

# Yuba City Charter School COVID-19 Safety Plan

(Board Approved: January 26, 2021)

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5. Contact Tracing
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  - f. Testing in response to twenty or more positive staff cases in a 30-day period
- 9. Prevention Program
- 10. Triggers for switching to Distance Learning

## YCCS COVID-19 2020-21 Safety Plan Details

- 1. Student Safety
  - a. Drop-off and Pick-up
    - i. Parents may drop-off students or meet students at the walk-in gate.
    - ii. Parents or others will not be allowed on campus without necessary school business.
    - iii. Parents may drive onto campus to pick-up or drop-off students from their vehicles. Parents are not allowed to leave their vehicles during pick-up or drop-off.
    - iv. Students' temperatures will be taken at the gate or in their parents' vehicles prior to entering the campus.
    - v. Students with temperatures of 100.4 degrees will not be allowed to enter the campus.
    - vi. If one student in a vehicle has a 100.4 degree temperature or greater, none of the students in the vehicle may enter campus until the cause of the temperature is determined and the temperature has dropped to normal for at least three days without medication.
    - vii. Students who appear to be sick or display symptoms of illness will not be admitted to campus.
  - b. Lunch
    - i. Lunch periods will be staggered
    - ii. Cafeteria will be socially distanced and students will eat with their pod.
    - iii. Alternate spaces will be available for eating to make social distancing easier.
    - iv. Lunch room will be sanitized before and after each lunch service.
    - v. Lunch staff will wear masks and gloves during all lunch services.

- c. Social Distancing on Campus
  - i. Sidewalks will be marked every six feet to remind students and help them observe required social distancing.
  - ii. Masks will be available to students who do not have their own.
  - iii. Students and Employees will be required to wear facial coverings at all times while working.
  - iv. Visitors will not be allowed on campus.
  - v. Parents and guardians with school business will not be allowed to enter campus without facial coverings. (Facial coverings will be provided to parents as needed.)
- d. Cleaning and Disinfection of all Common Areas
  - i. Common areas will be disinfected twice daily.
  - ii. The Office will be disinfected twice daily and as needed.
  - iii. Restrooms will be disinfected four times per day.
  - iv. Playground will be disinfected three times per day.
  - v. Shared equipment and items will be disinfected as needed daily.
  - vi. The quarantine room will be disinfected after each time it is used.
  - vii. No one will be allowed in the quarantine room unless they are symptomatic.
- e. Social Distancing In Classrooms
  - i. Elementary students will be grouped into consistent pods which will be maintained until the transmission threat has passed.
  - ii. Students, and pods will be socially distanced as much as possible
  - iii. Students will be provided with masks and required to use them.
  - iv. Facial coverings/masks will be required for all students grades 3 and higher and all teachers and staff, regardless of distance. They are highly recommended for grades TK-2nd grade.
- f. Distance Learning
  - i. Distance learning will be available to any students who requests it.
  - ii. Students at home due to illness or distance learning will be able to log into the classroom and participate in live classroom instruction and activities.
  - iii. Students who log into the classroom will be considered in attendance.
  - iv. Assignments may be turned in electronically or they may be dropped off or picked up at school by appointment after school, after all students have vacated the campus.
  - v. All classes will have permanent links to online meetings accessible to all students through their Chromebooks. Every student has been provided with a Chromebook for use at home and the school has verified that every student has access to the internet. Classes will be broadcasted daily through the designated online meeting sites.
  - vi. If teachers become symptomatic or ill, they may conduct classes remotely.
- g. PPE
  - i. PPE and hand sanitizer will be available to all students and staff in every classroom. Hand sanitizer stations will be available at the drop off and walk-in gate, well as throughout the campus.

- ii. Teachers will be required to wear masks or face shields when they are within six feet of students.
- iii. Handshaking and other physical contact will be suspended and discouraged until the pandemic has passed.
- iv. Special disinfectant and disinfecting machines have been purchased to allow for consistent and frequent disinfecting of all school rooms and common areas.

