

# **THE CHILD'S PRIMARY SCHOOL**

## **Campus Reopening and COVID Prevention Plan**

**2020-2021**

**October 5, 2020**

# TCPS Campus Reopening and COVID Prevention Plan 2020-21

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Our TCPS Campus Reopening plan follows the format and template as prepared by the San Diego County Office of Education "[COVID-19 PREVENTION PLAN FOR SCHOOLS](#)" (August 7, 2020) which is based on CDPH's "[COVID-19 INDUSTRY GUIDANCE: Schools and School based Programs](#)" (August 3, 2020). While closely following the CDPH and County of San Diego guidance, TCPS cannot guarantee strict adherence to all of our protocols at all times.

## **INFORMED DECISION MAKING**

At TCPS the health and well-being of our community is a priority, and we will make data-informed decisions based on the research, advice and regulatory protocols from local and state health officials and agency guidelines, recommendations and best practices.

While our community is faced with ongoing pandemic concerns, decisions will be made in consultation with TCPS' COVID Advisory Committee and Board of Directors. We have strongly considered the recommendations from California Department of Public Health (CDPH), San Diego County Office of Education (SDCOE) and the Center for Disease Control and Prevention (CDC) to guide our on-campus reopening plans. TCPS will continue to evaluate and adjust aspects of our school day from classroom spaces to class schedules as we address the changing public health situation. For instance, our plans will reflect physical distancing protocols, staggered class schedules and use temperature checks to screen students. As a small K-8 school with one class per grade, our maximum class size ranges from 10 to 14 students for 2020-21.

TCPS is committed to our mission to deliver a robust and engaging academic experience for all students regardless of the mode of delivery. We have considered various instructional scenarios and have evaluated models from other countries, districts and private schools who have re-opened their campuses before us.

We understand that it is going to be difficult if not impossible to meet the diverse needs of everyone in our community. Our goal has been to build a program with flexibility for families and support for teachers that provides the safest possible learning environment for our entire community to reduce everyone's risk of illness.

Meaningful engagement starts with empathy. Empathy requires understanding, informed by deep listening to the concerns, fears, hopes and dreams of each educational community stakeholder group. Whether that group is students, teachers, staff, parents, businesses, or any other community partners, all of our stakeholders want and need to be heard.

The COVID-19 crisis presents an opportunity for TCPS leaders to demonstrate the empathy needed to build their engagement and equity muscles throughout the planning process for the historic 2020-21 school year. Effective engagement allows the voice of all stakeholders to be heard. That stakeholder voice can then inform critical planning decisions that have not been mandated by the county or the state.

# 1. GENERAL MEASURES

- 1) This plan will be accessible on our website at: <https://tcps.org/>
  - a) Responsible to implement and monitor this plan: Donny Kim, Head of School, 858-576-2120
  - b) COVID-19 Liaison with County Public Health is: Mariel Cairns, Director of Operations
    - i) Reporting process (Section 10, 11 and 12): TCPS' reporting liaison will contact the County Public Health if there is a reported case of COVID of an individual on campus.
    - ii) Positive cases will be reported to Epidemiology Department at **1(888) 950-9905**
  - c) Use of Face Coverings - see Section 3
  - d) Plan shared with staff and families online via FACTS/Family Portal: <http://tcp-ca.client.renweb.com/pwr/>
    - i) Staff Training and Parent Education - see Section 8
  - e) Evaluation of compliance will be done on a weekly basis. Any changes to address deficiencies will be communicated via email to staff and parents as appropriate and this plan will be updated as needed.
  - f) TCPS will investigate any case of coronavirus infection or COVID-19 illness and determine any changes that may need to be made to protocols to prevent further cases.
  - g) Protocols to address outbreaks - see Section 10
  - h) Isolation protocols and contact tracing protocols - see Section 10
- 2) External usage of school site: Usage of our facilities by outside vendors will not be allowed because we will not allow mixing of grades for after school vendor classes until it is safe to do so. Additionally, we are minimizing the number of adults and visitors on campus.
- 3) See Section 12 for more details: Planning for possible repeated closures of classes or entire school site: Beginning the school year online provides teachers and students an opportunity to become comfortable with our remote learning format, procedures and resources. TCPS will provide continuity of learning and maintain a high-quality instructional program when there is a need to switch between instructional scenarios (remote, hybrid and on-campus) according to changing local health conditions and agency recommendations during the 2020-21 school year. Lessons will be provided in Google Classroom and Seesaw to promote a seamless transition when classes or the campus may be closed.

TCPS will take into account recommendations from local health officials, our Covid Advisory Committee, and Board of Directors in making decisions when to close and re-open campus. TCPS will initiate a partial quarantine of close contacts if a positive Covid-19 case has been on campus or a full closure and return to remote learning if there are multiple cases within our community. We have direct hire subs and access to a substitute teacher service to provide continuity of instruction should any staff member become ill.
- 4) Support for students - TCPS will communicate often about safety protocols with families and give families a choice to participate in online remote instruction if they have concerns about the risks of on-campus instruction.
- 5) Use of Face Coverings - see Section 3

## 2. PROMOTE HEALTHY HYGIENE PRACTICES

### 6) Healthy Hygiene Protocols

Research suggests that social distancing techniques, along with careful hygiene, cleaning, and use of quarantine/isolation, can reduce the spread of disease in schools. CDC's recommendations for frequent hand washing and cleaning of commonly touched surfaces to mitigate spread of the virus will be applied to our daily routines. TCPS will follow recommendations from OSHA on the use of disinfectants and allowable chemical use in schools. Handwashing, masks and cleaning will all assist in keeping staff and students safe. Teaching of healthy habits and cleaning protocols requires school employees to receive training which has been provided during Staff Orientation prior to the start of the school year.

- a) **Hygiene** - Students will be taught and reminded to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  
- b) **Handwashing** - Frequent handwashing is recommended sometimes as often as every 2 hours.
  - i) Teachers will both model and schedule handwashing times with their students into their normal daily routine including: before and after eating; after coughing or sneezing; after classes where they handled shared items, such as outside recreation, art or science; and before and after using the restroom.
  
  - ii) Handwashing will be recommended for 20 seconds with soap, rubbing thoroughly after application.
  
  - iii) A protocol of handwashing before and after meals will be in place.
  
  - iv) **Use of Hand sanitizer** - When handwashing is not practicable, students and staff may use hand sanitizer stations available inside all classrooms; additional sanitizer stations will be located in common areas outside classrooms. Hand sanitizer products will have a minimum of 60% ethyl alcohol and use will be supervised for elementary students.

7) Additional areas for Handwashing - In addition to the sinks in the restrooms, there are sinks in the downstairs Science/6th grade, Kindergarten and 1st grade rooms that may be utilized when they are not occupied. Portable handwashing sinks will be located outside the downstairs bathrooms to minimize crowding during handwashing.

### 8) Routines for handwashing

To minimize congregation in restrooms, teachers will coordinate and stagger handwashing times. Students will be instructed to limit restroom occupancy to 2 at a time and maintain 6 foot distance while waiting outside. If rooms with sinks are not occupied, students may use sinks in the downstairs classrooms.

