



SONOMA CHARTER SCHOOL
Academic Excellence Through Engaged Learning

Building a Safe Path Back to School

Sonoma Charter School was established in 1993 as an independent K-8 charter school authorized by the Sonoma Valley Unified School District. The school was founded by a group of parents, teachers and community members who were seeking an alternative educational opportunity. Sonoma Charter is proud of its innovative programs designed to educate the whole child (mind and heart).

We have dedicated ourselves to the task of building a safe path for our students and staff to return to on-campus learning during the 2020-21 school year.

Sonoma Charter School's Governing Board has overseen the development of our comprehensive **Re-Entry Plan for Safe On-Campus Instruction** that follows this introduction, covers both health and safety as well as the Cohort Instructional Plan.

Our Re-Entry Plan was built around the four key mitigating strategies outlined by the CDC to help protect students, teachers, and staff and slow the spread of COVID-19:

- 1) Promoting Behaviors that Reduce COVID-19's Spread
- 2) Maintaining Healthy Environments
- 3) Maintaining Healthy Operations
- 4) Preparing for When Someone Gets Sick

Outreach to parents and staff during the development of the plans included many community meetings and surveys seeking input.

On October 19, 2020, Sonoma Charter School began providing on-campus small group learning support following CDPH guidance and Cohorting Guidance provisions. Our Support-Pods serve a total of 50 students (25% of school's population) from special populations including: special education students, English language learners, and at-risk students not participating in distance learning. During this time we have also been able to provide students one-on-one specialized services such as speech or occupational therapy, or intensive tutoring. **Our on-campus Support-Pods** have allowed Sonoma Charter School the opportunity to successfully practice all of the elements outlined in our Re-Entry Plan.

It is from this history of operating a safe campus environment for students and staff during COVID-19 conditions that has given us the confidence to seek permission to allow all K-6 students to return to site-based instruction using the small group/cohort model. *Grades 7/8 are not eligible under state guidelines for early return to on-campus instruction.*





Sonoma Charter School's

Re-Entry Plan for Safe On-Campus Instruction

This Re-Entry Plan has been shared with all staff and families and posted on our school website. The Plan will be revised and updated as new county/state guidelines become available.

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A. Cleaning/Disinfection Guidelines and Use of Shared-Items

How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

A1. Facility Cleaning and Disinfection Guidelines

Intensified and increased cleaning/disinfecting are in place and will be ready when students arrive back on campus. Janitorial services are 5 days per week Monday-Friday.

- ✓ Cleaning/Disinfecting with fog machines each evening.
- ✓ All surfaces are disinfected and floors vacuumed.
- ✓ Deep cleaning with particular attention on days prior to cohort changes.
- ✓ Removing all recycle/trash.
- ✓ Cleaning/Disinfecting bathrooms using fog machines.



Teachers and Staff are cleaning/disinfecting high touched surfaces throughout the day.

- In the classrooms, this would be door handles, student desks, chairs, and sink areas.
- In the office, this would be the front counter, doors, door handles, and staff workspaces.

Cleaning Basket (pictured) in each classroom stocked with the following supplies:

- Paper Towels
- Soap/Water Spray for Cleaning
- Disinfectant Spray
- Clorox Wipes
- Gloves
- Masks
- Tissues
- Band-aids to keep the number of students coming into the school office.



A. Cleaning/Disinfection Guidelines and Use of Shared-Items, cont.

A2. Shared Use: Electronic Computing Devices

- SCS has 1-to-1 technology for all grades thereby eliminating need for shared use.
- Should an electronic device need to be handled by another student the teacher is trained to disinfect the unit prior to use.
- Students transport assigned computer between use at-school and at-home.

A3. Shared Use: School Supplies

- School materials are never to be shared.
- Each student is provided a personal container with assorted items (e.g., pencils, pens, scissors, erasers, rulers, glue, etc.,).
- Students store and transport their personal container in their backpacks for use at-school and at-home.
- Teachers have supplies readily available and should let students know they can ask them if a certain supply is needed.

A4. Shared Use: Playground Area & Equipment

- Each cohort/pod area will be clearly marked with cones and/or signs.
- Each classroom Cohort has a separate mesh bag of toys, balls, and outside play items.
- Each student has been provided a personal all-weather yoga-mat that can be taken outside a cushioned surface for that student to use, but not share.
- Outside equipment is cleaned daily and left out in the sun when possible.
- There is adequate outside space with a basketball court, field space and play structure.
- **Outdoor Play Structure/Swings** will not be in use by any grade.

B. Cohorting, School Routines, and Schedules

How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with those not in their cohort.

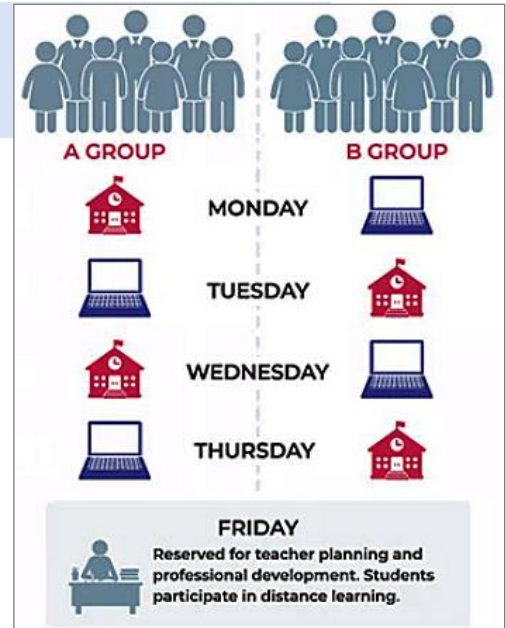
B1. Creating and Maintaining Stable Classroom Cohorts

- SCS School has one classroom per grade-level.
- Each classrooms to be divided into two Cohorts (Group A and Group B).
- Cohort Groups not to exceed 14 students.
- No more than half of the TK-6 student body (approx. 87 students) would be on-campus.
Example below:

Cohort A would attend school on Mon & Wed.

Cohort B would attend school on Tue & Thu.

- Cohorts not scheduled to be at school would be learning from home accessing live instruction from the classroom via video-streaming.
- *K-3 Classrooms have a Teaching Assistant who will on-campus to:*
 - Support students Cohorts learning from home via video streaming and
 - Provide relief to classroom teachers and assist with campus supervision.
- **Friday** is a distance-learning day for all students. Teachers provide one-hour of live instruction via video-streaming. Students work independently on assigned tasks for the remainder of day.
- **Friday** is a teacher planning day. Teachers have option on Fridays to work/broadcast from home or at school.
- **Distance-Learning Option** -- Families not wanting to participate in on-campus Cohort Learning will access/interact with instruction through live video-streaming.