## 2. Employee Safety

### a. Visitors on Campus

- i. Only essential delivery services will be allowed on campus during school hours.
- ii. No guests or visitors will be allowed during school hours
- iii. Anyone entering the office must have their temperature taken. If the visitor's temperature is 100.4 or above, they will be required to leave the campus.
- iv. Anyone displaying symptoms of illness of any kind will be asked to leave campus immediately.
- v. Symptomatic students, teachers, and staff are strongly recommended to undergo COVID-19 testing in addition to isolation.

Resources for COVID-19 testing:

Sutter Co Veterans  
1425 Veterans Memorial Circle  
Yuba City  
M-F 7am to 7pm

Yuba County Library  
303 Second St  
Marysville  
Tues – Sat 7am to 7pm

### b. Social Distancing in class and on campus

- i. Social distancing will be enforced among students and teachers as much as possible. Facial coverings/masks will be required for all students, grades 3 and higher and all teachers and staff, regardless of distance. They are highly recommended for grades TK-2nd grade.
- ii. Symptomatic students discovered on campus will be transferred to a quarantine room where they will be supervised carefully until parents can pick them up.

### c. Meetings and PPE

- i. Staff and other meetings will be held in rooms where social distancing can be accommodated.
- ii. All clean-ups will be handled as hazardous clean-ups.
- iii. Teachers will wear masks in common areas where six feet social distancing is not possible.
- iv. Teachers will have lunch in their rooms and will avoid congregating until the pandemic has passed.

### 3. Parent, Guardian and Family Safety

#### a. Visitors on Campus

- i. No unnecessary visits to campus will be allowed
- ii. Parents are asked to limit presence on campus to necessary school business by appointment only.
- iii. Parents with business on campus MUST come only to the office.
- iv. Anyone coming onto the campus must have their temperature taken.
- v. When possible, most appointments except for emergencies will be scheduled between 3:45 and 4:45.
- vi. Symptomatic people will be asked to leave and will not be granted access to the campus

#### b. Drop-off and Pick-up

- i. The gate will open at 8:00 am each morning.
  1. No students or parents will be allowed on campus before 8:00 am
  2. No students or parents will be allowed to enter the walk-through gate before 8:00 am
- ii. Parents must stay in their vehicles during pick-up and drop-off or meet students at the gate. Parents may not walk onto campus during drop-off.
- iii. Parents and other visitors may not enter the campus during student attendance hours.
- iv. Required school business may be conducted by appointment only. Parents or others with necessary school business will be buzzed in by the office staff. Parents and others must limit presence on campus to the front office.
- v. Classrooms will be open for students to enter or eat breakfast no later than 8:00
- vi. Students' temperatures will be taken at the walk-in gate and in their parents' cars before they are admitted to campus.
  1. Students and all students in the vehicle who have a temperature of 100.4 or more will not be admitted to campus.
  2. Walk-in students with a temperature of 100.4 or more will not be admitted to campus.
  3. Walk-in students who appear ill or who have a temperature, who are not accompanied by an adult will be supervised in a quarantine room until parents can be contacted to pick up the students.
  4. Any student or other who appears ill or who has a temperature of 100.4 or more will not be allowed to enter the campus or will be asked to leave immediately.

#### c. Parent Conferences

- i. Parent conferences will be held remotely via computer.
- ii. In person parent conferences will resume after the pandemic has passed.

#### d. Distance Learning

- i. The school will loan every student a Chromebook computer to allow for distance learning and communication with the school
- ii. Parents are required to keep students home who are ill, symptomatic or have been exposed to persons that are infected with COVID-19.