9) Supplies of soap, tissues, no-touch trashcans and hand sanitizers will be available and will be checked and refilled daily by a janitorial service.

10) Use of Face Coverings - see Section 3

11) Staff Use of Face Coverings - see Section 3

12) Supply of Personal Protective Equipment (PPE) for employees - TCPS will maintain a supply of PPE in the main office.

- a) Disposable surgical style face coverings are available for use by employees, students and visitors in the main office - see section 3 for requirements to use Face Coverings.
- b) Reusable face shields are available for optional employee use - see section 3.
- c) Disposable gloves are available for employee use as needed when cleaning surfaces.
- d) For staff in the main office, the following PPE will be available for use when in contact with individuals who have symptoms related to COVID-19:
  - i) KN95 masks
  - ii) Face shield
  - iii) Gloves
  - iv) Gown

13) The County of San Diego and CDC strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a) Protect the school community
- b) Reduce demands on health care facilities
- c) Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities.

[San Diego Immunization Program - flu 2020-21  
https://www.cdc.gov/flu/index.htm](https://www.cdc.gov/flu/index.htm)

### 3. FACE COVERINGS

14) TCPS requires the use of face coverings for individuals on campus in accordance with [CDPH guidelines](#).

The CDPH guidelines state that persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering. Individuals unable or unwilling to wear face coverings will not be allowed on campus, and students will be able to participate in Remote Learning.

Face coverings must fit snugly and cover the wearer's nose and mouth. They may be either a commercial product intended for use as a face mask, or may be a homemade or commercially made cloth mask. Cloth masks must be a minimum of 2 layers of densely woven fabric. Masks with valves are not allowed, unless the valve is tightly sealed with clear plastic tape so no air can escape through the valve. If at any time a student, staff member, or visitor needs a face covering (if they forget their face covering, for example, or if their face covering becomes soiled or otherwise unusable), the school will provide them one.

Links to CDC guidance on: [How to wash your mask](#) and [How to wear your mask](#)

#### 15) STUDENT USE OF FACE COVERINGS protocol:

Students will wear masks at all times when indoors. They may choose to obtain and wear a face shield as well as a mask if they wish, but a face shield is not considered a substitute for a mask and should be used in addition to, not in place of, a snug-fitting face covering.

When students are at recess or in PE class, they may remove their masks when physically distant (more than 6 feet away) from other students and staff. Students will remove their masks for lunch and snack times, which will be outside and maintaining a minimum 6-foot distance.

During class time, a "mask free zone" will be provided for younger children who may need a break from mask wearing for a short time. The area will be outside in a place where the student can easily maintain at least a 6-foot distance from other students and from staff.

When a face covering is temporarily removed, it will be placed in a clean paper bag with the student's name on it.

**16) STAFF USE OF FACE COVERINGS protocols:**

- a) Face masks: Staff will wear face masks at all times indoors and may remove their masks when they are outdoors and more than 6 feet away from students and staff. Links to CDC guidance on mask use and cleaning are provided above.
- b) Face shields are available to staff members who wish to wear them in addition to masks. Staff using face shields are advised to clean shields at least daily with safe disinfectants, store shields safely for reuse and notify administration when replacement is needed.
  - i) In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used by staff instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering at other times.
  - ii) CDC guidance for cleaning face shields as stated for cleaning eye protection:  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>
- c) For staff in the main office who may be in close contact with individuals with COVID-19 symptoms, a KN95 mask, gown and gloves are available for use when in the presence of the symptomatic individual until the symptomatic individual has left the campus.

## 4. PROMOTE STAFF SAFETY

- 17) The safety of staff including teachers and administrative staff is an important priority in the safe operation of our campus.
- a) During the Orientation week at the beginning of the school year, by regular emails at least once a month and at least once a month at staff meetings, staff will be trained and reminded about safety protocols to practice physical distancing (a minimum of 6 feet as much as practicable) from each other as a critical practice to reducing transmission between adults; to wear facial coverings and to wash hands frequently.
  - b) Staff will be required to use face coverings at all times except for eating or drinking and are instructed to never share PPE. See Section 3.
  - c) Where practicable, staff is encouraged to work remotely. When tasks or responsibilities cannot be performed remotely or where presence on campus is required, staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, are asked to contact the Head of School with concerns.
    - i) The use of PPE and importance of safety protocols to reduce transmission will be reviewed with all staff often. Staff has received written protocols by email and training during Orientation on these protocols. These are also available on a dedicated COVID Safety Protocols page on the [Employee Google Site](#) for reference.
  - d) Staff meetings, professional development training and education, and other activities involving staff will be scheduled to include physical distancing measures in place, or virtually, where physical distancing is a challenge. If meetings occur on campus, these are encouraged to be outside as much as practicable.
  - e) Staff is encouraged to minimize staff lounge use for lunch and breaks when possible. Physical distancing will be encouraged at all times and open windows and doors to increase outside air.
  - f) Procedures for daily symptom monitoring for staff and students. See Section 9.

## 5. CLEANING, DISINFECTION AND VENTILATION

18) To minimize sharing and use of water fountains, staff and students are encouraged to use reusable water bottles.

19) Frequently touched surfaces will be cleaned daily by staff and/or a third party janitorial service. These surfaces include:

- a) Door handles
- b) Light switches
- c) Sink handles
- d) Bathroom surfaces
- e) Lunch tables by staff after each use
- f) Student desks and g) Chairs - Each student will be assigned a desk and chair for individual use in the student's homeroom classroom. Student desks and chairs will be disinfected at the end of the day.

Water fountains will be replaced with bottle filling stations.

### Cleaning and Disinfecting Protocols

A third party janitorial service will be used to disinfect commonly used surfaces including doorknobs, toilets, handrails and handwashing facilities daily. The janitorial service will ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

Individual student desks and chairs will be disinfected daily at the end of the day by a third party janitorial service.

Staff will be instructed to review and follow manufacturer's directions and Cal/OSHA requirements for safe use. As required by product instructions, anyone using cleaners or disinfectants will be required to use PPE (such as gloves).

20) Buses - Not applicable

21) Activities that require sharing of supplies and equipment will be limited as practicable. When sharing of items occurs, teachers will clean and disinfect between uses.

22) Disinfection will be performed in the evenings by janitorial service using products on the EPA approved list "N". Those using disinfecting products are required to follow label directions regarding proper use of the product and PPE required.

- a) During the school day, it is anticipated that grade level cohorts will remain in their dedicated outdoor classroom and/or indoor classroom as much as practicable. If common areas such as

lunch tables or outdoor benches are used, the teacher using the common area will wipe down the area using available safe disinfecting products such as ethyl alcohol wipes after each use.

23) Disinfectant use will be primarily by third party janitorial services as directed by product instructions and kept out of reach of students. Teachers will have access to cleaning supplies in their classroom if there is a need to clean and disinfect in the middle of the day - for example, if a student sneezes or coughs on a desk - ethyl alcohol or hydrogen peroxide wipes will be accessible to teachers. Use of cleaning and disinfecting products by staff will be as directed by product instructions using protective equipment as required by the product instructions.