B2. Accurate Attendance/Data

- Teachers are responsible for taking daily attendance.
- By 9 am phone calls will be made to parents whose students are absent.
- Doctor notes will be mandatory prior to students returning on-campus from being out ill.
- Reporting Forms on clipboards are used in each room for trace/tracking purposes.
- Anyone who enters the class that is not part of the primary cohort will document their name/date/time they visited the classroom.
- Daily Attendance Report will be run and reviewed by administration to keep a close pulse on student absences and sicknesses. Tracking will be completed daily.

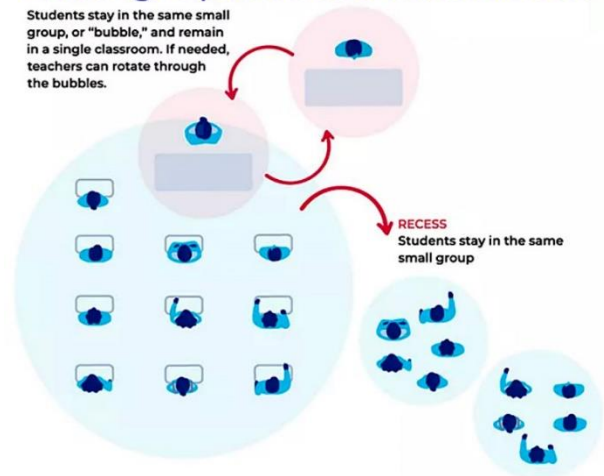
B. Cohorting, School Routines, and Schedules, cont.

B3. Routines & Schedules

- **School Day Overview --**
see infographic on page 5.
- Teachers stay with their assigned Cohort throughout the day.
- Students are also supervised by assorted staff during the day to make sure students stay within their group.
- Support staff (teaching assistants and specialists) may enter Cohorts to provide support/relief for classroom teachers.
- K-3 Classrooms have a Teaching Assistant who will on-campus to:
 - Support students Cohorts learning from home via video streaming and
 - Provide relief to classroom teachers and assist with campus supervision.

Limiting Exposure and Transmission

Students stay in the same small group, or "bubble," and remain in a single classroom. If needed, teachers can rotate through the bubbles.



B4. Recess Schedule

- **Morning snacks and lunch** are eaten in the classrooms with the teachers maintaining the Cohort. Teachers will develop their own morning breaks/lunch recess plans as part of their daily routines.
- **Class Cohorts will rotate for outside play preventing the mixture of Cohorts.** Teachers are responsible for staying with their students throughout the school day. Similar to continuum learning, the teacher will maintain the integrity of the Cohort during recess time. Organized and structured outside play with the teacher will be the new normal for students.
- **The outside field will be divided into zone play areas.** Teachers are given the opportunity to work together on an outside schedule. Teachers are responsible to rotate naturally through each zone play area so cohorts/pods get ample time in each zone.

B5. Food / Snacks / Lunch

- **All meals will be eaten inside the classroom.** Students bring snacks/lunch from home and keep them in their backpacks. Backpacks are allowed and are to be kept next to the student in each classroom. Each student shall bring a water bottle clearly marked with their name on it. Water bottles can be kept with the student and filled-up using the classroom sinks.
- **Meal services** are provided by the Sonoma County School District. Students can access free and reduced lunch. District staff will deliver lunches to each classroom on carts.

Cohort A/B Instructional Model

Each Classroom divided into two Cohorts of students (A & B).

Mon - Thu follows a rotating schedule with only one cohort from each K-6 classroom on campus.

Both Cohorts have access live instruction -- one Cohort watching teacher on campus and the other Cohort watches/interacts with live video-stream of instruction from home.

Draft schedule below shows the school day ending at 2:30 p.m. for all students.

Fridays are a Distance-Learning day for all students (no students on campus).

DRAFT CONCEPT



Cohort Learning Model

A blended approach to In-Person and At-Home Instruction.

Notes...

90 min ELA Block...

- 15 min Readers Workshop Lesson
- 30 min Monitored Student Work:
 - Teacher monitors At-School
 - Teacher Assist monitors At-Home *

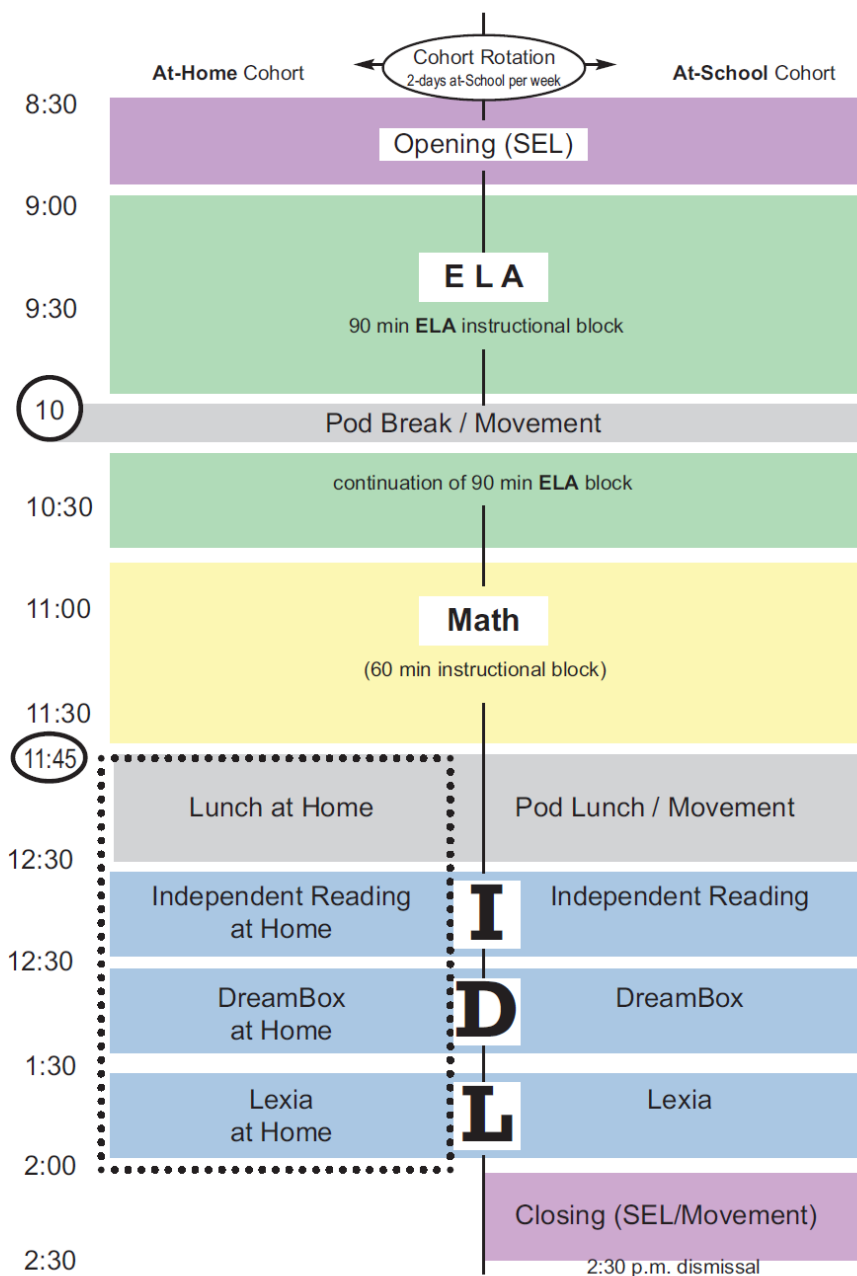
- 15 min Writers Workshop Lesson
- 30 min Monitored Student Work:
 - Teacher monitors At-School
 - Teacher Assist monitors At-Home *

