



**Twin Hills
School District**

APPLE BLOSSOM | *K-5*
ORCHARD VIEW | *K-12*
SUNRIDGE | *K-8*
TWIN HILLS | *6-8*

700 Watertrough Rd. | Sebastopol, CA 95472 | **tel** (707) 823-0871 | **fax** (707) 823-5832 | www.twinhillsusd.org

**COVID-19 Safety Plan (CSP)
Twin Hills Union School District for the 2020-2021 School Year**

**SunRidge Charter School Version
Kalen Wood Director
kwood@twinhillsusd.org**

**Barbara Bickford, Ed.D.
Superintendent
bbickford@twinhillsusd.org**

**700 Watertrough Rd
Sebastopol, CA 95462**

707-823-0871

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Introduction and Overview

This document is designed to assist in planning for a safer reopening of school for the 2020-2021 school year. We recognize the importance of returning students to school campuses for in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The goal of this document is to help plan for and implement measures to reduce COVID-19 transmission in the school setting, while meeting the educational needs of all students.

Early decisions on school closure by public health experts around the country were based heavily on knowledge and experience with influenza, a disease for which school-based transmission is a significant factor in community-wide spread of disease. While scientific data for COVID-19 is still limited, published studies suggest that the epidemiology of COVID-19 is distinct from that of influenza. Specifically, studies suggest: COVID-19 disease prevalence among children is lower than in adults, and children who contract COVID-19 are more likely than adults to be asymptomatic or to have very mild symptoms, multisystem inflammatory syndrome in children (MIS-C), a severe condition associated with COVID-19, remains rare, in several studies, children were less likely to be the first case within a household, suggesting that child-to-adult transmission may be less common than adult to-child transmission. In other countries and states, where schools remained open or have reopened, cases in school children have been associated with few secondary cases in the school, suggesting that child-to-child transmission may also not be as significant as with influenza, analysis of data broken down further by age shows that these trends are seen more in younger children compared to teenagers, whose disease patterns more closely parallel those of adults.

These key findings have important implications for how we think about infection risk and play an important role in guiding our recommendations for preventing transmission in schools. Specifically, these findings suggest that COVID-19 transmission in schools is likely to be less widespread than influenza transmission, that adult-to-child transmission is greater than child-to-child transmission, and that transmission risks among younger children appear to be lower than older children.

Education, just like healthcare and food provision, is an essential service in our community, and as such, the reopening of school for in-person instruction with strict safety protocols should be prioritized. School closures magnify socioeconomic, racial, and other inequities among students. The students most impacted by school closures are those without access to technologies that facilitate distance learning, those whose parents comprise a disproportionate share of our community's essential workforce and may be less available to provide instructional support, and those with special needs. Disruption of normal childhood social interactions also has a profound adverse impact on students' social and emotional well-being.

The County of Sonoma Public Health Department's decision to reopen school campuses for in-person instruction and to keep them open will depend on a number of factors. These include, but are not limited to, continually evolving scientific understanding of COVID-19; the number of current COVID-19 cases; the degree to which schools are contributing to community spread of COVID; the capacity of our health system to identify and care for cases and prevent transmission in healthcare settings; the availability and use of widespread testing to identify new cases; county residents' ability to quickly and effectively isolate or quarantine themselves when sick; and our community's continued cooperation in practicing physical distancing, using face coverings, and taking other preventive measures.

As we prepare to resume in-person instruction, we will ensure plans are in place for remote instruction for students who may need to isolate or quarantine, as well as students who are medically fragile or who have a household member who is medically fragile. We will also be prepared for the possibility of partial or full school closure, either short term or for a longer period. Because the data regarding the impact of school reopening on COVID-19 transmission dynamics remains incomplete, we will continue to learn and revise our guidance accordingly.