24) Regular use of cleaning and disinfecting products will take place after regular school hours when students are not present, as much as practicable. Ventilation using outside air will be maximized whenever possible by opening windows and doors. Outside classrooms will be utilized as often as practicable to promote airflow.

- a) TCPS contracted with a mechanical engineering and maintenance company to increase outside air intake for HVAC systems and to replace air filters with the highest efficiency filters possible (Sept 2020 - MERV 11 filters were installed).

**25) To maximize outdoor air, outdoor classrooms will be utilized as often as practicable.**

- a) When classes are held indoors, windows and doors will be opened to maximize outdoor air flow in addition to air conditioning. HVAC filters have been replaced with air filters to the highest efficiency possible. HVAC units have been adjusted to maximize outside air flow.
- b) Portable HEPA filters room units are in the main office in the isolation area and will be in all the homeroom classrooms.

26) Water fountains - will not be available for use. A bottle filling station replaced the outdoor water fountains. A plumbing service will be consulted regarding drinking water safety when water fountains are placed back in service.

## 6. PHYSICAL DISTANCING INSIDE AND OUTSIDE CLASSROOMS

### Class Spaces and Physical Distancing

Creating conditions for high quality teaching and learning, while also maintaining physical distance on school campuses, necessitates an overhaul of logistics, structures, and schedules across every facet of the school's programs. The Administration Team has engaged in thorough coordination with the Advisory Committee and staff to identify safe options and establish schedules and processes that meet the needs of all students and staff, while also applying innovative solutions to protect the health and safety of our TCPS community.

Physical distancing has two main components, as identified by the U.S. Centers for Disease Control and Prevention and the World Health Organization: keeping individuals at a safe distance from one another (3 to 6 feet) and reducing the number of people with whom an individual interacts face-to-face.

TCPS plans for on campus instruction will include logistical changes to keep students and staff at a safe distance from one another outside of class, particularly during arrival and dismissal, mealtimes, recess, and class changes. We will take various approaches to accomplish physical distancing at school, including reducing class size, keeping students in a stable homeroom class "cohort", seating students farther apart with assigned seats, canceling large-scale gatherings and events, and using staggered arrival and dismissal schedules so that fewer students are congregated in common areas at one time. We will run simulations before students return to ensure an orderly flow of traffic.

Family members and visitors will not be allowed on the school premises, except on very rare occasions.

#### **27) STAGGERED ARRIVAL AND DISMISSAL to minimize gatherings**

- a) Buses - not applicable
- b) TCPS will educate our community to minimize contact at school between students, staff, and families at the beginning and end of the school day. Physical distancing will be encouraged at all times using signs around campus.
- c) Drop off and pickup times and locations will be staggered and maintained as consistently as practicable to minimize scheduling challenges for families. Families are asked to adhere to designated schedules by grade to minimize gatherings and maintain physical distancing of at least 6 feet from others at the designated entry/exit points.

#### ❖ **ARRIVAL - Morning DROP OFF** at northernmost large rolling gate near 3rd grade:

- 8:00 to 8:15am - Grades K through 2 arrival
- 8:15 to 8:30am - Grades 3 through 5 arrival
- 8:30 to 8:45am - Grades 6 through 8 arrival

Parents are asked to be mindful to arrive within the designated window. For families with more than one student, drop off all students within a family may occur during the youngest student's arrival time.

Temperature and symptom screening will occur at the entry gate and only students who have been screened will be allowed on campus. See section 9. Once screened, students will report directly to their classroom with their homeroom teacher. Staff will enter through the main office for screening.

Homeroom Teachers will be in their classrooms to receive their students. Non-homeroom teachers and administrative staff will have rotating assignments during morning screening.

#### ❖ **DISMISSAL - Afternoon PICK UP**

- 2:30pm Grades K-2 dismissal at gate off Mount Ararat
- 2:45pm Grades 3-5 dismissal at gate off Mount Ararat
- 3:00pm Grades 6-8 dismissal at northernmost large gate near 3rd Grade

Parents are asked to be mindful to pick up students within the designated window. For families with more than one student, pick up for all students within a family may occur during the oldest student's pick up time.

Students will be dismissed individually at the designated gate to adults authorized to pick up. At pickup, authorized pickup individuals are asked to wear masks and maintain physical distancing of at least 6 feet from others.

Homeroom Teachers will remain with their students and dismiss students individually. Non-homeroom teachers and administrative staff will have rotating assignments during dismissal. Daycare staff will supervise students after 3:30pm.

- d) See above for routes for entry/exit and protocols
- e) Implement health screenings of students and staff upon arrival at school. See Section 9
- f) Buses - not applicable

#### 28) In-classroom spaces

- a) To reduce spread of infection, students will remain together with their grade "cohort" during the school day, including recess and lunch. Each grade will remain as a cohort (class sizes range from 6 to 14) in their classroom with their homeroom teacher to the greatest extent practicable. Enrichment subject teachers will move into classrooms so that students remain in their dedicated space as much as practicable.
- b) TCPS classes will convene in outdoor classrooms as much as practicable, weather permitting. Canopies and individual student desks will be set up outside for each grade cohort. Teachers

are encouraged to conduct classes outdoors, however there may be times that instruction will be conducted indoors.

- c) Movement of students and teachers or staff will be minimized as much as practicable. Teachers will move to classrooms so that students remain in their space with their grade level cohorts to minimize contacts.
- d) Teacher and other staff desks will be set up 6 feet away as much as practicable from student desks. Space between seating and desks will be maximized as much as practicable and students will be instructed to keep desks where they are set up. Where possible, desks will be positioned to face in the same direction and minimize face-to-face contact.
- e) TCPS is designed as a small school with one class per grade (current class size ranges from 6 to 14). While on campus, each class is planned to perform activities separate from other classes and remain in their grade level “cohorts” as much as practicable.
- f) Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. Teachers will review safety protocols with their students.
- g) Band or choir - Not applicable.
- h) Activities that involve singing must only take place outdoors.
- i) Google Classroom and Seesaw online programs will be utilized to allow students to turn in assignments electronically as much as practicable to minimize contact.
- j) Desk spacing and configurations do not anticipate the use of privacy boards or clear screens.

29) In non-classroom spaces:

- a) Parents, nonessential visitors and volunteers will generally not be allowed on campus except in very limited cases.
- b) Use of communal spaces such as picnic tables and library will be very limited and if used - will be one class at a time. Where tables, desks or chairs may be used in communal spaces, disinfection of surfaces is required before and after use.
- c) See 28b above for outdoor classrooms.
- d) **Flow of foot traffic** - TCPS will create one way indoor hallways as much as practicable to minimize congregate movement.
  - i) **Upstairs hallway main building - one way direction towards bathrooms:** The flow of foot traffic will go north to south towards the restrooms. Exiting from the restrooms, to

return to class, students will be directed down the stairs to the blacktop and back up the ramp to the north.