60 min Math Block...

- 15 min Lesson
- 30 min Monitored Student Work:
 - Teacher monitors At-School
 - Teacher Assist monitors At-Home *
- 15 min Exit Ticket / Debrief

30 min I.D.L. time blocks allows...

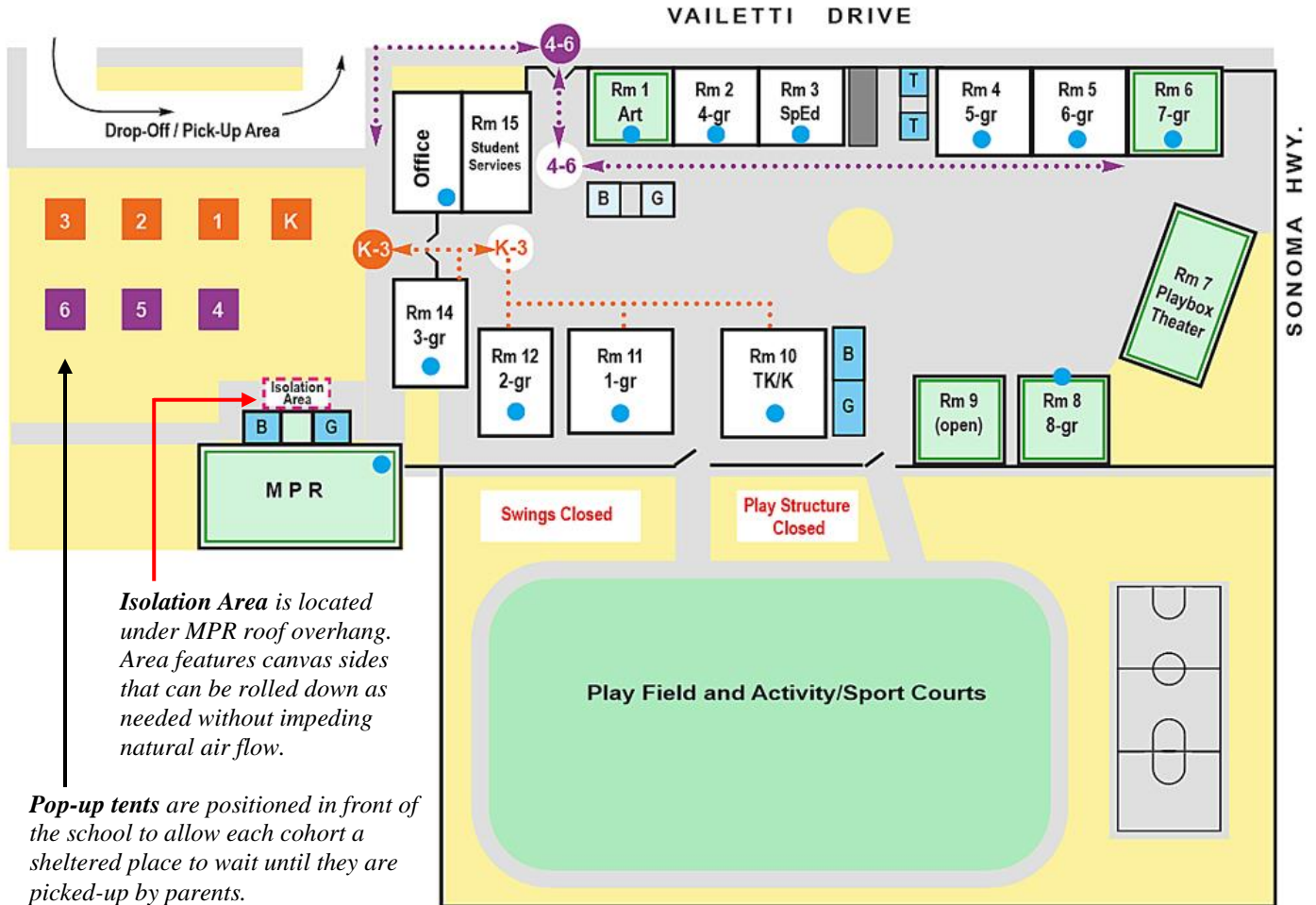
- **At-Home / At-School** a consistent daily structure and achieve minute targets in reading & online programs.
- **Teachers** get afternoon to shift focus to At-School Cohort.
- **Teachers** can schedule many live small-group and indiv conferences with At-School Cohorts.
- **Art & P.E. Specialists** get (6) 30 min live sessions during each Pod's 2-days per week on campus. Specialists use A.M. time to prepare recorded lessons for student access.