2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Authority and Responsibility

Dr. Barbara Bickford, Superintendent has overall authority and responsibility for implementing the provisions of this CSP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CSP/PPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

1. Stable group structures

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

- **Plan for type of stable groups and weekly routine/schedule for classes:**
 - i. Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts. A recess schedule has been developed to limit the number of students on the playground at one time. Classes will have staggered recess time, eating areas, and designated play spaces. Stable groups will not commingle during recess. Recess will be supervised by staff who will remain at least 6' apart at all times.
- Each classroom will be split into two stable groups, A and B, and will be assigned one teacher. A maximum of 14 students will be in a classroom at any given time with no more than 2 adults. Group A will be present Tuesday and Thursday. Group B will be present Wednesday and Friday. Group C will be students who continue in full distance learning at home.
 - Schedules will ensure that student and staff groupings are static by having the same group of students stay with the same staff.
 - Groups will not commingle.
 - Groups will maintain masking and 6 feet of distance from any other group while on campus.
 - To avoid commingling, staggered schedules for recess and snack have been developed to limit the number of individuals in classrooms, on playgrounds and other outdoor spaces at one time.
- C. Enrichment classes:
 - Handwork will occur via distance learning
 - Movement classes will be taught outside with masks, physical distancing and 12' of space between teacher and students. The class teacher will bring students to the movement area and pick them up from the movement area.
 - Instrumental Classes (strings) are taught in two stable groups per day two days a week to 4th and 5th grades.
 - 6-8th grade math will be taught in 3 stable groups daily.
- D. Special Education classes will take place via distance learning.
 - Special education teacher will work with one stable grouping at a time with time between groups being adequate for classroom cleaning to take place. Special education students will have a stable group and one special education cohort. There is one teacher that will be assigned to the special education cohort.
 - There will not be any after school programs.
 - Families will be asked to not carpool unless the carpool members are a part of the same stable group.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

A. Essential visitor / vendor policy - log-in/out list:

Essential visitors will follow health screening protocols, will log in at the front office and will be followed by our custodial staff afterwards to make sure their touchpoints were cleaned.

B. Policy for limiting non-essential visitors:

There will be no admittance of non-essential visitors.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of groups - i.e.: staggered arrival times, separate entrances, etc. Please provide site map for reference.

○ **Describe drop-off procedure / policy for parents onsite:**

Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:

- Families will pull up into their designated parking lot, at the identified time for the grade level, and remain in their cars. Two separate ingress and egress parking areas are designated based upon grade level.
- Students will proceed to designated grade level meeting areas through different entrance areas, where they will wait in line at 6 feet of distance, clearly marked.
- Teachers will pick up students at their designated grade level area and walk them to the classroom, using their designated route.

Walkers and Bikers

We have a few walkers and bikers who will use the front entrance to the school where the bike racks are located and walk through the central corridor to line up with their class.

A. Describe plan to minimize mixing of stable groups on arrival to school:

Students will go directly to their group line. Late arrivals stay in car at front of school and call the office.

B. Plan for screening on arrival (i.e.: temp checks, questionnaire, etc.) for both staff and students:

Posted signs are at all entrances instructing students, staff, and visitors **not** to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Staff: All staff will be required to complete a daily health screening to include:

- A touchless temperature check in the morning at home
- Reporting of any symptoms of COVID-19 that the staff member has experienced
- Reporting of any household members with symptoms of COVID-19
- Reporting of any possible exposure to the virus by the staff member or family

Staff Members with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department. Staff must stay home if they have any of the COVID-19 systems on the daily checklist.

Students: All students (parents will complete on behalf of student) will be required to complete a daily health screening to include:

- A touchless temperature check in the morning at home
- Reporting of any symptoms of COVID-19 that the student has experienced
- Reporting of any household members with symptoms of COVID-19
- Reporting of any possible exposure to the virus by the student or family

Students with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department. Staff must stay home if they have any of the COVID-19 systems on the daily checklist.

C. How school/district plans to encourage a zero-mingling policy before school:

Families are assigned a drop off location by grade level. Students are supervised and assigned lines to wait for their

teacher to pick up the group.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of groups- Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of groups onsite:

Physical Distancing – Non-Classroom Settings

Restrooms

- Groups have been assigned to specific restrooms by grade level and classroom location.
- Only 1 or 2 student/s will enter the restroom at a time, depending upon the size of the restroom. Signage posted as visual cues to remind students of protocols and supervision will be provided.