- ii) **4th grade hallway - one way direction north to south:** To access the 4th grade classroom, students will utilize the northernmost set of stairs from the blacktop. When exiting the room, students will exit to the south with no access through the Big Hall. To utilize the restrooms, 4th grade students will use the south stairs to exit to the blacktop to access the downstairs restrooms.
  - iii) **Main interior stairs - one way down direction only**
  - iv) **Exterior ramp - one way up direction only**
  - v) **Exterior walkway along back of building - 2 way traffic - single file access keeping to the right** to encourage physical distancing while passing. Students will be asked to keep moving and not stop in this area.
  - vi) Lockers are not planned to be used for middle school to minimize gatherings in close spacing.
- e) During snack and lunch, each class will remain with their cohort and utilize their outdoor tent, weather permitting. No hot lunch service is planned for this year.
- f) Recess activities will be conducted in separated areas designated by each grade cohort.

### 30) Physical Education and extracurricular activities

- a) Assemblies, field trips and activities that require close contact or that would promote congregating are not scheduled at this time.
- b) Physical education activities will include:
  - 1) Physical distancing of at least six feet,
  - 2) Stable class cohorts and
  - 3) outdoor activity, weather permitting.
- c) Sports - n/a
- d) Sharing of equipment - see Section 7
- e) Indoor physical education classes
  - i) Face coverings are required - see Section 3
  - ii) Will not require heavy exertion and therefore can be done with face coverings.
- f) Parents will receive a copy of this Reopening Plan.
- g) Band/choir - not applicable.

## 7. LIMIT SHARING

TCPS has reviewed practices to determine where changes are needed to limit sharing as much as practicable. We have purchased individual supplies, textbooks, tablets/chromebooks and class materials as much as practicable to minimize sharing among students.

Staff will be instructed to avoid sharing phones, other work supplies, or office equipment wherever possible. Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc., with a cleaner appropriate for the surface.

- 31) Individual student's belongings will be kept separated from others and students will be reminded to bring home personal belongings each day.
- 32) TCPS has desks, chairs and technology devices for each grade cohort to minimize the need for sharing.
- 33) Where sharing may be required of supplies or other materials (such as microscopes in science or PE and recess equipment), **cleaning and disinfecting between uses will be performed by the teacher using the supplies or equipment at the end of the activity.**

## 8. TRAIN STAFF AND FAMILY EDUCATION

TCPS incorporates education and training about healthy practices and safety protocols for our staff, students and families as part of our Reopening Plan.

CDC guidelines: [How to Protect Yourself and Others](#)

### Staff Training

- 34) Staff receives regular emails regarding COVID safety protocols. Updated protocols were presented to all staff during Orientation meetings in August and by email. TCPS maintains a page on its [Employee Google Site](#) accessible to all staff that is dedicated to COVID safety protocols. Reminder emails will be sent to staff to review the protocols at least once a month.
- a) Enhanced sanitation practices - Staff has received emails to wash hands frequently or use hand sanitizer.
  - b) Physical distancing guidelines and their importance - Staff has received emails about keeping a distance of at least 6 feet from others as much as practicable.
  - c) Proper use, removal, and washing of face coverings - see Section 3.
  - d) Screening practices - Staff has been instructed to perform screening procedures as outlined in Section 9 each day when they enter the building.
  - e) How COVID-19 is spread - The COVID safety protocols include links to the CDC website on “How to keep protect yourself and others” (above).
  - f) A list of COVID-19 specific symptoms is included in staff’s daily screening procedures.
  - g) Staff has been notified by email, on the website and in training that they are asked to stay home when sick to help prevent the spread of COVID-19, 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.
  - h) See section 9 and 10 - For workers, COVID-19 specific symptom identification and when to seek medical attention.
  - i) The employer’s plan and procedures to follow when children or adults become sick at school. - See Section 10
  - j) The employer’s plan and procedures to protect workers from COVID-19 illness is summarized in this “Campus Reopening and COVID Prevention Plan” prepared using the County Office of Education’s template in compliance with State and County guidance for schools.
- 35) As part of online or safely distanced in person staff meetings, including staff orientation and regular email communications, TCPS will continue to provide education and reminders to staff about our COVID Safety Protocols that can be found on the Safety Protocols page in the Employee Google site.

### Family and Community Engagement

Effective school reopening will require diligent efforts to communicate with parents, educators, and community members. Careful reopening plans will be for naught if parents and staff are not confident about the measures in place. Communication is going to be key in our success at keeping everyone safe and infomed. Prior to

reopening campus, TCPS will share a copy of this Reopening Plan, hold a meeting to share information and provide parents with detailed screening protocols and safety procedures - see Section 9 and 10.

## **School Parent Volunteer Protocols**

To minimize contacts and promote social distancing, TCPS will be limiting the number of volunteers on campus at any given time and all volunteers on campus must comply with the school volunteer regulations.

### **Volunteer Agreements**

- All volunteers must schedule a time to be on campus with teachers or administrators. There will be no drop in volunteer opportunities.
- Volunteers must check in at the front office and comply with screening protocols - see Section 9.
- Volunteers must follow face covering protocols at all times on campus - see Section 3 (bandannas and neck gaiters are not allowed).
- Volunteers must wash hands frequently and maintain a physical distance of 6 feet or more from staff and students.
- Volunteers on campus must use school approved cleaning products if cleaning and/or disinfecting the classroom or school environment.

## 9. SCREENING FOR SYMPTOMS

36) Symptom screening is a crucial part of preventing spread of novel coronavirus within the school community. Although pre-symptomatic and asymptomatic spread of the virus mean that it's impossible to catch every infected person, we will implement a screening process to identify both symptomatic and high-risk individuals.

TCPS' screening is based on CDC [Symptoms of Coronavirus](#) and the County of San Diego and San Diego Office of Education's [Decision Tree and Decision Guide](#). Our screening criteria below follows agency recommendations that are current as of this writing. We anticipate there will be changes over time and will update our criteria as necessary.

TCPS' small, highly engaged community of families already approaches school with a community-oriented mindset. We ask each staff member and family to make a Commitment to Community Health that asks a great deal of them in terms of transparency and accountability to help keep our community safe. Circumstances and symptoms that in the past would have been acceptable for a student attending in-person may not be in the setting of a pandemic.

Our robust online learning program will enable students who are diagnosed with coronavirus infection, or who have had a high-risk exposure to coronavirus, to make the transition from in-person to remote learning smoothly and easily. Families will not be penalized for choosing remote learning at any time or for any reason. We will actively encourage students and staff to stay home if they suspect they might be sick, or if they have had exposure to a person who is sick. We will create a culture that places value on protecting the health of others by staying home when necessary. These values and expectations will be laid out in the Commitment to Community Health, and reiterated in regular communications to families and staff.

37) **Pre-Screening - PRIOR TO ARRIVING ON CAMPUS** - In signing the Commitment to Community Health, parents and guardians are agreeing to screen their child each day before they send them to school. Similarly, staff is agreeing to screen themselves prior to arrival at school. Families and staff will be asked to utilize an app each day to document their screening prior to arriving on campus.