C. Entrance, Egress, and Movement Within the School

How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

C1. Diagrammed Routes on the Campus for Entry & Exit



- Parents are accustomed to using the designated drop-off / pick-up area in front of the school.
- Parents who walk students to school will stop at the gates as their child proceeds to the classroom.
- Two designated entry/exits have been established for K-3 and 4-6 grade students, based on the location of grade-level classrooms on campus.
- Campus provides ample space for students to maintain physical distance while walking to their classrooms.
- Markings in front of each classroom maintain social-distance for students to wait in line.
- Additional staff will be stationed outside to monitor student movement to the classrooms maintaining an adequate physical distance from other cohorts/ classes at all times. Teachers will be ready at their classroom doors to greet the students with touchless thermometers as part of health screenings process.



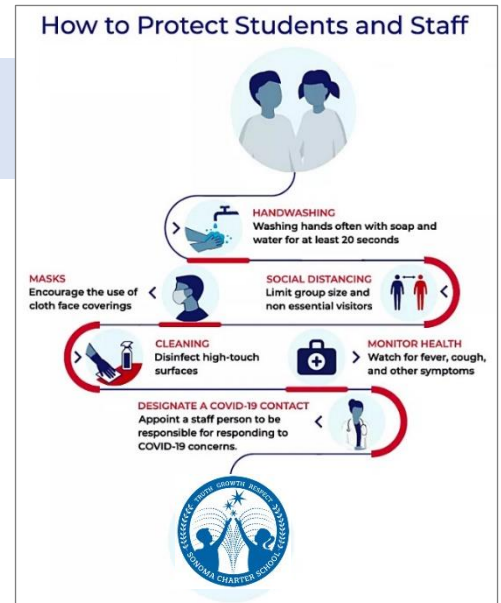
C. Entrance, Egress, and Movement Within the School, cont.

- General dismissal is at 2:30pm (*see draft schedule on page 5*). Kindergarten class will be dismissed 5 minutes earlier to give those students the opportunity to get out front with their teacher first. Teachers will walk their students to the front of the school maintaining a 6ft foot distance from other cohorts/classes.

C2. Informational Signage for Students, Staff and Visitors

Signs posted to inform all students, staff and visitors...

- If you have COVID-19 symptoms, do not enter the campus
- Maintain a minimum 6ft distance from one another
- Sneeze and cough into a tissue or your elbow
- Wear a face covering
- Do not shake hands or engage in unnecessary physical contact



C3. Signs Directing Safe Movement on Campus

- Signs are on display on the walls and walkways for students to move from one area to another without mixing classroom cohorts. Staff and Teachers are mindful of space when occupied by students and/or a cohort.
- Additional staff dispersed around campus making sure students go directly to their classes. Arrow signs to remind students which way to walk.

C4. Guidelines Related to Any Form of On-Campus Event

- Large gatherings of students, teachers, and staff are not permitted at this time.
- No outside groups are permitted to use the facility.

C5. Visitors / Volunteers / Vendors on Campus

- Parent volunteers are not permitted at this time.
- Visitors are not allowed on campus.
- Vendors must check-in with the school office when arriving. Vendors who stay on campus will need a temperature check, answer health questions, and login in/out on a vendor list for tracing and tracking purposes. Vendors will be accompanied by office staff when on campus (no free roaming throughout the campus).

D. Face Coverings and Other Essential Protective Gear

How CDPH's face covering requirements will be satisfied and enforced.

D1. Face Coverings

- In accordance with the California Department of Public Health's guidance for face coverings, all students, staff and visitors must wear face coverings when on the SCS campus, unless they are exempt per state guidelines. This includes while in the classroom, waiting to enter campus, on school grounds, and when leaving school.
- Teachers can use a face-shield during instruction so students can see their mouth to help increase understanding. Teachers using face-shields must maintain 6-foot distancing at all times,



D2. Training for Face Coverings

All teachers and school staff will complete training on the proper use of face coverings which includes instruction on minimizing touching of face coverings.

Part of classroom management is ensuring all students are taught and trained on proper face coverings. Included but not limited to:

- Face coverings must be over the nose and mouth areas
- Face coverings are to be student-specific and NEVER shared
- Face coverings are to stay on, not to be used as a toy
- Face coverings are important for everyone's health
- If a face-covering falls on the floor, is stepped on or thrown across the room; a new face-covering will be provided to the student by the teacher.



D3. Privacy Boards & Clear Screens Barriers

- **Plexiglass** installed in high-traffic areas including the main office.
- **Plexi-conference barriers** have been purchased each classroom and instructional space on campus. These barriers can be used for one-on-one assessments or on the teachers desk. *Decision is left up to the teacher on when and how to use these screens in the classroom.*
- *Medical experts' current understanding of the aerosol nature of coronavirus indicates that individual plexiglass barriers between students in the classroom is not a worthwhile mitigation strategy.*

Essential Protective Equipment (gloves, masks, face shields, tissue, etc.) is available in the school office for teachers, staff, and students.

E. Health Screenings for Students and Staff

How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

E1. Daily Health Screening Protocols for Students and Staff

Before Arriving at School...



Yes No In the last 14 days, has anyone in your household had close contact with someone who has or is suspected to have COVID-19?

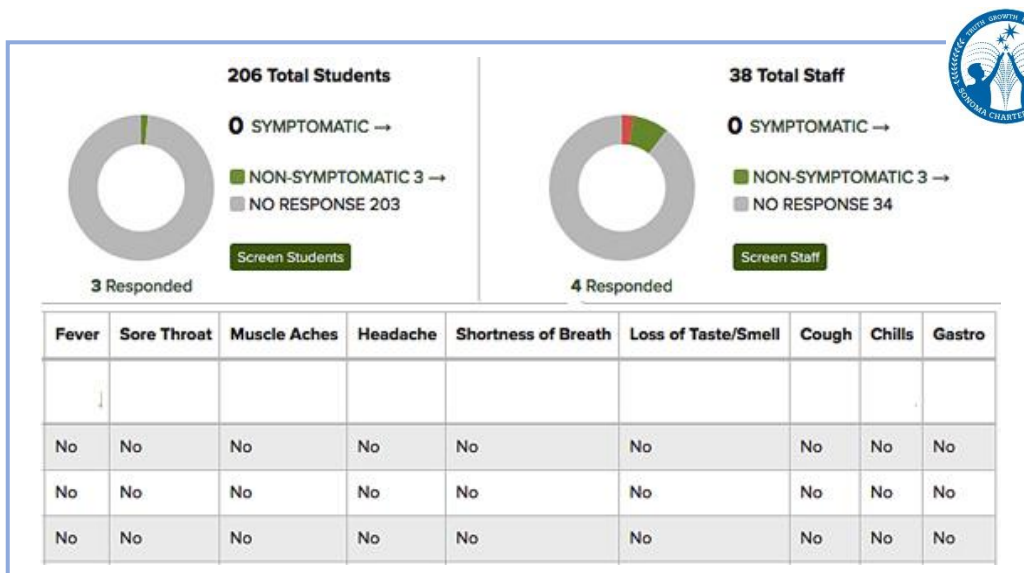
In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?