Outdoor Spaces

- Groups will maintain masking and 6 feet of distance from one another and any other group while on campus.
- Outside hallways will maintain directional traffic flow to the right side. Hallways are marked with arrows. Only one classroom at a time in specific hallways.
- Staggered schedules have been developed to limit the number of individuals on playgrounds, and they are assigned to designated areas. Common outdoor learning spaces are scheduled.
- Students will only have snack at school in a designated stable group eating area. Lunches will not be served at school.

Staff Room

- The number of staff who can be in the room at a given time is limited to allow for physical distancing. There will be no meals eaten in the staff room.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of groups- i.e.: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:

- Designated routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- Parents will not be allowed on campus beyond the office.

Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:

- Families will pull up into their designated parking lot and remain in their cars.

Front Lot: Kindergarten

Back Lot: Grades 1-8

- Students will walk to their designated grade level meeting areas, where they will wait, supervised, in line at 6 feet of distance, clearly marked.
- All students will exit campus through their designated parking lot.
- Remaining students will be brought to the waiting area in front of the office to phone parents. Adults will not depart until all students have been picked up.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

Please provide complete policy for face coverings:

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the "Guidance for the Use of Face Coverings" dated November 16, 2020.

Requirements

- All THUSD staff are required to wear COVID mitigating face coverings at all times while on district property AND while conducting district business in common public spaces or shared interior spaces off site, unless exempted.
- Students in all grade levels K-12 are required to wear COVID mitigating face coverings at all times, while at school, unless exempted.
- All visitors to THUSD property are required to wear COVID mitigating face coverings unless exempted.

Education and Training

- Information contained in the CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students, including the proper use, removal, and washing of cloth face coverings.
- THUSD will teach and reinforce the use of face coverings, and in limited instances, face shields to staff and students.
- Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Training will be provided including on how people who are exempted from wearing a face covering will be addressed.
 - Any question of exemption status regarding a person present on district property will be referred to the office immediately.
 - THUSD administration will work to confirm allowable exemption. If unable to confirm, THUSD will provide a face covering to use. If person does not have exemption and refuses to comply, THUSD administration and/or designee will direct departure of party from the site.

Removing Face Coverings & Exemptions

- In rare and limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield or a clear mask (per CDPH guidelines) will be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a standard face covering outside of the momentary exception. THUSD will utilize teleconferencing when possible, to avoid the need of mask exceptions provided through CDPH guidance.
- A cloth face covering, or face shield, may be removed for meals, snacks, or when it needs to be replaced.
- Students experiencing emotional duress may be allowed to remove the face covering under the following conditions:
 - Student is in a secure setting away from other students, staff or visitors
 - Student is outdoors
 - Student is physically distanced by at least 12 feet.
- The following are exceptions are outlined in the November 16, 2020 CDPH "Guidance for the Use of Face Coverings". These are the only exceptions to the use of face coverings on THUSD property or when engaged in THUSD business:
 - They are under age 2
 - Have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering. This condition must be verified by physician confirmation with the district.
 - Those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. *Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.*
 - Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, or physician, must wear a non-restrictive alternative, such as a face shield, as long as their condition permits it.
 - When an employee is alone in a room.
 - While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by- case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least 12 feet apart.
- As otherwise defined by the CDPH.

Provision of Face Coverings

THUSD will provide face coverings for any student who reports to school without one at no cost to student or family. If a face covering becomes damaged and a student does not have a replacement, the school will provide an additional face mask for the student to use.

THUSD will provide face coverings for visitors who do not have their own or need more effective masks while present on site.

THUSD will provide, and ensure staff use, face coverings and all other required personal protective equipment in accordance with CDPH guidelines.

