

Santa Ynez Valley Charter School

Policies & Procedures for In-Person Learning During COVID-19

October 2020

The goal of this document is to provide an overview of the policies and procedures (subject to change) that must be followed in order to ensure a safe and healthy return to in-person learning during the COVID-19 pandemic. The core principles that must be followed in order to reopen are shared responsibility and mutual trust. We all must take responsibility for following these policies and procedures in order to keep our school community as safe and healthy as possible; and we must trust our friends, classmates and community members to do the same. With that in mind, we ask that you take the ultimate caution in your decisions and actions.

Before returning to school for in-person learning, all families will be required to indicate that they have received, reviewed and agree to follow these policies and procedures, attend a mandatory zoom meeting on the school re-opening, and complete a waiver of liability. The school will continue to provide remote learning for families who wish to remain at home or who do not wish to fulfill these requirements.

School Schedule

Grades K-4

SYVCS will open for in-person learning for students in grades K-4 on Monday November 2nd from 8:15am-12:00pm on Mondays, Tuesdays, Thursdays, and Fridays. Start times will be staggered by grade, 2-4 at 8:15 and K-1 at 8:30, in order to ensure physical distancing and minimize contact between students within different cohorts.

Grades 5-8

SYVCS will open for in-person learning for students in grades 5-8 on Monday November 9th from 8:00am-12:00pm on Mondays, Tuesdays, Thursdays, and Fridays. Instruction will take place on Wednesdays via Zoom.

Independent Study

Students who choose not to return to in-person learning will be able to complete their coursework through independent study. Independent study consists of packets that are picked up and dropped off on a weekly (K-4) or periodic (5-8) basis and are completed independently from teacher-led instruction. It relies less on regular teacher contact or synchronous learning via zoom.

After-School Care

Fee-based after-school care will be offered starting November 30. The sign-up choices are from 12 - 3 or 12 - 5. A separate communication will be sent for after-school signups.

Training & Education

Family Education

Prior to re-opening, families that intend to send their children to school for in-person learning will need to attend a mandatory Zoom session on the policies and procedures for in-person learning during COVID-19. Zoom trainings will be offered at two separate times to accommodate various schedules.

The trainings will cover the school schedule, cohorting plan, health screenings, face coverings, physical distancing, hygiene practices, cleaning and disinfection measures, testing, sickness response and communication protocols. Families will be provided the opportunity to ask questions. The topics covered in the Zoom training sessions will be reinforced at least weekly through Parent Square messages.

Staff Training

Prior to re-opening and throughout in-person learning, all SYVCS staff will participate in training on enhanced sanitation practices, physical distancing guidelines, proper use of face coverings, screening practices and COVID-19 specific symptom identification. Trainings will be facilitated by the SYVCS school nurse.

Cohorting Plan

Grades K-2

Grades K-2 will be divided into two cohorts. One cohort will meet in person on Mondays and Tuesdays and the second cohort will meet in person on Thursdays and Fridays. When members of the cohort are not meeting for in-person learning, parents have a choice to keep the student home for distance learning or to send the student to school for supervised activities.

Grades 3-8

In grades 3-8, cohorts are defined as grade-level classrooms.

Cohorts

Cohorts will stay together for instruction, snack, recess and avoid contact with groups or individuals outside of their cohort. Each cohort in grades K-4 will have a designated room and section of the yard dedicated to that cohort for instructional and recreational purposes. Middle school cohorts will switch rooms once a day with cleaning and sanitation taking place between cohorts.

Gr	Indoor Instructional Space	Outdoor Instructional Space
K	Room 306	Grass under tree
1	Room 307	Red Tables
2	Room 205	Large Tables
3	Room 304	Cafeteria Tables A
4	Room 303	Cafeteria Tables B
5	Room 302 & 302	Blue Tables - East
6	Room 301 & 301	Blue Tables - East
7	Room 311 & 310	Blue Tables - West
8	Room 310 & 311	Blue Tables - West

Recreational Spaces

The playground has been divided into the following sections - Upper Playground; Basketball Court; Field A; Field B; Garden A; Garden B; Garden C. Teachers have developed a rotating schedule of recreational time in order to give all students access to the various play equipment and locations that the school offers, and to ensure that no two cohorts are utilizing the recreational spaces at the same time. All surface areas in a recreational space will be sanitized between uses. Each cohort will be assigned a separate set of play equipment that will also be sanitized after each session.

Snack & Lunch

Students will be dismissed before lunch. Snacks will be consumed in the classroom. Students will be required to wash hands before and after eating.

Drop Off

In order to ensure physical distancing and minimize contact between students in different cohorts, the following drop-off times and locations will be implemented:

Gr	Drop Off Time	Drop Off Location
K	8:30	Tyndall Street A
1	8:30	Tyndall Street B
2	8:15	Tyndall Street A
3	8:15	Tyndall Street B
4	8:15	Tyndall Street B
5	8:00	Tyndall Street A
6	8:00	Tyndall Street A
7	8:00	Tyndall Street B
8	8:00	Tyndall Street B

Families with multiple students in the school must utilize the earlier drop off time and location of the oldest sibling.

