

*After completing a written COVID-19 Prevention plan, Businesses should complete their certification at ReadySBC.org and keep on-site

Industry Specific COVID-19 Prevention Plan

This plan conforms to CDPH Industry Checklist

Industry Sector: Schools and School Based Programs

Business Name: Santa Ynez Valley Charter School

COVID-19 General Checklist Items for Employers	Procedure (Write a short statement on how you will address the checklist item)	Frequency (When applicable)	Resources Needed (As applicable)
1. General Measures			
1	Establish and continue communication with local and State authorities SYVCS will participate in regularly scheduled county-wide zoom meetings led by the Superintendent of SB County Education Office, in addition to receiving alerts and updates from the SB County Health Department.	weekly	
3	Develop a plan for the possibility of repeated closures of classes or facilities See no. 10 below		
4	Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. SYVCS will implement home based independent study for students with access and functional needs.	ongoing	
1	Handwashing SYVCS will develop routines enabling students and staff to regularly wash their hands at staggered intervals. SYVCS will use handwashing stations inside each classroom and in recreational areas to minimize movement and congregations in bathrooms to the extent practicable.	daily	Hand soap & sanitizer. Paper towels.
2	Face Coverings SYVCS will teach and reinforce use of cloth face coverings, masks, or face shields. All staff will use cloth face coverings unless Cal/OSHA standards require respiratory protection. Food service workers and staff in routine contact with the public (e.g., front office) will use gloves and facial coverings. Students grades 3-6 will use cloth face coverings. Students in grades K-2 will be strongly encouraged to use cloth face coverings. Students and staff will be frequently reminded not to touch the face covering. SBCEO will provide PPE that will be distributed to classrooms and teachers. CDPH's face covering requirements will be enforced - students in grades 3-6 who do not wear face coverings will not be permitted to be in school (unless exempt from the requirement).	daily	PPE supplied by SBCEO. Gloves.

3	Promote Healthy Hygiene Practices	<p>SYVCS will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.</p> <p>SYVCS will teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.</p> <p>Students and staff will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.</p> <p>Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.</p> <p>Students and staff will use hand sanitizer when handwashing is not practicable.</p> <p>Children under age 9 will use hand sanitizer under adult supervision.</p> <p>SYVCS will ensure adequate supplies to support healthy hygiene behaviors.</p>	daily	
3. Intensify Cleaning, Disinfections, and Ventilation				
1	Modify site resources	SYVCS and its staff will suspend or modify use of site resources that necessitate sharing or touching.	ongoing	
2	Cleaning and disinfecting	SYVCS will clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, throughout the day. Including: Door handles, Light switches, Sink handles, Bathroom surfaces, Tables, Student Desks, Chairs	daily	Cleaning products & supplies
3	Cleaning Products	<p>SYVCS will:</p> <ul style="list-style-type: none"> - use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. - ensure safe and correct application of disinfectant and keep products away from students. - ensure proper ventilation during cleaning and disinfecting. 	daily	
4	Water systems	SYVCS will ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.	ongoing	
5	Buses	N/A		
4. Implementing Distancing Inside and Outside of The Classroom: Arrival and Departure				
1	Start and end of school day	<p>SYVCS will</p> <ul style="list-style-type: none"> - prevent mixing of classes/cohorts at any time - minimize contact at school between students, staff, families and the community at the beginning and end of the school day. - designate routes for entry and exit, using as many entrances as feasible, for each cohort. - stagger drop off and pick up times for individual cohorts to avoid mixing. 	ongoing	