- Employees may use their own face coverings or district provided face coverings.
- Employees are responsible for cleaning their face coverings. The district will provide clean face coverings as needed/requested.

Refusal to use required PPE

For students or families who refuse to follow mask protocols, or any other COVID mitigation practice required by the school, will be offered an alternative educational placement in the full-time distance learning program until compliance is confirmed. THUSD will exclude students from campus if they refuse to wear a face covering (unless exempt).

In the event the refusal is temporary or due to an emergency or emotional crisis, the school will endeavor to stabilize the situation and support the student in complying with the requirement while maintaining social distance. If the student continues to refuse to wear the face covering properly, the student will be excluded from in person activities until compliance is re-established.

Masks on Busses and Transportation

All face covering policies apply to any vehicle affiliated with the LEA used to transport students, staff, or teachers to and/or from a school site.

Staff

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

PPE Standards

THUSD and CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings. Though not required, THUSD will educate and encourage the use of higher quality non-woven surgical masks generally, and for staff with higher levels of exposure, the use of KN95 or N95 masks. THUSD has both PPE available to staff on demand.

Workers or other persons handling or serving food or have increased exposure contaminated surfaces or locations must use gloves in addition to face coverings. This includes custodial staff, check-in attendants, health screeners, nurses, office staff handling public items, and COVID test technicians. All staff will be provided access to gloves. Disposable gloves will also be provided by THUSD to visitors or students that request them.

THUSD provides clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than 12 feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

If an employee encounters a non-employee that is not wearing a face covering accordingly should remind the non-employee by politely reminding the individual of the required face covering either verbally and/or by pointing to posted campus signage. If these reminders are not effective, the employee will notify the school office immediately.

A. Describe specifications on type of face coverings allowed (i.e., no valves, ≥2 ply, no bandanas, etc.):

CDPH Guidelines and recent research indicates a significant benefit from mask wearing in reducing the spread of COVID. There are differences in the effectiveness of different forms of face masks. Double layer cloth masks are adequate and meet guidelines, but it is **STRONGLY** encouraged that non-woven, 3 ply, surgical style face masks are used by all parties. For individuals with greater exposure, N95, KN95 or FFP2 masks are encouraged and provided for staff.

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- NOT compliant, as they do nothing to filter outgoing breath for peers in shared spaces.
- Loose fitting garments such as gaiters, balaclavas, scarves, bandanas and turtlenecks are NOT compliant with the mask mandate.
- Single ply cloth masks are NOT compliant with the mask mandate.
- Fitted, double layer cloth masks, disposable or reusable 2 or 3-ply masks with non-woven filters, surgical masks and N95/KN95/FFP2 masks are compliant.

Masks should fit well all around the perimeter and be free of holes or passages for air leakage. Masks are seen to be performing well when breathing causes some expansion and contraction of the fabric. If not movement of the fabric is observable, it is likely that air is escaping easily out the sides.

B. Where will extra masks be available if needed?

All classrooms will be provided a supply of staff and student masks to ensure no person present is without necessary PPE. The main office and nursing station will similarly have masks available and will replenish classroom supplies as needed.

C. Describe plan for refusal to wear face coverings:

ADULT Refusal

In the event of the refusal to wear a face covering by an ADULT, THUSD responding staff will:

- Move to isolate the refusing party from other staff, students or visitors. This may be accomplished by escorting the refusing party to another location, or by removing other people present from the area occupied by the refusing party.
- Staff will attempt to de-escalate the situation and move the party to comply with the mask mandate.
- Staff will offer the refusing party to conduct necessary business via phone or teleconference.
- In the event the refusing party continues to refuse to comply with the mandate, and does not leave of their own determination, the party will be asked to leave.
- If the party refuses to leave the site the sheriff will be contacted to assist with removal.