- a) **STUDENT DAILY SCREENINGS AT HOME:** Each day, parents are asked to screen their child, and also indicate if they have had contact with a person known to be infected with coronavirus.
- i) Parents are instructed to check their child's temperature to ensure that it is below 100 degrees Fahrenheit, and
  - ii) Also check students for signs or symptoms of coronavirus infection:
 

<input type="checkbox"/> Sore throat <input type="checkbox"/> Cough <input type="checkbox"/> Chills <input type="checkbox"/> Body aches for unknown reasons <input type="checkbox"/> Fatigue for unknown reasons <input type="checkbox"/> Shortness of breath	<input type="checkbox"/> New Loss of smell or taste <input type="checkbox"/> Fever = Temperature > 100 degrees F <input type="checkbox"/> Headache for unknown reasons <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> New congestion or runny nose
--	---
- b) **STAFF SCREENINGS:** Staff is asked to screen for items i) and ii) above and complete the app prior to arrival on campus.

### 38) Entering Campus - ACTIVE SCREENING UPON ARRIVAL

**STUDENT SCREENINGS** - Upon arrival to campus, students will remain outside the gates until their screening has been completed, at which time they will proceed directly to their classrooms. Markings on the ground will help them to maintain 6-foot distance outside. Students who live in the same household may choose to wait together and be screened together.

39) **Visual check for general wellness** - Students will be greeted individually by a staff member, who will confirm their parent has submitted responses via the screening app and will conduct a visual check for general wellness;

- *If a student appears ill with any symptoms related COVID-19, they will be brought to the isolation area and a staff member will contact the student's parent or guardian to determine whether the symptoms preclude the student from attending school that day. Home Isolation protocol and return to school criteria - see Section 10.*

40) **Ask students age-appropriate screening questions** to determine whether they or anyone in their home has had COVID-19 symptoms or a positive coronavirus test.

- a) How are you feeling today?
- b) Is anyone in your house sick?
  - *If a student indicates that they or a member of their household is ill, they will be brought to the isolation area and a staff member will contact the student's parent or guardian to determine whether the situation precludes the student from attending school that day.*
- c) Have you or anyone in our household tested positive for coronavirus?
  - *If the student indicates that they or a family member have tested positive for coronavirus, that student will be brought to the isolation area and their parent or guardian will be contacted for immediate pickup and home quarantine see section 10.*

**Take the student's temperature with a no-touch thermometer -**

- i) Any student with a temperature greater than 100 will be brought to the isolation area and their temperature will be re-checked with an oral, tympanic, or temporal artery thermometer.

*If a temperature greater than 100 is confirmed and does not resolve after 30 minutes without fever-reducing medication, their parent or guardian will be contacted for immediate pickup. If a parent finds their child has a temperature just under 100.0 when they complete the pre-screen app at home, they are encouraged to wait to find out if their child clears the screening at the entrance gate before they leave.*

41) *If a student does not appear ill, answers "no" to the questions above and temperature is normal, the student will be supplied with hand sanitizer or will wash their hands, and then will proceed directly to their classroom.*

**EMPLOYEE SCREENINGS:** Employees will use a separate entrance from students and will self-screen each day upon arrival. They will maintain 6-foot distancing and wait outside if necessary.

**EMPLOYEE TEMPERATURE SCREENING:** Each employee takes temperature with a no-touch thermometer and documents that their temperature is below 100 and answers to the screening questions.

**EMPLOYEE SCREENING QUESTIONS:** All employees will utilize the app to document their daily screening:

1. Do you have any of the following symptoms?

- |   |  |
|---|--|
| <input type="checkbox"/> Sore throat                    | <input type="checkbox"/> New Loss of smell or taste          |
| <input type="checkbox"/> Cough                          | <input type="checkbox"/> Fever = Temperature > 100 degrees F |
| <input type="checkbox"/> Chills                         | <input type="checkbox"/> Headache for unknown reasons        |
| <input type="checkbox"/> Body aches for unknown reasons | <input type="checkbox"/> Nausea or vomiting                  |
| <input type="checkbox"/> Fatigue for unknown reasons    | <input type="checkbox"/> Diarrhea                            |
| <input type="checkbox"/> Shortness of breath            | <input type="checkbox"/> New congestion or runny nose        |

- ***Employees who are symptomatic (answer “yes” to question number 1) will be required to isolate at home and asked to contact their health care provider for instructions. Home Isolation and Return to work criteria is included in Section 10.***

2. Have you or a member of your household had a positive test for coronavirus (COVID-19) in the last 14 days?

- ***Any employee who has tested positive for coronavirus infection will be required to isolate at home until at least 10 days have passed since their first symptoms, and their temperature has been normal (without fever-reducing medication) for at least 24 hours. Home Isolation and Return to work criteria is included in Section 10.***
- ***Employees awaiting results of a coronavirus test due to exposure (not routine testing) will isolate at home until results are known.***
- ***Any employee who tests positive for coronavirus infection should inform the Head of School as soon as possible.***
- ***Employees who share living quarters with a person known to be infected with coronavirus must quarantine at home for 14 days following their last contact with the infected person. If contact is ongoing, they must quarantine for 14 days after the infected individual is no longer considered contagious by CDC criteria.***

3. In the last 14 days, have you been in close contact with anyone who is known to have coronavirus (COVID-19) or is suspected to have coronavirus?

- ***Employees who have been in close contact with an individual with coronavirus or COVID-19, or who have been asked to quarantine by government officials or a healthcare provider, will be required to quarantine at home for 14 days after their last contact with the infected individual.***

4. In the last 14 days, have you traveled to any of the countries on the CDC’s high risk list

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> ? (As of this writing Sept - travelers are prohibited from China, Iran, Most European Countries, United Kingdom, Republic of Ireland and Brazil) \* ***Employees who have traveled to a country on the CDC’s high risk list will be required to quarantine at home for 14 days following their return.***

*If an employee's answer is "no" to all the above questions and temperature is normal, the employee will be supplied with hand sanitizer and may proceed.*

**VISITOR SCREENINGS:** Visitors, volunteers and family members will not be allowed on campus, except in rare cases.

**Visitors screening questionnaire:** Visitors will be asked the following:

1. Do you have any of the following symptoms?

- |   |  |
|---|--|
| <input type="checkbox"/> Sore throat                    | <input type="checkbox"/> New Loss of smell or taste          |
| <input type="checkbox"/> Cough                          | <input type="checkbox"/> Fever = Temperature > 100 degrees F |
| <input type="checkbox"/> Chills                         | <input type="checkbox"/> Headache for unknown reasons        |
| <input type="checkbox"/> Body aches for unknown reasons | <input type="checkbox"/> Nausea or vomiting                  |
| <input type="checkbox"/> Fatigue for unknown reasons    | <input type="checkbox"/> Diarrhea                            |
| <input type="checkbox"/> Shortness of breath            | <input type="checkbox"/> New congestion or runny nose        |

2. Have you or a member of your household had a positive test for coronavirus (COVID-19) in the last 14 days?
3. Are you awaiting results of a coronavirus (non-routine) test?
4. In the last 14 days, have you been in close contact with anyone who you know to have coronavirus (COVID-19)?
5. In the last 3 weeks, have you or a member of your household been advised to be tested for coronavirus by government officials or a healthcare provider?
6. In the last 2 weeks, have you or a member of your household been advised to self-quarantine for coronavirus by government officials or a healthcare provider?
7. In the last 14 days, have you traveled to any countries on the high-risk list?