2	Drop off	SYVCS will stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families. Staff will take each student's temperature on arrival with contactless thermometer. A form is available of Parent Square for parents to pre-screen.	daily	Parents and staff will self-screen prior to coming to school.
5. Implementing Distancing Inside and Outside of The Classroom: Classroom Space				
1	Grouping of students into cohorts	Students will remain in the same space and in groups as small and consistent as practicable. As far as practicable students will remain in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort. Our goal is for students to have contact with two adults maximum per day within the cohort.	ongoing	
2	Movement of students	SYVCS will minimize movement of students and teachers or staff as much as practicable.	ongoing	
3	Spacing inside classroom	Teachers will maximize space between seating and desks and will distance teacher and other staff desks at least six feet away from student desks. Teachers will rearrange furniture and play spaces to maintain separation. Staff will develop routines and instructions that promote spacing and ways to minimize movement in both indoor and outdoor spaces. Staff will implement procedures for turning in assignments to minimize contact.	ongoing	
6. Implementing Distancing Inside and Outside of The Classroom: Non-Classroom Spaces				
1	Visitors	SYVCS will limit nonessential visitors, volunteers and activities involving other groups at the same time.	ongoing	
2	Communal activities	SYVCS will: - limit communal activities where practicable. - minimize congregate movement as much as practicable. - students will be required to bring their own lunches from home and lunches need to be consumed in the classroom instead of group dining areas. - hold recess activities in separated areas designated by class/cohort.	ongoing	
3	Use of outdoor space	SYVCS will use non-classroom space for instruction to the extent possible, including regular use of outdoor space, weather permitting.	ongoing	
7. Limit Sharing				
1	Student belongings	Students will keep their belongings separated and in individually labeled storage containers, cubbies or areas.	ongoing	
2	Supplies	SYVCS will ensure adequate supplies to prevent sharing of high-touch materials to the extent practicable.	ongoing	
3	Sharing	Students will avoid sharing electronic devices, clothing, toys, books and other games or learning aids.	ongoing	School computers will be assigned to individual students.
4	Playground equipment	SYVCS will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces. Cohorts will be assigned different parts of the play yard and will rotate each week. Surfaces will be sanitized between cohorts	ongoing	Climbing structure is closed to students. Rotating play yard assignments by cohort. Recess time is staggered.

8. Train All Staff and Educate Families				
1	Train and educate	SYVCS will train all staff and provide educational materials to families in the following safety actions: <ul style="list-style-type: none"> o Enhanced sanitation practices o Physical distancing guidelines and their importance o Use, removal and washing of face coverings o Screening practices o COVID-19 specific symptom identification 	ongoing	mandatory parent zoom meeting. weekly Tuesday folder
9. Check for Signs and Symptoms				
1	Stay at home policy	SYVCS will request that staff and students who exhibit symptoms, are sick or who have recently had close contact with a person with COVID-19 or have answered yes to one of the self-screening questions to stay home.	ongoing	
2	Screening	SYVCS will implement screening and other procedures for all staff and students entering the facility, including: <ul style="list-style-type: none"> o Conduct visual wellness checks of all students o Passive Screening: parents will be instructed to self-screen students before leaving for school (i.e. check student temperature to ensure temperatures below 100.4 degrees, ensure no COVID-19 symptoms) o Teachers will ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test before entering the classroom o Teachers will take and record temperature daily of each student before entering the school. o Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality. o Notify SBPHD of significant increases in absences or illness clusters/outbreaks. o Create mechanism to obtain specific information regarding reasons for absence e.g., fever, respiratory symptoms, etc. o Report absenteeism rates immediately to SBPHD if more than 10% of staff and students are out in a single day at any school site. o If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. 	daily	All teachers and aides have infrared thermometers to screen students throughout the day.
3	Monitoring	SYVCS will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.	daily	
4	Policies	SYVCS policies should not penalize students and families for missing class.		
10. Plan for When a Staff Member, Child, or Visitor Becomes Sick				