STUDENT Refusal

In the event of the refusal to wear a face covering by a student, THUSD responding staff will:

- THUSD will exclude students from classroom or activity if they refuse to wear a face covering (unless exempt).
- Student will be moved to isolate the refusing party from other staff, students or visitors. This may be accomplished by escorting the refusing party to another location, or by removing other people present from the area occupied by the refusing party.
- The student will be counseled and offered the opportunity to return to compliance.
- If the student continues to refuse to comply, the student's parent/guardian will be contacted to remove the student from the campus until the student is able to comply with the mask wearing requirement.
- Students or families who persist in refusal to follow mask protocols, or any other COVID mitigation practice required by the District, will be offered an alternative placement in the full-time distance learning program.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

Health screenings refer to symptom screening, temperature screening, or a combination of both. Although temperature screening for COVID-19 has become a widespread practice, it may have a limited benefit. With respect to COVID-19, the CDC acknowledges that "fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals." This is because people with COVID-19 can infect others before they become ill (pre-symptomatic transmission), some people with COVID-19 never become ill but can still infect others (asymptomatic transmission), and fever may not be the first symptom to appear. Despite the limitations, THUSD will follow the current guidelines and screen all staff and students when they arrive on campus.

A. Details of at-home screening plan:

Staff, Essential Visitors and Student Screening:

Parents should ask their own children and staff should consider for themselves the following questions. **A person who answers “Yes” to any one of these questions must not enter the school facility.**

1. Within the last 14 days have you been diagnosed with COVID 19 or had a test confirming you have the virus? **Yes – Stay home and seek medical care.**
2. Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID 19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more. **Yes – Stay home and seek medical care and testing.**
3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - a. Fever
 - b. Cough
 - c. Shortness of breath
 - d. Trouble breathing
 - e. Chills
 - f. Night sweats
 - g. Sore throat
 - h. Muscle/body aches
 - i. Loss of taste or smell
 - j. Headache
 - k. Confusion
 - l. Vomiting
 - m. Diarrhea

Yes – Stay home and seek medical care and testing.

Screening Checklist

- Staff and families will be provided with a COVID Screening Checklist available on the SCOE website to use to guide the screening.

B. Screening criteria/procedure onsite for staff:

All staff will be required to complete a daily health screening to include:

- Reporting of any symptoms of COVID-19 that the staff member has experienced.
- Reporting of any household members with symptoms of COVID-19.
- Reporting of any possible exposure to the virus by the staff.
- Staff with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department.
- THUSDs protocols to respond to student COVID-19 symptoms follows the Health Department and Sonoma County Office of Education guidelines as well as the school’s own sick policy:
- Staff are not allowed to work on campus if they are showing any symptoms of illness which could be passed on to a child or adult.

C. Immediate protocol in case of a sick staff/faculty member:

If on campus, staff member will be asked to return home. Staff member should get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Staff will be referred to their own health provider for testing or use the district provided test. See table below for more information. All elements of the appropriate MOU and contract will be followed for handling leave during quarantine.

Actions to take if there a suspected or confirmed case of COVID-19	
COVID-19 Symptoms	<ul style="list-style-type: none">▪ Send home if at school▪ Recommend testing▪ School / Classroom remains open
Close Contact / Confirmed Case	<ul style="list-style-type: none">▪ Send home if at school

	<ul style="list-style-type: none"> Exclude from school for 10 days from last exposure per CDPH quarantine Recommend testing 8 days from last exposure
Confirmed Case	<ul style="list-style-type: none"> Notify SCHD Exclude from school for 10 days from symptom onset date or if asymptomatic, for 10 days from specimen collection Identify school contact, inform SCHD of contacts Begin contact tracing Recommend testing asymptomatic contacts 8 days from last exposure and immediate testing of symptomatic contacts Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open
Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition	<ul style="list-style-type: none"> May return to school after 24 hours have passed without fever and symptoms have started improving School/classroom remain open

D. Screening criteria/procedure onsite for students:

See Staff, Essential Visitors and Student Screening above. This plan has been in place for our staff, essential visitors and small cohort students attending for the past few months with significant success.

Students should request work when out sick and can participate in any continuing distance learning activities available.