Yes No **Fever** (over 100.4 °F) Yes No **Headache** Yes No **Cough**

Yes No **Sore throat** Yes No **Shortness of breath** Yes No **Chills**

Yes No **Muscle aches** Yes No **Loss of taste and smell** Yes No **Gastrointestinal**

- **Parents and caregivers will monitor and report their child's health for signs of infectious illness every day at home using the school's ParentSquare online communication program** (online survey above).
- **All staff** to report daily health screenings from home each morning using the school's ParentSquare online communication program (see above).



School receives home health screening online survey responses via ParentSquare in real-time (survey data dashboard shown above).

E. Health Screenings for Students and Staff, cont.

Upon Arriving at School...

- **Staff** report to office and sign-in with Health Technician who takes/records temperature (touchless method).
- **Students** are greeted by staff in the drop-off area and guided to the two different campus access points:
 - Grades K-3 enter Office Gate
 - Grades 4-6 enter Side Gate (*see map on page 6*)
- **Teachers** will greet students outside the classroom to take the students' temperature (touchless method) and ask each student:
 - 1) *Is anyone in your family sick today?*
 - 2) *Are you feeling sick today?*
 - 3) *Is anyone in your household waiting for a COVID test result?*
- *If a student or teacher is running a temperature of more than 100.4 they must stay home and monitor themselves.*



E2. Health Policy for Teachers, Students, and Staff

- **Anyone** who is feeling sick with any of the following symptoms: cough, runny nose, headache, fever, shortness of breath, fatigue, just an overall sense of not feeling well should stay home. *Parent should notify office if their child is kept home from school.*
- **Anyone** with a fever over 100.4 will need to stay home for a minimum of 24 hours symptom-free and fever-free without the use of medication.
- **Anyone** who begins to feel ill/sick during the school day is to report to the designated isolation area in front of the MPR (*see site map on page 6*) so that staff can assess the situation and ask qualifying questions. Parents are instructed to pick-up their student within 30 minutes from being contacted. Students will wait for parent in supervised isolation area.

Additional information on protecting school staff can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-staff.html>

Also see Section-L on page 23 for Different COVID-19 Communication Scenarios.

F. Healthy Hygiene Practices

The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

F1. Handwashing Practices and Protocols

All classrooms have inside sinks for handwashing -- look for the blue-dots on the Site Map on page 6.

Kinder and 1st grade rooms have inside restrooms.

- Each classroom has a **sink** with dispensers for soap and paper towels.
- **Pump bottles of hand sanitizer** are also placed in every building on campus.
- **Hand washing is required for each student several times throughout the day.** Time to wash hands is built into the transition times inside the classrooms, during outside play, and bathroom breaks.

Instruction Time

Wash hands after entering the classroom.

Morning Snack/Break

Wash hands in the classroom before eating snacks.

Instruction Time

Wash hands in the classroom before eating lunch.

Lunch/Recess

Wash hands after being outside.

Instruction Time

Wash Hands when a student sneezes and/or coughs as practicable.



Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

G. Identification & Tracing of Contacts

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

G1. Establishing Official Points of Contact at the School for the Public

Kari Bounds is the lead staff member in the office who serves as the school's Registrar, Health Technician, and COVID Liaison to the Public Health Department. Kari Bounds can be reached directly (cell 570-337-7749) to direct questions or concerns around practices, protocols, or potential exposures.

The School Director, Marc Elin, can also be reached directly (cell 707-480-6488) for all questions or concerns.

Yolanda Rodriguez serves as the school's Bilingual Community Liaison and can also be reached directly (cell 707-332-1183).

Contact Tracing: Do your part to keep your family, friends, and community safe.

WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19.

- 1** If you have been diagnosed with COVID-19, a public health worker will call you to check on your health. They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others. Any information you share with public health workers is **CONFIDENTIAL**. This means that your personal and medical information will be kept private.
- 2** You will also be asked to **stay at home and self-isolate**, if you are not doing so already. Self-isolation means **staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible**. Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.
- 3** Continue to monitor your health. **If your symptoms worsen or become severe, you should seek medical care.** Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face. If you need support or assistance while self-isolating, the health department or a local community organization may be able to provide assistance.

G2. Procedure to Document/Record Visits to Classrooms

Inside each classroom is a clipboard for Trace/Tracking purposes.

If a school staff, administrator, or another teacher enters a classroom other than their assigned cohort; They are required to list their name and the date they entered the classroom. This process will assist in history tracking and ensure tracing is possible.

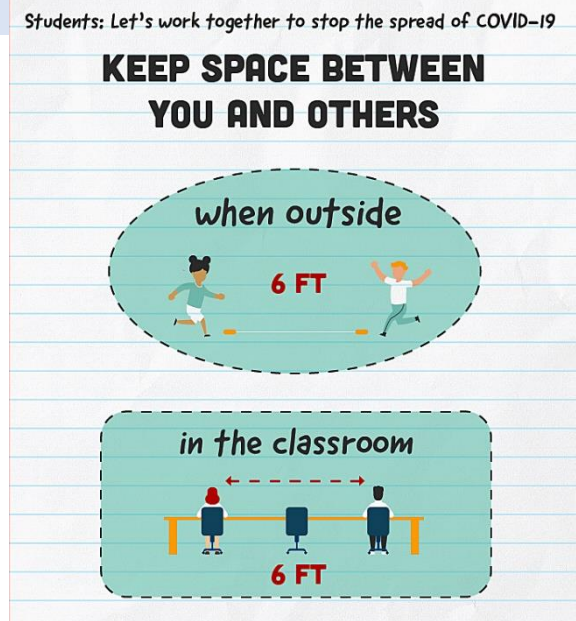
H. Physical Distancing

How space and routines will be arranged to allow for physical distancing of students and staff.

