

Chrysalis COVID-19 Health and Safety Policies

The start of the 2020-21 school year brings with it the unprecedented realities of trying to reopen our schools safely during the middle of a pandemic. Students need to be at school learning as much as possible, so we at Chrysalis have used the guidance from Public Health and the CDC to establish a plan to keep our campus as safe as practicable. In addition to the measures we are implementing on campus, we have also developed 4 different flexible models for educating our students with both in-person and distance learning when needed. The following are the health and safety policies we will be implementing during the 2020-21 school year, with the current information available to us, updates may occur as new information becomes available:

Four Flexible Models for Educating Students

We have developed four different models for educating students, roughly parallel to the four stages of California's "Resilience Roadmap" <https://covid19.ca.gov/roadmap/>. It is likely that we will see all four educational models in the 2020-21 school year, and several may be active at the same time. Our aim is to provide options and choice for families, while remaining flexible to respond to changing conditions in our county and state, and also protecting the health and safety of our staff and students.

1. **Phase 1 - Individual Distance Learning (Short Term or Ongoing)** - This model is designed for individual students who are required by Shasta County Public Health to quarantine for an extended period, or for individual families who elect to participate for COVID-19 related reasons. This model includes the following components which shall be known as the "Chrysalis Distance Learning Plan":
 - a. Support for all pupils to access internet or phone connectivity and devices adequate to participate in the educational program and complete assigned work
 - b. Content aligned to grade level standards that is provided at a level of quality and intellectual challenge equivalent to in-person instruction
 - c. Academic and other supports designed to address the needs of pupils who are performing below grade level, or need support in other areas
 - d. Special education, related services, and any other services required by a pupil's individualized education program
 - e. Designated and integrated instruction in English language development as needed
 - f. Daily live interaction (for example by videochat or phone) with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness
 - g. The teacher will track/monitor student's daily engagement in distance learning and keep a weekly record documenting a student's synchronous or asynchronous engagement each schoolday, verifies participation, and tracks student's assignments. This information shall be reported to the attendance clerk and recorded.
 - h. The teacher will regularly communicate with parents and guardians regarding a student's academic progress.

- i. Parents should call the office if their child is unable to engage in distance learning for an excused reason (e.g. illness, medical appointment, death in the family, etc.). In order to re-engage students who are absent from distance learning for more than three schooldays or 60% of the instruction days in a week, the following steps shall be taken:
 - i. On the school day immediately following the third absence (day 4), an office staff member from the school will call the family to clarify ways for families to contact the school so their student can engage, using an emergency contact list if needed.
 - ii. If no response for 24 hours and the student is not in attendance the following school day (day 5), a credentialed staff member (e.g. teacher, school counselor, special education teacher, etc.) will call the family.
 - iii. If continued no response for 24 additional hours and the student is not in attendance the following school day (day 6), the Administrator will call the family and make every reasonable attempt to re-engage the student in distance learning. Referral to the teachers' cooperative or the Executive Board are options should other means fail to re-engage the student.
 - iv. If a student misses more than 10% of the school year after the first month a team meeting will be held with the family, teachers and administration to determine if voluntary distance learning is in the best interest of the student.
2. **Phase 2 - Distance Learning (Stay-at-Home Orders)** - This model is designed for the contingency that Chrysalis is closed to students (e.g. state-wide or county-wide stay-at-home orders, or Shasta County Public Health asks Chrysalis to close for 14 days due to confirmed case(s) in 5% or more of the student/staff population, etc.) In such a case, ALL students will either be working with their classroom teacher in accordance with the "Chrysalis Distance Learning Plan" described above OR enrolled in our homeschool program and working with their homeschool teacher on their individualized homeschooling plan.
3. **Phase 3 - Hybrid Learning (AM/PM Cohorts)** - This model is designed to maintain small, tight cohorts of students and increase the physical space between students in the classroom in order to protect student and staff health and safety when there is moderate to high levels of community spread. In this model, each classroom of students will be divided into two cohorts, one that attends in the morning 8:30 to 11:15 and another that attends in the afternoon 12:30 to 3:15.
 - a. Monday through Thursday, students would at a minimum receive 60 minutes of math daily, 60 minutes of ELA daily, 30 minutes of enhancement (twice a week), 30 minutes of PE (twice a week), and 15 minutes of recess.
 - b. Students would attend every other Friday from 8:30 to 12:30 with a focus on science, history, field study, electives. (Friday on-site instruction will not begin until after Labor Day at the earliest. And will start by the decision of the teachers cooperative after weighing local conditions, the effectiveness of health and safety protocols, and teacher workload.)