- iii. Parents are expected to make sure students kept home log into their classes and fully participate in instruction and activities.
  - iv. Teachers will monitor student engagement daily.
  - v. Hard copies of work needing pick-up or drop-off may be picked up or dropped off after school and after students have vacated the campus by appointment.
- e. All students will be assigned Chromebooks for use at school and at home and the school will verify that all students have access to the internet.
  - i. Parents will assume responsibility for the care and return of school Chromebooks
  - ii. The school cannot be responsible for content accessed by students or others from home or outside the school's server.
    - 1. Parents are responsible and required to supervise the use of school technology to prevent students from accessing or saving inappropriate content on the school's technology.
    - 2. Parents must understand that most inappropriate material is illegal either to view, download, or possess.
    - 3. YCCS is required by law to report the presence of inappropriate material on student computers to the proper authorities.
    - 4. YCCS is not responsible for the consequences to parents or students who have been reported for possession of inappropriate materials.
  - iii. Parents are expected to use reasonable care and caution to ensure that students or others do not access, download, or save inappropriate materials on the school's technology.
  - iv. Parents are expected to ensure that all students bring the Chromebooks to school with them each day they attend school
  - v. Parents are expected to ensure the return of the Chromebook prior to the student leaving the school or at the end of the school year.
  - vi. Parents are responsible for all content on the computer.
  - vii. Parents must sign the technology agreement before a Chromebook is issued.
    - 1. Parents may choose not to accept the school's Chromebook if they provide a Chromebook for each student they enroll.
    - 2. Privately owned Chromebooks must be configured to work with the school's systems.
    - 3. Parents who refuse the school's loaner Chromebooks or refuse to furnish their student a Chromebook will not be able to enroll their students at YCCS.
- f. IEPs and Student Services
  - i. All IEP's will be honored
  - ii. All required services for students will be provided either in person or remotely.
  - iii. If necessary, IEP's may be held remotely.
  - iv. Extra help, support, and or intervention will be provided to students who are underperforming or who have regressed due to COVID-19 closure or absence.

- g. IEPs
    - i. IEP meetings will be held on time either virtually or in-person socially distanced as required by law.
    - ii. Accommodations for all IEPs and 504s will be followed and all services will be provided.
    - iii. Services will be provided virtually until students are allowed to return to school
  - h. Communication
    - i. Yuba City Charter School will maintain communication systems that allow staff and families to self-report COVID-19 symptoms and receive immediate notifications of exposures and closures. Communication will maintain confidentiality as required by FERPA and state law related to privacy of educational records and other privacy laws. The March 2020 Student Privacy Policy FERPA & Coronavirus Disease 2019 (COVID-19) FAQs (Department of Education) will provide the staff with additional guidance on how to provide effective communication. Local Health Departments will notify the school administration if a case and contact investigation reveal exposure at the school site.
    - ii. The administration and teachers will communicate clearly, consistently, and often with stakeholder groups (students, parents/guardians, staff and community) with the most up to date information available.
    - iii. The administration and teachers will communicate with families/staff/community through a variety of platforms (i.e. email, website posts, social media, newsletter, text messages, phone calls).
    - iv.
4. Public Safety
- a. No unnecessary visitors will be allowed on campus
  - b. Deliveries
    - i. Deliveries will be allowed as needed
    - ii. Deliveries will be restricted to specific areas of campus. Those areas will be sanitized after each delivery.
    - iii. No unauthorized deliveries will be allowed, i.e. Flowers or gift deliveries, food deliveries etc. will be turned away at the gate.
  - c. Lunch will continue to be provided by YCUSD. Lunch delivery and pick-up will follow the same protocols as other deliveries.
  - d. The closed campus policy will be strictly enforced.
    - i. No students will be allowed to leave campus during school hours
    - ii. No visitors including family or friends will be allowed on campus during school hours except as allowed above.
  - e. The public will be able to attend meetings remotely through Zoom.
  - f. Meetings of the Board will be either socially distanced or attended remotely.
5. Contact Tracing
- i. The Vice Principal is the point of contact for all reported illnesses.
  - ii. An ATHENS portal has been created to report any COVID positive reports