Drop off will take place in the car line on Tyndall Street. The Tyndall Street A entrance is the gate before the marquee and cars should utilize the right lane. The Tyndall Street B entrance is the gate near the music room and cars should utilize the left lane. Students who walk to school should use the appropriate gate assigned to their classroom.

Early drop-off is not allowed. Pick up and drop off from any other gate is not allowed.

Pick Up

All students will be ready for dismissal at 12:00pm. Families should take their place in the car line on Tyndall Street and inform the SYVCS staff member who they are picking up (child's name and grade level(s)). The SYVCS staff member will radio the appropriate classroom(s) and the teachers will instruct the students to proceed directly to the car line. We expect this process to take no more than 30 minutes. Students who walk or cycle to school will be dismissed at 12:00 from their classroom and may exit on Tyndall Street or via the north pedestrian gate on the field.

Visitors

SYVCS will operate a closed campus. Members of the public will not be allowed on campus immediately before, during or immediately after school. Students will not be allowed on campus except when school is in session. No visitors (parents included) will be allowed on campus except by appointment. All visitors must wear a face covering, sign in, answer a health questionnaire and have their temperature checked. The office may be contacted by calling 805-686-7360/7363 or emailing office@syvcs.org.

Health Screening

Students

Parents are requested to complete a screening form available on Parent Square before bringing their child to school each day. The screening form asks:

(1) Do you have any of the following symptoms: fever (>100.4), cough, sore throat, headache, fatigue, chills, congestion or runny nose, breathlessness, loss of taste or smell, diarrhea, flu-like symptoms?

(2) Have you been exposed to someone with COVID-19 symptoms in the last 2 to 14 days?

(3) Have you been exposed to someone with positive COVID-19 test results in the last 2 to 14 days?

If the answer to any of these questions is 'yes', then please do not bring your child to school.

Before entering the school campus at Tyndall Street A or B entrances, a SYVCS staff member will take each student's temperature. Students with a temperature of 100.4 or above will not be able to attend in-person. Please do not depart until ensuring that your child is able to enter campus.

Staff and Visitors

SYVCS staff and visitors are required to complete a self-screening form, answer the same questions listed above on a daily basis and record their results on a hand-written form.

Face Coverings & PPE

All Students

All students in all grade levels will be required to wear face coverings that cover the nose and mouth upon entering and exiting school grounds. SYVCS staff will teach and reinforce proper use of cloth face coverings, i.e. cover both nose and mouth, frequent reminders not to touch the face covering. SYVCS will keep a supply of disposable face masks available to students and/or staff who need them.

Grades K-2

Face coverings will be strongly encouraged inside the classroom for students in grades K-2.

Grades 3-8

Face coverings will be mandatory inside and outside the classroom for all students in grades 3-8.

Staff

In accordance with CDPH guidelines, face coverings will be mandatory for all staff. Staff in routine contact with the public (i.e. front office) will use gloves and face coverings.

Visitors

All visitors to the SYVCS campus will be required to wear a face covering at all times.

Physical Distancing

Inside the Classroom

Inside the classroom, teachers will maximize space between seating and desks. Teacher and other staff desks will be located at least six feet away from student desks. Teachers will rearrange furniture and play spaces to maintain separation. Staff will develop routines and instructions for story time, turning in assignments, etc. that minimize contact between students. SYVCS is fortunate to have an outdoor campus (i.e. no interior corridors) which will minimize contact between students of different cohorts outside of the classroom. Weather permitting, teachers will be allowed and encouraged to use outdoor space for instruction.

Outside the Classroom

Teachers and students will be encouraged to maintain 6 feet distance between themselves and their peers when outside of the classroom.

Promoting Healthy Hygiene Practices

SYVCS will position handwashing stations inside each classroom and recreational area. Students and staff will use hand sanitizer when handwashing is not practicable. SYVCS will develop routines enabling students and staff to regularly wash their hands at the following times and at staggered intervals throughout the day:

- When arriving on campus
- Before and after eating
- After coughing and sneezing
- After being outside
- Before and after using the restroom

Students will be taught to wash their hands for 20 seconds with soap, rubbing thoroughly after application and to use paper towels to dry hands thoroughly afterwards.

Cleaning & Disinfection Measures

SYVCS will clean and disinfect frequently touched surfaces within school at the end of the school day and, as practicable, throughout the day. Areas to be cleaned and disinfected will include:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs.

SYVCS will use cleaning products approved for use against COVID-19 on the EPA-approved list “N” (i.e. Clorox).

A cleaning staff person will be on campus during instructional hours.