- c. Instructional minutes for each grade would still be met by combining the time under immediate physical supervision of teachers with the time value of assignments that the student completes at home.
4. **Phase 4 - All Students on Campus** - This model is designed to allow for the greatest level of normalcy. In this model, students attend school daily on a normal schedule (8:30 am to 2:30/ 2:45/ 3:15 pm with 2:00 Tuesdays) with many layers of health and safety protocols ranging from cohorting to health checks to handwashing.

At this time, we plan to reopen school on August 12, 2020 in Phase 3, Hybrid Learning.

However, staff and families should be prepared at any time to switch to a different phase with 24 hours notice.

Facilities:

- School campus has been sanitized by a professional cleaning service during the summer months.
- Two hand sanitizing stations at the front path of each walkway into school for students to sanitize hands upon entering school for health screening and temperature check.
- Screen shield to be installed in front office
- Hand sanitizers in front of each bathroom for students to use upon entering
- Two additional wash stations for students to frequently wash hands
- Playground and outside lunch zones to keep same band students together and prevent additional exposure that may be caused by mixing students
- Designated outdoor classroom spaces for each classroom to use as much as possible
- Designated routes for students to enter campus and travel to established eating areas.
- Curbside pick-up locations designated by cohort
- Air filters will be replaced and a greater intake of fresh air will be used in the ventilation system.
- Water fountains will be flushed during the parent work-day to flush out drinking water systems that have been left idle.

Staff:

- All staff will be tested for COVID-19 within two weeks before the start of school and again around Thanksgiving/Winter Break
- Staff will wear face shields with drapes or masks on campus unless eating or drinking.
- Staff will be trained on enhanced sanitation procedures, health screenings, the importance of physical distancing and mask procedures prior to the start of school.
- All meetings with staff will be conducted in areas where physical distancing is possible, and virtual options will be available.
- Mixing of student cohorts will not occur until after Labor Day, and then only if infection rates in Shasta County are low.

- Teacher desks will be positioned at least 6 feet away from student desks, and student desks will be separated as much as practicable, aiming for 3 ft. apart or more.
- Staff will supervise cohorts of students within designated playground zones that will be rotated daily, provide an activity within their zone, and disinfect all equipment with a disinfecting solution at the end of the recess and lunch break time.
- Teachers will instruct students on proper hygiene, including washing of hands, use of hand sanitizer, sneezing into elbow or tissue, importance of cleaning face masks, new playground zones. All staff will model good hygiene behaviors when on campus.
- Teachers will limit the sharing of items in the classroom, and refrain from having students use cloth chairs, pillows or other items that can not be easily disinfected.
- Teachers will provide a cubby or area where students can keep their own personal school items.
- Staff will be provided with a disinfecting solution, that will be kept away from students, to spray on surfaces as needed.
- Teachers will leave doors open or use outdoor classroom areas when possible to increase ventilation.
- Custodian will disinfect frequently touched surfaces in the classroom (door handles, sinks, light switches, desks, chairs, etc.) with a disinfecting solution or EPA “N” list cleaner on a daily basis, and submit a check off sheet for each day that will be kept on file in the office.
- If the school is on a stage 3 hybrid model with students in morning and afternoon shifts, staff will clean and disinfect classrooms between shifts.

Students:

- Will use good hygiene practices including frequent hand washing, sneezing into elbow or tissue, maintaining physical distancing where practicable.
- Face masks:
 - All students K-8th grade must wear a face mask or face shield with drape while on campus, except when eating, drinking or engaged in physical exercise. ¹ This includes when entering and exiting the school, on the school bus, and when outside the classroom except when eating, drinking or engaged in physical activity.
 - Face mask and face shield usage by students will be enforced by school staff in a developmentally appropriate way.