- iii. Any student or staff member who has a fever of 100.4 or higher will be advised to isolate at home for 24 hours from the onset of symptoms, or if student produces a negative test, can return to school after no longer having a fever for 24 hours without use of medication.
- iv. The school will contact the Sutter County Public Health Department if we are notified that a student or staff member has a positive COVID-19 test. Sutter County Public Health will work with Yuba City Charter on a case by case basis to determine the extent of exposure to other students and staff members and consider if classroom, office, or school closure is warranted, and the length of time based on the need to mitigate the spread of COVID-19 and allow for additional cleaning. YCCS will follow the Governor's guidance on school closure. A classroom will close if there is 1 confirmed case of COVID-19. The school will close if at least 5% of the student body and/or staff have confirmed cases of COVID-19 within 14 days. Classroom or school closure will result in using distance learning to ensure continuity of learning until the classroom or school can reopen.
- v. The school will communicate with staff/families in the case of a student or staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPAA and the communication guidance as required from County Public Health.
- vi. Families who are not comfortable sending their children back to school will have the option of distance learning or independent study for the remainder of the school year or the end of the pandemic.
- vii. Students and staff who express symptoms related to Covid-19 are expected to stay home. Students will not be penalized for poor attendance due to health-related absences. Please do not give your child fever reducing medicine and then send them to school. If they have symptoms, they should stay home...for their health and the health of others.

6. Preservation of FAPE

- a. All students will be guaranteed access to a Free and Appropriate Public Education at YCCS.
- b. All students receiving distance learning will be monitored daily by teachers to ensure student engagement.
- c. All students will be required to participate in school-wide assessments to determine the quality and quantity of student improvement.
- d. All IEPs will be enforced and accommodated whether in person or remotely.
- e. All EL students will receive required ELD instruction either in person or remotely.
- f. All student services, speech therapy, occupational therapy, counselling, etc. will be provided either in person or remotely.
- g. Equal access to core curricula will be provided to all students whether in person or remotely regardless of disability, language, or economic status.
- h. Students too ill to participate in distance learning opportunities will be provided with short term independent study options.



## 7. Staff Training and Family Education

- i. The staff will be trained on safe reopening through multiple staff meetings to review the COVID-19 safety plan.
- ii. Teachers and staff will promote the proper use of hand sanitizer, proper handwashing techniques, and proper coughing and sneezing into the bend of your arm through daily reminders and signage throughout the campus.
- iii. The safety plan will be posted on the website for review by parents and multiple auto-dialer and letters home will remind students of COVID-19 safe practices.
- iv. Staff and students will be reminded of the facts that COVID-19 is an infectious disease that can be spread through the air. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth. An infectious person may have no symptoms.
- v. Families will also sign the Parent Enrollment Agreement letter that reviews protocols for screening their students for signs of COVID-19 prior to sending their student to school each morning.

## 8. Testing

- a. Asymptomatic testing will take place for staff and students that have returned to in-person instruction on a two week rotational basis as availability of testing supplies allows. Parents must sign a consent form to COVID-19 testing for each of their students that return to in-person learning in order for testing to occur for that student. All HIPAA laws must be strictly followed for the protection of all staff and students. Asymptomatic testing will occur until Sutter County has reached the Orange tier, a recommendation from our local or state health officials recommends not testing, or it is no longer reasonably feasible to conduct the testing.
- b. Any staff member or student that has tested positive for active infection with SARS CoV-2 virus within the last 90 days will be exempt from asymptomatic testing.
- c. Symptomatic Testing will be required for staff and students that demonstrate symptoms of COVID-19 at home or at school. Staff and students will be allowed to return to school after being symptom free for three days (this includes no fever without use of fever-reducing medications) and a minimum of 10 days has passed since the date of their first specimen collection of their first positive COVID-19 test. Staff and students will be allowed to return to school without a negative COVID-19 test.
- d. Response Testing will be offered to all staff and students who have been exposed to someone on the campus who has tested positive for COVID-19. All students and staff that have been exposed (within 6 feet with or without facial covering) to someone testing positive for COVID-19 for 15 or more minutes within a 24-hour period will be asked to quarantine for 10 days without returning to school and watch for symptoms of COVID-19. Should symptoms occur during the quarantine period, staff and students would need to follow the protocol for individuals with symptoms of COVID-19 before returning to campus.
- e. If three or more COVID-19 cases involving staff members occur in a 14-day period, all exposed staff members will be tested and tested once per week thereafter.