1	Identification and Tracing of Contacts	<p>The school has designated the Office Coordinator to support contact tracing. They will create and submit a list of all exposed students and staff to the local health department and will notify all exposed persons.</p> <p>The school nurse is the designated person for the local health department to contact about COVID-19.</p> <p>When a case is confirmed, the classroom will be closed.</p> <p>The school has prepared letter templates to be sent to families in cases of:</p> <ul style="list-style-type: none"> - contact with someone who has been in close contact with another person who has tested positive - a member of a cohort or a staff member testing positive <p>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.</p> <p>The school will follow the SBCPHD guidance published August 25, 2020: "Protocols for Symptoms, Potential Exposure and/or Close Contact with an Individual Testing Positive for COVID-19 in a School or Classroom Setting."</p>		When tracking, any staff or student that has had a cumulative of 15 minutes of contact (with or without mask) from 2 days prior to symptoms appearing or 2 days prior of test taken (asymptomatic person) to date positive person stayed home needs to be placed on quarantine.
2	Isolation room	<p>SYVCS will provide an isolation room adjacent to the office to separate anyone who exhibits symptoms of COVID-19 while at school. Any students or staff exhibiting symptoms will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility.</p> <p>Areas used by any sick person will be closed off and remain out of use until cleaning and disinfection is completed.</p>	ongoing	designated isolation room
3	Transport	<p>For serious injury or illness, SYVCS will call 9-1-1 without delay. In other non-emergency cases SYVCS will ensure safe transport home with a parent or guardian.</p>	as needed	
4	Return Policy	<p>SYVCS will advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.</p>	ongoing	
5	Access to instruction	<p>SYVCS will ensure that students, including students with disabilities, have access to instruction when out of class.</p>	ongoing	Canvas
11. Maintain Healthy Operations				
1	Staff absences	<p>SYVCS will</p> <ul style="list-style-type: none"> - monitor staff absences and have a roster of trained back-up staff where available. - provide support/accommodations to staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk. 	ongoing	
2	Staff testing	<p>School staff, which includes any school employee that may have contact with students or other staff, are essential workers. SYVCS will ensure staff test periodically to detect asymptomatic infections, as testing capacity permits and as practicable. The minimum testing will be all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.</p>	ongoing	Community & private testing sites
3	Liaison	<p>The school nurse, Miranda Burford, is responsible for communicating with the SBCPHD Disease Control & Prevention Program when a concern arises related to COVID-19.</p>	ongoing	School nurse

4	Communication	SYVCS will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.	ongoing	Parent Square
12. Considerations for Partial or Total Closures				
1	Notices of closure	SYVCS will monitor State and local orders and health department notices about transmission in the area or closures and adjust operations accordingly. The Director and school nurse will keep in regular contact with local health officials to determine whether a transition to remote learning is required. Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.		
2	Positive test result within the school	When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, SYVCS will implement the following steps: o The Director, with the local public health department, will decide whether school closure is warranted, including the length of time necessary. o SYVCS will give standard guidance for isolation at home for at least 14 days after close contact. The classroom or office where the patient was based will need to close temporarily as students or staff isolate. o Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily. o SYVCS will maintain regular communications with the local public health department. The school will follow the SBCPHD guidance published August 25, 2020: "Protocols for Symptoms, Potential Exposure and/or Close Contact with an Individual Testing Positive for COVID-19 in a School or Classroom Setting." Communication about cases and exposures at the school will be consistent with privacy requirements such as FERPA and HIPAA.		
	Communication plan during closure	SYVCS will implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community. This will include guidance to parents, teachers and staff on the importance of community physical distancing measures while school is closed. Communication about cases and exposures at the school will be consistent with privacy requirements such as FERPA and HIPAA.		
	Plan for continuity of education	SYVCS will develop a plan for continuity of education based on the previous remote learning model that has been in place since March.		Canvas & Zoom
13. Other Actions Taken				
1				

2			
3			

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: Dr. John Dewey

Date: October 16, 2020

Now that you have completed your plan, please:

- *Implement your site-specific COVID-19 protection plan.
- *Keep plan on-site and readily available
- *Complete your industry specific checklist – print it out - fill it in.
- *Complete the attestation and print.
- *Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.