¹ *Individuals exempted from face covering requirements include: (1) anyone who has trouble breathing, is exercising, or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance (2) students with special needs who are unable to tolerate a face covering or with developmental, behavioral or medical contraindications and (3) staff that require respiratory protection according to Cal/OSHA standards. **If a student or staff member falls into one of these three categories they can provide written documentation to be kept on file in the office.***

- A face covering should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.
- Students who are exempted from wearing a face mask for documented reasons are encouraged to wear a face shield if possible.
- Use designated entrances to enter school for health check, temperature screening and hand sanitizing when entering campus.
- Wait for school to start in their designated outdoor classroom area after a health check.
- Hand washing/sanitizing:
 - Use hand sanitizer or wash hands before and after all recess and lunch breaks.
 - Use hand sanitizer prior to entering bathroom facilities and washing hands prior to exiting.
 - Use hand sanitizer prior and after using shared items, such as the classroom library, handling the class pet, passing out papers, outside recreation, common art supplies, etc.
- Bring a reusable water bottle from home that is taken home and washed each night.
- Bring a limited number of school supplies to school, kept in pencil pouches.
- Refrain from sharing any items with other students
- Eat lunch with grade cohort students and play in designated areas
- Wait for pick-up in designated curbside locations

Families:

- Perform a health check with students prior to the start of each day and keep students at home who are not feeling well.
- Drop off and pick up students in designated areas.
- Visitors will be limited to only essential needs.
- Keep additional supplies of pencils, pens, etc. at home and replace as needed.
- Send students to school with a reusable water bottle that is cleaned each night.
- Provide and encourage students to wear face masks.

Transportation:

- Bus driver will conduct visual health checks for students as they enter the bus.
- Students will sanitize hands upon entering the bus.
- Face coverings will be worn by the bus driver and students. The driver will ensure the bus is equipped with extra unused face coverings on school buses for students

who may have inadvertently failed to bring one

- Where possible only students from the same family, or otherwise from the same cohort, will share a seat.
- No more than two students per seat.
- Students will be assigned seats, ideally with downtown bus stop kids at the rear of the bus, Shasta Lanes bus stop kids in the middle, and St. Jame Church bus stop kids at the front of the bus.
- When possible windows will be open on the bus to increase ventilation
- Busses will be disinfected daily.
- A bus parent shall be assigned to each bus stop to help protect the safety of the students. Parents are encouraged to keep kids in their cars until the bus arrives and to have kids immediately go to their respective cars when dropped off.

In Case of Illness:

- Staff and students who are sick must stay home. If the person has COVID-19 symptoms, testing is recommended. If a test returns negative, the person may return to school 3 days after symptoms resolve. Students will engage in Stage 1 distance learning during this time, if possible. Classrooms will stay open.
- Staff or students who have recently had close contact with a person with COVID-19 must stay home and quarantine for 14 days since their last contact with the diagnosed person. A student who has had close contact with a confirmed case will move to Phase 1 instruction during this time. The classroom will stay open.
- If, during the school day, any person who develops a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms, will need to go home. Students will isolate in the nurse's office with a face mask until they are picked up to go home. The classroom will close until a thorough cleaning has been completed.
- Should a student or staff member contract COVID-19, the classroom or office where the patient was based will close and move to stage 1 (distance learning) instruction for at least 14 days as students and staff isolate. Administration will work with the Public Health Department to determine the extent to which the school must close. The Public Health Department contact information is:
 - (530)225-5591

Administration:

- Administrators will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified. Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.
- Administrators will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Administrators will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.

- Administrators will identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.
- Administrators will share information contained in this document and in the CDPH Guidance for the Use of Face Coverings with staff and families. Train all staff and provide educational materials to families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Proper use, removal, and washing of face coverings
 - Screening practices
 - How COVID-19 is spread
 - COVID-19 specific symptom identification
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19.
 - For workers, COVID-19 specific symptom identification and when to seek medical attention
 - The employer’s plan and procedures to follow when children or adults become sick at school.
 - The employer’s plan and procedures to protect workers from COVID- 19 illness.
- Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.
- Administrators will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help: protect the school community, reduce demands on health care facilities, and decrease illnesses that cannot be readily distinguished from COVID-19.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted. Activities that involve singing must only take place outdoors.
- Administrators will work with teachers to design a Distance Learning Plan and monitor its implementation, making changes as necessary.