- f. If twenty or more COVID-19 cases involving staff members occur in a 30-day period, all exposed staff members will be tested twice a week or more frequently if recommended by the local health department
9. Prevention Program
    - i. Administration will continue to evaluate potential workplace exposures and enact policies, procedures and/or protections that are reasonable to limit potential exposure to staff and students.
    - ii. The school will conduct periodic inspections of the campus to identify unhealthy conditions, work practices, and work procedures related to COVID-19 policies and procedures.
    - iii. Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards and report their findings to the administration so that those concerns can be addressed.
    - iv. Unsafe and unhealthy work conditions, practices, or procedures will be corrected in a timely manner based on the ability to reasonably limit potential exposure to staff and students.
    - v. Staff have all signed the COVID-19 staff agreement in regards to monitoring for symptoms of COVID-19.
    - vi. Staff and students will abide by physical distancing of six feet when possible.
    - vii. Facial coverings/masks will required for all students, grades 3 and higher and all teachers and staff, regardless of distance. They are highly recommended for grades TK-2nd grade. Clean and undamaged facial coverings will be made available for all staff and students that do not wish to wear their own facial covering/mask.
  10. Triggers for Switching to Distance Learning
    - a. The Local Health Officer may determine that school closure is warranted due to multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/students/staff are cases within a 14-day period. The Local Health Officer may determine that school closure is warranted due to local epidemiological data. If school closure is deemed necessary, staff and students will switch back to Distance Learning. Parents will be immediately notified.

School Website:

<https://www.yubacitycharterschool.org>

**Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

CDPH COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (January 14, 2021)

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

Cal/OSHA COVID-19 Emergency Temporary Standards – What Employers Need to Know December 18, 2020

# COVID-19 Yuba City Charter School

## Parent Enrollment Agreement 2020-2021

Any social interaction or gathering of any kind presents an element of risk during the COVID-19 pandemic.

It is understood that students and or family members may be exposed to greater risk due to students' attendance at school.

My signature indicates that I agree to and accept all of the following conditions in order for my child to attend school at Yuba City Charter School.

1. I and my family will hold Yuba City Charter School harmless should I or my child or any member of my family contract the COVID-19 virus.
2. If any member of my family or contacts demonstrates symptoms or tests positive for COVID-19, I agree to contact the school with that information immediately.
3. If my child is ill or demonstrates symptoms of COVID-19, or has a temperature of 100.4 or more, I will keep my child home and notify the Yuba City Charter School secretary immediately.
4. I will check my child for symptoms of COVID-19 and his or her temperature each day before my child goes to school.
5. I will accept possession of a Chromebook computer for my student's school work with the understanding that if the device is lost, damaged, or stolen, I will be responsible for replacement of the device at a cost of \$200.00 which I agree to pay upon the loss, damage, or destruction of the Chromebook computer.
6. I will make every effort to ensure that my child logs onto the distance learning classroom any time my child needs to stay home and to ensure that my child participates and engages in all of his or her classes and completes all assignments to the best of his or her ability.
7. I will do my best to ensure that I and my family avoid unnecessary contact with students, employees, or affiliates with Yuba City Charter School until the COVID-19 pandemic has passed.

My signature below indicates my understanding and agreement with all of the above statements and conditions of attendance at Yuba City Charter School. I agree to each of these conditions fully and will conform to each of them as agreed. This agreement is absolute and final.

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Print Parent or Guardian Name

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Parent or Guardian Signature