**Temperature Screening:** Visitors will have their temperature taken by a staff member with a no-touch thermometer.

- ***If a visitor answers "yes" to any of the screening questions (with rare exceptions, as described below), or if their temperature measures greater than 100 degrees Fahrenheit, they will not be admitted on campus.***
  - Exceptions may be made if the visitor receives routine coronavirus testing for the purposes of screening (by an employer, for example) but has no known exposure to, or symptoms of, coronavirus infection.

42) Documenting, tracking and tracing - see Section 10 and 11.

43) Student symptoms see above.

44) See Section 10 for more details: Staff and students will be monitored over the course of the day for symptoms of coronavirus infection, including fever or chills; cough; shortness of breath; sore throat; runny nose or congestion; nausea, vomiting, or diarrhea; fatigue; headache; unexplained muscle or body aches; and new loss of taste or smell. Any ill-appearing individual will be required to put on a mask and to wait in the isolation area until they can be transported home or to a medical facility, as appropriate.

45) No penalties for missing class see 36) above.

## 10. PLANS FOR WHEN SOMEONE BECOMES SICK

Because individuals with the novel coronavirus may be contagious even if they are asymptomatic, and research shows that even symptomatic patients can transmit the virus for days before becoming symptomatic, no screening system can find or identify every person who is infected or contagious. TCPS' plan for when someone becomes sick is designed to provide care for ill individuals while minimizing the chances of transmission to others. Our strong cohorting system will allow us to trace close contacts of cases and follow up with them to ensure they are able to quarantine appropriately and in a timely manner.

Our plans are based on CDC guidance, San Diego Office of Education's COVID-19 Symptom [Decision Tree](#) and [Decision Guide](#). The isolation and quarantine criteria below follows agency recommendations that are current as of this writing. We anticipate there will be changes over time and will update our criteria as necessary.

- 46) **DESIGNATED ISOLATION AREA for sick students:** Back area of the front office and/or pop-up covered tent that will be installed outside main office when needed.
- 47) **AWAITING TRANSPORT HOME OR TO HEALTHCARE FACILITY:** Any individual exhibiting symptoms of coronavirus infection will be immediately required to wear a face covering and will be brought to the isolation area until they can be transported home or to a healthcare facility.
- 48) **Symptoms that may require isolation** include:
- |  |   |
|--|---|
| <input type="checkbox"/> Fever                                       | <input type="checkbox"/> Headache                   |
| <input type="checkbox"/> Cough                                       | <input type="checkbox"/> Sore throat                |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Congestion or runny nose   |
| <input type="checkbox"/> Chills                                      | <input type="checkbox"/> Nausea or vomiting         |
| <input type="checkbox"/> Repeated shaking with chills                | <input type="checkbox"/> Diarrhea                   |
| <input type="checkbox"/> Fatigue                                     | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Muscle pain                                 |   |

**ISOLATION REQUIREMENTS:** Individuals who are sent home with any coronavirus symptoms will be advised to consult their healthcare provider for advice and to determine whether coronavirus testing is necessary. A current list of symptoms can be found on the CDC website [here](#). It should be noted that, in accordance with [guidelines from the San Diego County Office of Education](#), individuals with symptoms that may be due to coronavirus are required to isolate at home, unless those symptoms are due to a documented chronic condition. This is true even if the symptoms are due to an acute diagnosis, as coronavirus may co-occur with other diagnoses such as flu or strep throat. For information about home isolation, please refer to [Home Isolation Guidelines](#) from the County of San Diego.

**Return to work or school is allowed as follows (per [SDCOE Decision Guide](#))**

- **Individuals with coronavirus symptoms, or a positive PCR viral test:** may return to school 10 days after symptom(s) first appeared, AND improved symptoms and no fever or use of fever-reducing medication) for the last 24 hours.

- **Individuals with proof of negative PCR COVID viral test:** may return 3 days after all symptoms are fully resolved; OR after 10 days from the day symptom(s) first appeared, AND improved symptoms and no fever (or use of fever reducing meds) for the last 24 hours.
- **Individuals may return immediately if they provide a signed note from their health care provider (MD, DO, NP, or PA) to confirm that the symptoms are the result of a chronic condition.** The note should: cite relevant diagnostic studies, give the date-of record when diagnosed; include provider's contact information; explain how symptoms are unrelated to COVID-19; and be accompanied by signed consent for school to interact with the health care provider.

49) For serious illness or injury staff will **call 911 without delay**, and will alert emergency medical personnel that the patient has symptoms of COVID-19.

**Symptoms that require immediate attention from emergency personnel include:**

- |  |  |
|--|--|
| i) shortness of breath,                | v) Difficulty waking or staying awake.   |
| ii) persistent chest pain or pressure, | vi) Any time a person is observed to be in acute distress, 911 should be called. |
| iii) confusion,                        |  |
| iv) blue lips or face                  |  |

50) Local health officials will be contacted immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

**QUARANTINE REQUIREMENTS:** When an individual (staff or student) is identified with coronavirus infection, the school will work with local health officials and the affected individual to identify all cohorts with whom the individual has had close contact (defined by the CDC as being within 6 feet for 15 minutes or more), dating back to 48 hours before the onset of symptoms; students in those cohorts will be sent home for a minimum of 14 days to self-quarantine and monitor for symptoms. Students within the affected cohort will be asked to stay home and self-quarantine even if they are not close contacts.

Staff members who have been in close contact with an infected individual in the same time period described above will also be sent home for 14 days of home quarantine. Siblings, students, and staff who share living quarters with, or who are otherwise close contacts of the infected individual will be required to quarantine at home for 14 days after their last known contact.

Any individual in quarantine who develops symptoms consistent with coronavirus infection should contact the school immediately. Confidentiality will be maintained as required by law. If a second case is confirmed, contact tracing will be undertaken for that individual in coordination with local health officials and any close contacts will self-quarantine for 14 days after their last known contact with the case.

If any students and staff are required to stay home for quarantine, [Home Quarantine Guidance](#) from the County of San Diego will be provided to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

**CONTACT TRACING:** Contact tracing for any cases of infection will be coordinated with local health officials and undertaken as soon as practicable. Families of students identified as close contacts will be contacted by telephone and/or text alert as soon as possible, while maintaining privacy as required by law, and advised about quarantine (see above). All families in the school community will be notified by email when there is a positive case, while maintaining privacy according to state and federal laws.

