This State document provides guidelines for re-opening schools. Schools may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. Local school and health officials [may decide to open elementary schools](#), and school officials [may decide to conduct in-person instruction](#) for a limited set of learners in small cohorts. See guidance for [Schools](#).

APPENDIX B- POINTS OF CONTACT

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APPENDIX C- HEALTH CHECK FORMS

SYMPTOM SCREENER - FEVER FREE APP

Fever Free has been licensed by the SCC as the health symptom screener for staff, volunteers, and learners. The images below demonstrate the questions asked in the Fever Free App:

The screenshot shows a mobile application interface for a health check. It is divided into two main sections: '1 Verify Temperature' and '2 Check Symptoms'. The 'Verify Temperature' section includes instructions and two buttons: 'Below 100.4°F' and '100.4°F or Above'. The 'Check Symptoms' section lists 17 symptoms (A through W) and includes two buttons: 'No Symptoms' and 'Has Symptom(s)'. A large 'Submit Health Check' button is located at the bottom of the screen.

1 Verify Temperature

Using a sanitized thermometer, take the person's temperature and verify it's below 100.4°F.

Below 100.4°F **100.4°F or Above**

2 Check Symptoms

Ask if they have experienced any of the following symptoms at any time in the past day.

- A. Diagnosed with COVID-19 in the last 10 days or positive COVID-19 test.
- B. Within the past 14 days, close contact with someone who tested positive for COVID-19.
- C. Fever (temperature above 100.4° F /38° C or subjective fever).
- D. Vomiting.
- E. Diarrhea.
- F. Conjunctivitis or "pink eye".
- G. Rash
- H. New loss of taste or smell (i.e., new olfactory or taste disorder).
- I. Painful purple or red lesions on the feet or swelling of the toes ("COVID Toes").
- J. Chills.
- K. Repeated shaking with chills (rigors).
- L. Cough (new or change in baseline).
- M. Shortness of breath or difficulty breathing (new or change in baseline).
- N. Chest pain with deep breathing.
- O. Sore throat.
- P. Hoarseness.
- Q. Muscle pain (myalgias).
- R. Malaise or severe fatigue.
- S. Abdominal pain.
- T. Loss of appetite.
- U. Nausea.
- V. Headache.
- W. Household member is sick.

No Symptoms **Has Symptom(s)**

Submit Health Check

APPENDIX D- COVID-19 ACTIONS

The following **Immediate Actions** will be taken as shared below, from the [SMCH COVID-19 Recommendations Checklist for K-12 Schools](#), Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school. If the exposure involves employees or contractors on site, we will follow CalOSHA guidance regarding notification requirements.

SMCH GUIDELINES FOR EXPOSURE SCENARIOS

Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school			
	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (†), inform the LHD of identified contacts, and exclude 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with

		<p>contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious.</p> <ul style="list-style-type: none"> • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	<p>potential exposure if case was present in school while infectious</p>
4.	<p>Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</p>	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

Please note: Updated guidance states that quarantine following close contact exposure may be shortened (in cases of hardship) to 10 days with or without testing or 7 days with testing, depending on the situation. Updated guidance can be found within the [San Mateo County Health Department Guidance](#) document.

APPENDIX E- SCHOOL OR DISTRICT CLOSURE GUIDELINES

STATE'S CRITERIA FOR CLOSING SCHOOLS

- Per SMCH, the decision to close an individual school will be based on the number of cases in the school and the percentage of the educator/learners/staff who are positive for COVID-19.
- The decision will be made following consultation with San Mateo County Health.
- The closure of a school may be appropriate when an outbreak has occurred in 25 percent or more stable groups in the school. An outbreak is defined by the California Department of Public Health as at least three probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically-linked in the setting, are from different households, and are not identified as close contacts of each other in any other case investigation. School closure may also be appropriate when at least three outbreaks have occurred in the school and more than five percent of the school population is infected over a 14-day period.
- San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.
- SCC reserves the right to pivot to 100% Learning Everywhere if conditions warrant.
- Once closed, a school may typically reopen after 14 days and the following will have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with San Mateo County Health

STATE'S CRITERIA FOR CLOSING DISTRICTS

- The SCSD will close if 25 percent or more of the schools in the district have closed due to COVID-19 within 14 days. If the SCSD closes due to COVID-19, SCC will also close.
- This decision will be made in consultation with San Mateo County Health.
- SCSD and SCC may typically reopen after 14 days, but again, in consultation with San Mateo County Health.

COMMITMENT TO CONTINUED INSTRUCTION

Should SCC close, learners will continue to receive instruction through the Learning Everywhere program with the least amount of disruption possible in making this transition.

APPENDIX F - HYBRID PROGRAMMING AND SCHEDULING

The number of learners on campus will be phased in according to need such as special education and grade level. This phased in approach will also include an orientation phase that will allow for routine setting at reduced capacity for each cohort.

FUTURE FULL HYBRID LEARNING MODEL

SCHEDULING AND COHORTS - GRADES K-4

- Current K-4 class sizes at our site contain an average of 22 learners per class.
- Classes will be divided into stable cohorts for in-person learning on alternating schedules.
- Stable cohort size will allow for adequate distancing per elementary classroom. For example, in an 875 square foot classroom, a maximum of 13 occupants would be allowed. In a 900 square foot classroom, a maximum of 17 occupants would be allowed. In a classroom size equaling approximately 1,100 square feet, a maximum of 20 occupants would be allowed. These numbers represent the maximum number of occupants during hybrid learning. SCC has varying classroom sizes and each space will be measured to take into account furniture placement and entry/exit factors.
- Learners should not mix with other stable classroom cohorts for learning or during recess.
- Learners at home will work independently when the educator is working with learners in person.
- Classroom cleaning will be determined by the phase of implementation and approved schedule.

MIDDLE SCHOOL SCHEDULING AND COHORTS

- Current 5-8 core class sizes at our site average 22-30 learners per class.
- Classes will be divided into small stable cohorts for in-person learning on alternating schedules. At no time will a stable cohort exceed the size permitted for available space.
- Learners will be placed in a stable cohort, keeping the same learners together for the entire session while on campus.
- Learners should not mix with other stable classroom cohorts while on campus.