Six feet remains the constant goal for social-distancing of students. Based on discussion with medical experts at UC San Diego Medical Center and comments made by Rady's Children's Hospital staff, current understanding indicates that a combination of mitigation strategies can effectively reduce the risk of virus transmission. In the case that students in a defined cohort are between three and six feet away from other students, an effective combination of strategies include facial coverings and handwashing; ventilation and air filtration solutions; cleaning and disinfecting; and symptom screening and self-isolation when symptomatic.

H1. Social/Physical Distancing Guidelines for All On-Campus Situations

- During school teachers, staff and students will practice physical distancing of six feet when practicable. Distances of 4-6 ft. are permissible between students within the same classroom cohort.
- Student desks in each classroom have been placed 6ft. apart with floor markings as needed to give students visual aids when learning physical distance.
- Physical distancing floor stickers are placed throughout each classroom to give students more of an understanding of the 6ft distance practices. (i.e., near the handwashing sink, teachers desk, door, teaching area)
- Physical distancing floor stickers are also placed throughout the school building along with traffic flow signage to help direct and keep the cohorts separate as much as possible
- Tents will be used outside for after school pick-up and outdoor learning per cohort. Each cohort will have a tent with additional space for them to use at their discretion.



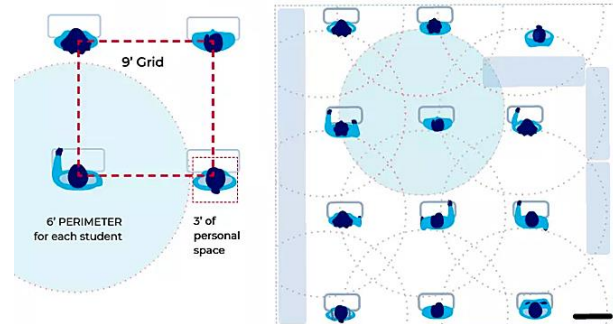
H. Physical Distancing, cont.

H2. Safe Physical Arrangements for All Classrooms

Each student desk will be separated by a minimum of 6ft. The teacher's desk will be 6ft from student desks as much as possible.

Teachers will be mindful of 4ft-6ft distance during instructional time, free time, and when washing hands. Physical distance floor stickers have been placed in the classroom to remind students. Teachers also will mark out where they will be teaching in the class, their "stage".

Arranging Instructional Spaces



Classroom Ventilation

- Most classrooms have windows that open/close except for the six new classrooms constructed with newest California Energy Code Specifications.
- Ventilation system in new classrooms feature continuous supply fresh air (none of the air entering the room is recirculated).
- All classrooms new HVAC systems provide fresh filtered air (not recirculated) throughout the buildings.
- The new HVAC systems also have been fitted with electrostatic air purification filters.



H. Physical Distancing, cont.

H3. Safe Use of Non-Classroom Spaces

SCS has multiple non-classroom spaces that are available -- see the buildings colored light green on the Site Map on page 6.

Extra classrooms, multi-purpose room, and outdoor learning areas have been reconfigured for physical distancing and can be used for additional meetings and our teaching space if needed. Teachers need to reserve the space with the school office to keep from mixing cohorts. Janitorial is instructed by the school office staff to clean/disinfect after a class cohort has used any non-classroom space.



The theater space "play box" is currently being used as storage space for items that previously had been in the classrooms.

The Multi-purpose room could be used for P.E. as a morning break time for students by cohort. The air system is new and adequate ventilation is in place.

H4. Designating Outdoor Spaces for Education

SCS has added woodchips throughout the campus to open-up outdoor learning settings for teachers. The woodchips provide a safe ground covering for all weather conditions.

During the winter months, tents will be utilized out in front of the school for after school pick up and can also be used during instructional times.

Teachers are encouraged to hold lessons outside (weather permitting).



I. Staff Training and Family Education

How staff will be trained and families will be educated on the application and enforcement of the plan.

11. Training Opportunities for Staff and Families

All teachers and staff are required to attend training on the following items:

- Cleaning/Disinfecting the classroom
- Classroom Management during COVID-19
- Social Distancing in the classroom and on campus
- Safety/Health during COVID-19
- Sick Policies during COVID-19

Prior to the start of the Cohort Learning Model, all parents/students will be encouraged to meet via Zoom for training on the following topics:

- Cleaning/Disinfecting practices at school and in the classroom
- Face Coverings (proper styles and how to wear)
- Age-appropriate physical distancing in the classroom (what that looks like for students).
- Handwashing and Drying Technique
- Sneezing/Cough/Facial Tissue etiquette
- Bathroom behavior, expectations, and protocols
- Safe drop-off / pick-up procedures/zones

Awareness and prevention videos will also be included on the school website.



J. Testing of Students and Staff

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

J1 COVID-19 Testing in Response to Health Screening/Reporting

CDPH recommends testing all staff every 2 months, where 25% of staff are tested every 2 weeks, or 50% every month, to rotate testing of all staff over time. This is an area that will continue to be revised as we get more details on testing sites, types of tests, effectiveness of tests, etc.

We will offering testing to half of the staff on a 6-week rotation schedule.

We currently use Sonoma County Department of Health to provide us with details on local testing locations. We continue to search for more opportunities to access COVID testing for staff.

K. Triggers for Switching to Distance Learning

The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

K1. Data Indicators for Informed Decision-making

Core indicators provide data for decision makers to consider when deciding to open, close, or reopen schools over time. Core indicators include one or both measures of community burden AND one self-assessed measure of school implementation of key mitigation strategies.

CDC recommends three triggers for informed decision-making:

- 1) **Community** -- Number of new cases per 100,000 persons within the last 14 days, AND/OR
- 2) **Community** -- Percentage of RT-PCR tests that are positive during the last 14 days, AND
- 3) **School** -- Ability to implement key mitigation strategies:
 - a. Consistent and correct use of masks
 - b. Social distancing to the largest extent possible
 - c. Hand hygiene and respiratory etiquette
 - d. Cleaning and disinfection
 - e. Contact tracing in collaboration with local health department

CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools

Indicators	Lowest risk of transmission in schools	Lower risk of transmission in schools	Moderate risk of transmission in schools	Higher risk of transmission in schools	Highest risk of transmission in schools
Core Indicators					
Number of new cases per 100,000 persons within the last 14 days*	<5	5 to <20	20 to <50	50 to ≤ 200	>200
Percentage of RT-PCR tests that are positive during the last 14 days**	<3%	3% to <5%	5% to <8%	8% to ≤ 10%	>10%
Ability of the school to implement 5 key mitigation strategies: <ul style="list-style-type: none"> • Consistent and correct use of masks • Social distancing to the largest extent possible • Hand hygiene and respiratory etiquette • Cleaning and disinfection • <u>Contact tracing</u> in collaboration with local health department Schools should adopt the additional mitigation measures outlined below to the extent possible, practical and feasible.	Implemented all 5 strategies correctly and consistently	Implemented all 5 strategies correctly but inconsistently	Implemented 3-4 strategies correctly and consistently	Implemented 1-2 strategies correctly and consistently	Implemented no strategies

Tier	Case Rate (per 100,000)	Testing Positivity Percentage	Health Equity Testing Positivity Percentage
1 (Purple)	>7.0	>8.0%	>8.0%
2 (Red)	4.0-7.0	5.0-8.0%	≤8.0%
3 (Orange)	1.0-3.9	2.0-4.9%	≤5.2%
4 (Yellow)	<1.0	<2.0%	≤2.1%

K1. Data Indicators for Informed Decision-making, cont.