- 51) If a case of coronavirus is suspected, areas used by the infected individual will be closed off for cleaning. If practical, the area(s) will remain closed for 24 hours before cleaning to reduce risk of exposure. If waiting 24 hours is not possible, staff will wait as long as possible. Disinfectants will be kept away from students and best practices will be followed for application of products, protective equipment for users, and adequate ventilation, as recommended by the product manufacturer. See section 5.
- 52) Per CDC criteria, students or staff who have documented or presumed coronavirus infection will stay in home isolation for at least 10 days after symptoms arose, and until their symptoms are improving and their fever has resolved (without fever reducing medicine) for at least 24 hours. [Home Isolation Guidelines](#) per the County of San Diego is available to staff or families. It should be noted that a negative test for coronavirus does not mean that a symptomatic individual may return to school. They must wait for 24 hours after resolution of fever and 3 days of fully resolved symptoms to return to campus.
- 53) TCPS students, including students with disabilities, will have access to remote instruction when out of class, as required by federal and state law. TCPS has developed a robust online curriculum that parallels our in-person instruction in such a way that students may opt for online instruction at any time, and for any length of time, without penalty. All students, regardless of disability, have full access to this program in accordance with state and federal law. TCPS families have the option to participate in remote learning based on the unique circumstances of each student. For example, students with health conditions, students with family members with health conditions, students who cohabit or regularly interact with high-risk individuals, or who are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering remote learning. If at any time a student or cohort is asked to quarantine at home, they will be able to smoothly make the transition to the online learning program.
- 54) TCPS families have the choice for their student to participate in remote learning based on the unique circumstances of each student. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering remote learning.
- 55) If TCPS has an outbreak: Local health officials will be contacted if positive cases occur within our school community (staff and students). If more than one case occurs within 14 days, TCPS will work with local health officials to determine if this is considered community transmission if they occur without a likely explanation outside of school (if the cases live in the same household for instance, or have an infected contact in common).

If cases occur in more than one cohort without another likely explanation, the school will coordinate with local health officials on the closure of campus for 14 days so students and staff can quarantine in their homes and monitor themselves for symptoms.

56) If cases of community transmission are suspected or known, TCPS will review our protocols, practices, and cohorting system to identify likely sources of spread, and change our protocols and practices according to CDPH guidance. TCPS will consult with local health officials before reopening after a closure for suspected community transmission.

57) Updating protocols as needed - see 56 above

## 11. Maintain Healthy Operations

58) TCPS has plans to maintain healthy operations on campus as follows:

- a) On a daily basis, the Head of School will communicate staff absences with the Director of Operations in order to monitor staff absenteeism. TCPS maintains a list of direct hire substitute teachers that we can contact when teachers are unable to come in. In addition, we have a contract with a substitute teaching service that can provide coverage.
- b) Section 9 and 10 contain details about screening and monitoring the types of illnesses and symptoms among students and staff to isolate them promptly as needed.
- c) The Head of School, Director of Operations and Administrative Assistant are the designated staff liaisons responsible for responding to COVID-19 concerns who are always available by email and phone during work hours.
  - i) Designated staff is directed to become familiar with the guidance video from the [County Office of Education: Responding to Symptoms and Exposures](#) (posted Sept 1 2020).
  - ii) The staff liaisons are trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d) Staff and families are asked to maintain open communications and to email the Director of Operations to self-report symptoms. Staff and families will receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by [FERPA and state law related to privacy of educational records](#). Personally identifiable information (PII) will be shared with local health officials or any other officials who need to know information related to a student's symptoms related to COVID as a specific emergency.
- e) The Director of Operations will monitor local health official recommendations regarding routine testing. Because testing is still limited in the county, the role of providing routine systematic testing of staff or students for coronavirus (e.g., PCR swab testing for acute infection, or

presence of antibodies in serum after infection) is currently unclear. At the time of this writing, however, the CDC has recommended only testing of symptomatic individuals. TCPS will perform routine testing as currently required by the state and will consider best practices on the type of testing and frequency for our staff.

- i) Families of students are encouraged to talk to their child's health care providers about routine testing.
- ii) TCPS believes regular testing is important and is exploring County testing sites that are prioritizing school employees and will also look into services that can provide testing for staff on-site. Prior to the initial reopening of campus in October, TCPS has arranged for onsite testing of staff. Further testing of staff will be considered at least once every month, based on availability of testing.

Staff may also be directed to contact their primary care providers about testing on a routine basis.

- f) Remote Learning is an option for all students during the 2020-21 school year as an alternative to learning on campus.

## 12. Reopening, Partial or Total Closure of Campus

An important step to supporting safety at TCPS is allowing students and staff to stay home if there is any sign of illness or COVID like symptoms to minimize exposure on campus. It is thus important for us to provide ongoing remote learning and continuity plans to support students and staff who are in and out of school for health reasons. It is also likely that we may need to be prepared for remote learning in situations when TCPS will need to close the campus temporarily to prevent further spread of the virus.

- 59) The Director of Operations will monitor state and local orders and health department notices daily about transmission in the area or closures and recommend changes to operations accordingly.
- 60) When a student, teacher, or staff member tests positive for COVID-19 (referenced as “patient” below) and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps:
  - a) In consultation with the local public health officials, the Head of School may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - b) Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. See Section 5.
  - c) Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
  - d) TCPS will implement communication plans to send out notifications as soon as possible when we are notified of coronavirus exposure at school and when potential school closures are required. Campus closure due to exposures will be coordinated with local health officials and communications will be sent out by email and/or text alert to parents and staff, as well as phone calls to close contacts.

- e) **STAFF AVAILABLE PAID AND UNPAID LEAVE:** If a staff member is unable to work due to a reason related to COVID or if an immediate family member in the household becomes ill related to COVID, there are paid leave options that may be applicable depending on the nature of the absence. Staff is directed to contact the Director of Operations for more information.
- ❖ Currently effective through December 2020, under the [Families First Coronavirus Response Act](#), there is paid leave available:
    - i) **Up to 80 hours at the employee's regular rate** if the employee:
      - ❖ is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
      - ❖ has been advised by a health care provider to self-quarantine related to COVID-19;
      - ❖ is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
    - ii) **Up to 80 hours at two-thirds of the employee's regular rate** if the employee:
      - ❖ is caring for an individual subject to an order described in (1) or self-quarantine as described in (2) above;
      - ❖ is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
    - iii) **Up to an additional 10 weeks at two-thirds of the employee's regular rate** if the employee is:
      - ❖ is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;
  - ❖ Annually paid sick leave is available to staff as follows:
    - i) 8 days for full time, 10 month scheduled employees
    - ii) 10 days for full time, 12 month scheduled employees
  - ❖ Workers Compensation Insurance is available if an employee is injured or becomes ill as a result of work. A Claim for Worker's Compensation Benefits is required to be filed if an employee believes an illness is a result of work. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries and illness.
  - ❖ In addition, there is unpaid leave that is covered by state benefits for disability for non-occupational related illness or injury and the state's "paid family leave" benefits to care for a family member.