Staff and Student COVID Testing

Staff Testing

In order to detect asymptomatic infections, SYVCS will require that all staff are tested for COVID-19 at least once every two months. SYVCS will ensure that testing is rotated over time by requiring that 25% of staff are tested every 2 weeks or 50% of staff are tested every month. Staff will be given time during the work day to undergo testing on their assigned week and SYVCS will cover any costs incurred.

Student Testing

Students and staff who display symptoms of COVID-19 and/or have had close contact with a confirmed positive case will be sent home immediately and instructed to quarantine for 14 days and contact their health care provider for evaluation and testing. Students will be required to provide a doctor’s note

before returning to campus. Students who are in quarantine will be able to participate in independent study options. Testing costs are the responsibility of the family.

Testing Sites

COVID-19 testing is likely available at your health care provider’s office. In addition:

- **Community Testing** Sites are available in Santa Barbara, Lompoc, Buellton and Santa Maria. Turnaround time for results is about 72 hours on average.
- **OptumServe** Testing Sites are located in Santa Maria, Buellton and Santa Barbara/Goleta. Registration and appointments can be made on the phone or online. (888) 634-1123 <https://lhi.care/covidtesting>
- **PHD Testing Sites** are located in Santa Maria, Lompoc, Santa Barbara/Goleta and are open Monday – Thursday. Registration and appointments are made on the phone only. (805) 705-7279

Sickness & Exposure Protocols

Symptoms on Display

If a student or staff member displays symptoms of COVID-19 during the school day, they will be immediately placed in an isolation room adjacent to the office until they can be transported home or to a healthcare facility. Areas used by any sick person will be closed off and remain out of use until cleaning and disinfection is completed.

Contact Tracing

If there is a confirmed case of COVID-19 amongst the SYVCS staff or student body, the classroom will be closed immediately, and all cohort members will be sent home. The Office Coordinator will create and submit a list of all exposed students and staff to the local health department and will notify all exposed persons. Families who are contacted following a confirmed case within the cohort are advised of the date of exposure and are asked to quarantine, inform their healthcare provider and continue to monitor for symptoms. SYVCS will make every effort to ensure that the privacy of the confirmed case is maintained.

Triggers for Switching to Distance Learning

If there are multiple cases of COVID-19 in multiple cohorts at the school, or at least 5 percent of the total number of teachers/student/staff have positive cases within a 14-day period, SYVCS will physically close the school and revert to distance learning. The school may also be physically closed at the instruction of the Local Health Officer, based upon results from public health investigation or other local epidemiological data. In the event that the school needs to close physically, SYVCS will ensure continuity of education based on the remote learning model that has been in place since March 2020.

Response & Communication Plan

<p>Student or Staff with Symptoms, Potential Exposure and/or Close Contact* with an Individual Testing Positive for COVID-19</p>	<p>ACTION</p>	<p>SCHOOL COMMUNICATION</p>
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<p>1. Student or Staff with COVID-19 symptoms, answers yes to a health screening question or has a temperature of 100.4 or above.</p>	<p>Individual sent home for home quarantine.</p> <p>Individual or family contacts their healthcare provider immediately for medical evaluation which may include testing. (if positive, see #3, if negative see #4 and #5)</p> <p>Cohort** OPEN</p>	<p>No communication to class</p>
<p>2. Student or Staff with close contact* (see definition below) with a confirmed COVID-19 case.</p>	<p>Individual sent home for home quarantine</p> <p>Quarantine for 14 days from last exposure</p> <p>Recommend testing. Testing does not shorten 14-day quarantine.</p> <p>If any symptoms develop contact medical provider for evaluation.</p> <p>Cohort** OPEN</p>	<p>School community notification of a known contact while maintaining student/staff privacy</p>
<p>3. Student or Staff who is a confirmed COVID-19 case</p>	<p>Contact SBCPHD Community Health Nurse/Disease Control at 805-681-5280</p> <p>Isolate case and exclude from school until criteria for return have been met.</p> <p>Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present in school while infectious.</p> <p>Recommend testing of contacts and prioritize symptomatic contacts. Testing does not shorten 14- day quarantine.</p> <p>Disinfection and cleaning of classroom and primary spaces where case spent significant time.</p>	<p>School community notification of a known case while maintaining student/staff privacy</p>

	School remains open	
4. Student or Staff who tests negative after symptoms	May return to school 3 days after symptoms resolve Cohort** OPEN	Consider school community notification if prior awareness of testing
5. Student or Staff for whom a medical provider diagnoses another cause of symptoms	Medical provider provides note with return to school instructions following guidelines for the specific illness.	N/A

(*) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(**) 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.

In each circumstance, the privacy of the staff or student will be respected and maintained. A sample communication would read "A student in grades K-4 has had a known contact with a COVID-19 positive individual". Email communications will be sent via ParentSquare.