Data used to determine the need to close the school to in-person instruction and switch to Distance-Learning for all students will be based on:

- Number of cases,
- Percentage of the teacher/students/staff that are positive for COVID-19, and
- Following consultation with the Local Health Officer.

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.

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.

School may reopen for in-person instruction typically after 14-days and the following have occurred:

- Cleaning and disinfection
- Public Health Investigation
- Consultation with the Local Public Health Department

L. Communication Plans

How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

L1. Communication for Different COVID-19 Scenarios

SCS follows the CDC communication scenarios detailed in the table below.

	Student or Staff with:	Action	Communication
1	<p>COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</p> <p>Symptom Screening: Per CA School Sector Specific Guidelines</p>	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	No Action needed
2	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	Consider school community notification if prior awareness of testing

Close Contact is defined as a person who is <6 feet from a case for >15 minutes.

The following pages detail specific information/actions used for each of the above COVID-19 scenarios.



Sonoma Charter School's COVID-19 Action Plan

Protocols for onset of symptoms, potential exposure to and/or close contact with an individual testing positive for COVID-19 in our classroom/cohort setting.

Scenario 1: Symptoms Related to COVID-19

SituationA student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question or has a temperature of 10.4 or above.

Action/Plan • Student or Staff send home • Contact Healthcare Provider/Public Health for testing
• Household Open

Communication**No action is needed**

Learning Planon-campus Cohort Learning continues

Scenario 2: Close Contact with Positive COVID-19 Case

Close Contact is defined as a person who is <6 feet from a case for >15 minutes.

SituationFamily member or someone close in close contact with a student or staff member tests positive for COVID-19.

Action/Plan • Student or Staff report information to School Office • Student or Staff sent home to quarantine for 14-days from exposure • Contact Healthcare Provider/Public Health for testing
• Household Open

CommunicationScenario #2 letter sent via email to household families and staff

Learning Planon-campus Cohort Learning continues

Scenario 3: Student/Staff Member Test Positive for COVID-19

SituationStudent or Staff Member test positive for COVID-19.

Action/Plan • Student or Staff report information to School Office • Families connected to positive case (student or staff member) quarantine for 14-days • Contact Healthcare Provider/Public Health for testing • Household Closed

CommunicationScenario #3 letter information communicated by phone and email to student families and staff

Learning PlanCohort(s) connected to positive case shift to Distance-Learning.

Scenario 4: Student/Staff Member Tests Negative for COVID-19 (Scenarios 1-2-3)

SituationStudent or Staff Member tests negative for COVID-19 after any of the reasons in scenarios 1-2-3.

Action/PlanStudent or Staff may return to household 3-days after symptoms resolve; however, must continue isolation if in contact with positive COVID-19 family member • Household Open

CommunicationScenario #4 letter sent via email to student families and staff

Learning Planon-campus Cohort Learning continues

Specific communication actions and letter templates for all scenarios are featured on the following pages.

Scenario 2 -- Close Contact with Positive COVID-19 Case

Actions & Communications

To be utilized when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19.

The household remains open.

The student or staff member is expected to:

- report this to the site administrator immediately,
- is excluded from the household on campus for 14 days, and
- they and all household members should quarantine, monitor symptoms, and contact their health providers and/or Public Health for additional steps and to schedule testing.

The SCS Emergency Service Coordinator (Kari Bounds) should gather any additional information regarding details of known contact and forward this information to Public Health.

Public Health will advise of any additional next steps including support of expedited testing.

If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and Public Health contacted to assess exposure risk and determine disposition (e.g., exclude from cohort).

All families of students and staff members of the household should be notified that a student or staff member has a household member that has tested positive for COVID-19.

Scenario #2 Letter Template

[Date]

Dear [XXX School/Classroom]
Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority.

This letter is to inform you that a student or staff member in your child's classroom [lives with/has been in close contact with] a person who has tested positive for COVID-19.

Public Health has been notified and is taking further steps.

In accordance with Public Health guidance, the classroom will continue to operate.

The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

We will update you with any additional pertinent information when we receive it.

-Marc Elin, Director
Sonoma Charter School
cell (707) 480-6488

Scenario 3 -- Student/Staff Member Test Positive for COVID-19

Actions and Communications

To be utilized if then a student or staff member of a cohort tests positive for COVID-19.

The cohort will be closed for 14 days from last known exposure.

All families of students and staff members of the cohort should be notified with a phone call

A letter must follow the call stating that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact.

The entire cohort of staff and students should be tested working directly with their healthcare providers and/or Public Health.

Further testing of family members may be advised based on cohort test member results.

Scenario #3 Letter Template

[Date]

Dear [XXX School/Classroom]
Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority.

This letter is to inform you that a student or staff member in your child's cohort at SCS has tested positive for COVID-19.

The last date of known exposure to the classroom cohort was [XXX date].

You will be notified by Public Health. In the meantime, Public Health advises that your child or you immediately quarantine to the greatest extent possible, even if you are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible or contact Public Health at 707-565-4566 to receive a priority referral.

Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus.

[Information related to distance learning to be completed by school]

If you have any health-related questions, please contact your healthcare provider or Public Health at (707) 565-4566.

More information is to follow.

-Marc Elin, Director
Sonoma Charter School
cell (707) 480-6488

Scenario 4 -- Student/Staff Member Tests Negative for COVID-19 (Scenarios 1-2-3)

Actions & Communications

To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested -- and tests negative.

The cohort remains open.

Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual who has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual.

Letter -- All families of students and staff of the cohort should be notified that the student or staff member tested negative.