Available leave is summarized in this comparison from the Department of Industrial Relations:  
<https://www.dir.ca.gov/dlse/Comparison-COVID-19-Paid-Leave.html>

- g) TCPS staff and parents are asked to agree to a Commitment to Community Health reminding them of the importance of community social and physical distancing measures while a school is closed, including recommendations to comply with local health orders.
- h) **TCPS' plan for continuity of education:** To provide continuity of learning and maintain a high-quality instructional program for students, TCPS plans to alternate between instructional scenarios (remote, hybrid and on-campus) to meet the needs of our community given the changing local health conditions and agency recommendations during the 2020-21 school year.

There are many considerations and decision-making points that TCPS considered in the planning. First and foremost, teachers need to focus on ensuring student learning and competency development while also considering a student's social-emotional well-being for any of the scenarios.

In the Remote Learning scenario, students will primarily learn at home in an online format. Teachers will provide a variety of instructional strategies including live virtual instruction. Teachers will also provide virtual office hours. Students will have the ability to participate in school activities and elective courses. Remote learning may be required for the entire school or may be required on a class by class basis depending on conditions.

The Hybrid model provides families the most flexibility where a student may elect to continue with online learning when there is an opportunity to return to campus. It is also possibly one of the more difficult approaches for Teachers. In this model, classes are taught both face-to-face and online by the same instructor at the same time. This model requires a great deal of patience from both the students and faculty. Classroom activities that would greatly benefit from live sessions will be provided over Zoom for remote students - such as class meetings, discussions, instructions, sharing, or class social gatherings.

- **Students and staff will be asked to take their devices home and bring them back (fully charged) each day to make sure they have access to a device on campus and at home, if we are required to switch between remote and on-campus instruction with little to no notice.**

The following summarizes the three potential instructional scenarios that may be implemented at different times throughout the year as dictated by public health orders and cases within our community.

## Instructional Scenarios

Type of Learning	Description	Learning	Considerations
<b>100% <u>Mandatory Remote Learning</u></b>	<p>All student learning will be done from home.</p> <p>Students will be supplied with any materials or equipment needed to complete this learning.</p>	<p>Teachers will provide learning objectives and materials to students in K-8th via Google Classroom, Seesaw, email and through other means.</p>	<p>This learning option will be mandated if we have more than one student with COVID-19 who has been on campus. Or, the county or state has recommended that we move into a distance learning model to keep our community safe from Coronavirus.</p> <ul style="list-style-type: none"> <li>Certain grade cohorts may be remote while other grades are on-campus</li> </ul>
<b>Hybrid Learning Model - On-campus and Remote Learning Combined</b>	<p>Students will either be at school on campus or online at scheduled times for synchronous instruction.</p> <p>Students will be supplied with any materials or equipment needed to complete this learning.</p>	<p>Students on campus will receive instruction utilizing outdoor classrooms, weather permitting, and the inside classrooms when necessary and extremely beneficial.</p> <p>Students will participate in live lessons joining in during different times of the day using zoom or other connective technology and will be assigned asynchronous work.</p>	<p>This option allows for more flexibility for students and their families but can add inconsistency to routine, which can make teaching and learning more challenging.</p> <p>A positive COVID-19 case of a staff member or student will put into place a Remote Learning plan for those who have been in close contact with that individual.</p> <p>This learning choice is best for students or students with family members who are immunocompromised or have concerns about returning.</p>
<b>On-Campus Learning</b>	<p>Safety protocols in place to maximize physical distance and use face coverings</p> <p>Outdoor instruction as much as practicable with students in small group cohorts.</p>	<p>Learning is on campus with students maintaining the option to participate in remote learning.</p>	<ul style="list-style-type: none"> <li>Certain grades may be allowed to return to campus while other grades are remote</li> </ul>

- i) Maintain regular communications with the local public health department - see Section 1.

## Frequently Asked Questions

### Will my student be able to switch between the models during the school year?

- Yes, students will be able to switch between on-campus and remote learning anytime.

### Can I drop my student off early or pick them up late?

- Due to safety protocols, we will be implementing a staggered drop-off and pick-up schedule by grade. As such, we ask families to adhere to their student's designated drop off time in the morning as there will be no early morning extended care. Afternoon extended care will be available until 4:30pm.

### What do I do if I have multiple kids in grade levels to drop off?

- Each class will have a "soft start" in the classrooms that last about 15 minutes, we will ask you to arrive closer to the time of the younger siblings' start time. For example: if you have a student in 3rd and 6th, you would plan to arrive between 8:15 and 8:30am when the 3rd graders are scheduled.

### Do I have to park and walk up to school to pick up my student?

- Yes, students will be in their class areas and will be called to the pick up zone when their authorized pick up person has arrived. Families are asked for their patience as they wait in line at least 6 feet apart to pick up their student.
- All students will be escorted to the pick up zone by their teachers and supervised until parents arrive.

### Will there be morning recess?

- No. Following the health screening, each student will report directly to their classroom when they arrive at school.

### What do we do for after school?

- Extended care will be provided until 4:30pm. For rainy days, families are asked to pick up as close to dismissal as possible because of limited indoors spaces to maintain cohort protocols.

### What if my child doesn't want to wear a mask?

- We encourage parents to start having their students practice wearing their mask before school starts. Our goal is to keep all students and staff safe, and scientists are telling us that masks and social distancing are the most important elements in safety from COVID-19.

### Will you tell me if someone has Coronavirus on campus?

- We will communicate to families if there are cases of COVID-19 on campus, please see section 10. Names and other personal identifiable information will not be shared with our community. If your student has been identified as a close contact, you will be asked to quarantine 14 days after last contact with the infected individual.

### If there is excessive heat, will my student be sent home?

- If there is excessive heat, there is a chance that the school day may be modified as a remote learning day. For classes held outdoors, there will not be air conditioning. We may arrange for early pick up only if we are unable to move class indoors to air conditioned rooms.

### Can I still volunteer?

- The opportunities will be very limited and at the discretion of school administration. Please see section 8.

### Can we still have birthday celebrations?

- We love to celebrate birthdays. However, with safety recommendations that limit sharing, birthday snacks will not be allowed. Singing “Happy Birthday” will be outside, 6 feet apart.

### **Informing Documents**

The following documents provided model language, guidance, and inspiration for this document

- San Diego County Office of Education: [COVID-19 PREVENTION Plan for Schools](#) Previously known as the “Safe Reopening Plan for K-12 Schools”. Revised August 7, 2020
- CDPH COVID-19 INDUSTRY [GUIDANCE: Schools and School Based Programs](#) - Aug 3, 2020
- San Diego County Office of Education: Decision Tree and Decision Guide: <https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools#Decision-Tree>
- CDC Considerations for Schools  
[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589932065842](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842)
- Reopening Schools in the Context of COVID-19: Health and Safety Guidelines From

Other Countries <https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief>

- CDC recommendations regarding the use of face coverings <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

### APPENDIX

#### Sample Notifications

Symptoms on Campus - Home Isolation Required

[Advisory Notice of positive cases - General Campus notification](#)

[Advisory Notice of Close Contact to Positive Case - Home Quarantine required](#)

Campus or Cohort Closure - temporary Remote Learning

[Provider Note for chronic diagnosis](#)