Scenario #4 Letter Template

[Date]

Dear [XXX School/Classroom]
Parents and Guardians:

The health and safety of our students and staff are our top priorities.

This letter is to inform you that the student or staff member who had [exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19] has tested negative.

In accordance with Public Health guidance, the classroom household will continue to operate. We will update you with any additional pertinent information.

Please contact your healthcare provider if you have any additional questions or concerns.

Take care and please let us know if you have any questions or concerns.

-Marc Elin, Director
Sonoma Charter School
cell (707) 480-6488



Sonoma Charter School has met and exceeded all requirements and guidance issued by Sonoma County in its *Roadmap to a Safe Reopening*, California Department of Public Health's *COVID-19 Industry Guidance: Schools and School-based Programs* and Governor Newsom's *Pandemic Plan for Learning and Safe Schools*.

CAL/OSHA COVID-19 Industry Guidance for Schools and School-based Programs

	Cal-OSHA	Sonoma Charter School	Notes
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General Measures

Establish and continue communicate with local/state authorities	<i>Required</i>	<i>Meets</i>	
Establish a written worksite specific COVID-19 prevention plan	<i>Required</i>	<i>Meets</i>	
Evaluate whether external organizations can use campus	<i>Encouraged</i>	<i>Exceeds</i>	<i>No outside organizations on campus</i>
Develop plan for possible repeated class closure/shift to remote learning	<i>Required</i>	<i>Meets</i>	
Require face masks for all staff and students	<i>Required</i>	<i>Meets</i>	

Promote Healthy Hygiene Practices

Increased touchless washing stations/hand sanitizing stations	<i>Required</i>	<i>Meets</i>	
Encourage hand washing at staggered intervals	<i>Required</i>	<i>Meets</i>	
Insure adequate supplies to support healthy hygiene behaviors	<i>Required</i>	<i>Meets</i>	
Provide face coverings to staff	<i>Required</i>	<i>Exceeds</i>	<i>Provide masks to all students & staff</i>
Recommend all students and staff be immunized against influenza	<i>Encouraged</i>	<i>Meets</i>	

Face Coverings

Teach and reinforce the use of face coverings	<i>Required</i>	<i>Exceeds</i>	<i>Teachers provided masks & shields</i>
Reminders to students and teachers to not touch their faces	<i>Required</i>	<i>Meets</i>	

Ensure Teacher and Staff Safety

Ensure staff maintain physical distancing	<i>Required</i>	<i>Meets</i>	
Ensure all staff use face coverings	<i>Required</i>	<i>Exceeds</i>	<i>Teachers provided masks & shields</i>
Minimize use of and congregation of staff in break room	<i>Required</i>	<i>Exceeds</i>	<i>Staff breaks in assigned classrooms</i>
Conduct staff meetings physical distancing or virtual	<i>Required</i>	<i>Meets</i>	
Implement procedures for daily symptom monitoring for teachers	<i>Required</i>	<i>Meets</i>	

Intensify Cleaning, Disinfection and Ventilation

Consider suspending/modifying site resources that necessitate sharing items	<i>Encouraged</i>	<i>Meets</i>	
Staff clean and disinfect frequently touched surfaces in classrooms	<i>Required</i>	<i>Meets</i>	
Limit use and sharing of objects and playground equipment	<i>Encouraged</i>	<i>Exceeds</i>	<i>Playground equipment closed for play</i>
Upgraded janitorial disinfectant to those approved for use against COVID-19	<i>Required</i>	<i>Meets</i>	
Upgraded ventilation and replaced air filters	<i>Required</i>	<i>Exceeds</i>	<i>Electrostatic filtration added to ea room</i>

	Cal-OSHA	SCS	Notes
Implementing Distancing Inside & Outside			
Minimize contact at drop off/pick up between students, staff and families	Required	Exceeds	curbside drop/pick-up (parents stay in car)
Stagger drop off locations	Required	Meets	
Designate routes for entry/exit to keep physical distancing	Required	Exceeds	one way routes labeled throughout campus
Implement health screenings for students upon arrival	Required	Meets	touchless temp checks at curb in car

Train All Staff and Educate Families

Train all staff and provide educational materials to families	Required	Meets	
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Check for Signs and Symptoms

Prevent discrimination against staff/students who test positive for COVID-19	Required	Meets	
Encourage staff who have been exposed to stay home	Required	Meets	
Implement screening for all staff and students entering school	Required	Exceeds	touchless temp check for all staff/students
Conduct visual wellness checks/procedures for parents	Required	Meets	
Document/track incidents of possible exposure among staff and students	Required	Meets	

Plan for When a Staff, Child or Visitor Becomes Sick

Identify a separate isolation room for anyone who exhibits symptoms	Required	Meets	
Establish procedures for safe transport home for anyone exhibiting symptoms	Required	Meets	
Notify local health officials immediately of any positive case of COVID-19	Required	Meets	
Offer distance learning for students who need to be at home for health reasons	Required	Meets	

Maintain Healthy Operations

Designate staff liaison responsible for COVID-19 concerns	Required	Meets	
Maintain communication system to families for health updates	Required	Meets	
Provide routine COVID-19 testing for staff	Unclear	Exceeds	monthly testing provided to staff
Provide distance learning opportunities for students who need to be home	Required	Meets	

Considerations for Re-Opening and Partial or Total Closures

Check State and local health department notices daily	Required	Meets	
Follow public health authority guidelines in the event someone tests positive	Required	Meets	

Non-Classroom Spaces

Limit visitors/volunteers on campus	Required	Meets	
Limit communal activities where practicable	Required	Meets	
Consider use of non-classroom space for instruction	Required	Meets	
Minimize congregate movement through hallways as much as possible	Required	Meets	
Consider holding recess/lunch in separate areas designated by class	Encouraged	Meets	cohorts assigned designated areas

	Cal-OSHA	SCS	<i>Notes</i>
Limit Sharing			
Students have individual storage containers for class supplies	<i>Required</i>	<i>Meets</i>	
Students must remain in their same cohort to reduce possible infection	<i>Required</i>	<i>Meets</i>	

Classroom Space

Minimize teacher movement between different classes/cohorts	<i>Required</i>	<i>Meets</i>	
Maximize space between seating and desks	<i>Required</i>	<i>Meets</i>	
Consider using privacy boards or clear screens to separate teachers/students	<i>Encouraged</i>	<i>Exceeds</i>	<i>plastic barriers on each teacher desk</i>