E. Immediate protocol in case of a sick student:

Student will be placed in isolation room. Student should get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Student will be referred to their own health provider for testing or to local testing centers. See table below for more information.

Actions to take if there a suspected or confirmed case of COVID-19	
COVID-19 Symptoms	<ul style="list-style-type: none"> Send home if at school Recommend testing School / Classroom remains open
Close Contact / Confirmed Case	<ul style="list-style-type: none"> Send home if at school Exclude from school for 10 days from last exposure per CDPH quarantine Recommend testing 8 days from last exposure
Confirmed Case	<ul style="list-style-type: none"> Notify SCHD Exclude from school for 10 days from symptom onset date or if asymptomatic, for 10 days from specimen collection Identify school contact, inform SCHD of contacts Begin contact tracing Recommend testing asymptomatic contacts

	8 days from last exposure and immediate testing of symptomatic contacts <ul style="list-style-type: none"> ▪ Disinfection and cleaning of classroom and primary spaces where case spent significant time ▪ School remains open
Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition	<ul style="list-style-type: none"> ▪ May return to school after 24 hours have passed without fever and symptoms have started improving ▪ School/classroom remain open
	<ul style="list-style-type: none"> ▪

F. System monitoring procedures throughout the day:

Students will be observed for any symptoms that occur throughout the day. If there are any questions, staff will consult with student and school nurse for further observation or investigation.

G. Screening of essential visitors/vendors:

Essential visitors that will share interior space with any staff or student agree to follow the health screening guidelines for staff including temperature check and submission of health screening form. Brief (<15 minute) check in with staff at the front office do not require a temperature checks or health screening form.

8. Routine Testing

School/District’s plan for routine/asymptomatic testing of staff and students

A. Plan to routinely test staff by tier:

Staff Testing – Staff will be tested through a District implemented program every other week conducted by Valencia Labs. All staff will be tested:

- Purple Tier – Testing every other week of all staff – Symptomatic and response testing as needed
- Red Tier – Testing every other week of all staff - Symptomatic and response testing as needed
- Orange Tier – No asymptomatic testing of staff - Symptomatic and response testing as needed
- Yellow Tier – No asymptomatic testing of staff - Symptomatic and response testing as needed

Routine/Asymptomatic testing plan for students by tier

- *We do not have a plan for student testing at this time.* Families are encouraged to contact their personal physician when feeling ill. If testing of students becomes law, the district will develop a student testing plan and protocol. West Sonoma County Health Center is offering testing in Sebastopol every Thursday. We will share fliers with families.
- Families will be referred to and given the link to identify testing centers open in Sonoma County.
- Students and staff should get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Students will be referred to their own health provider for testing and to local testing centers.
- Positive test results:
 - Parents/guardians and staff should notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or has been in close contact with a COVID-19 case, we will take actions as required in Section 3 below.
- Negative test results:

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.

9. Physical Distancing

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

Every effort will be made to ensure at least six feet of physical distancing at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. In these situations, the encounter will be kept brief and masks must be worn. Floors and hallways will be clearly marked as a reminder to stay 6 feet apart.

A. Classrooms:

- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Reduce disease transmission risk by maximizing the space between student desks.
 - Distance teacher and staff desks at least six feet away from students to minimize adult-to-child disease transmission.
 - Distance student desks 6 feet apart from each other except in limited circumstances where 4 feet will occur.
 - Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
 - Class sizes will be determined by the current guidance provided by the CDPH.
 - Space students at least six feet apart.
 - Establish stable classroom cohorts for the entire school day.
 - Class sizes will allow for the required physical distancing.
 - Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
 - Keep students' belongings separate so that students do not come in contact with other students' belongings.
 - Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.
- For all positions that perform one-on-one legally required student testing (e.g., school psychologists, speech, nurses, educational specialist teachers, and any other THUSD staff), at least one "room" per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure physical distancing can be maintained when testing.
 - The number of persons allowed in the restrooms at one time will be established based on physical distancing requirements based on the size of the restroom including available stalls. Caution tape will be used to close stalls and sinks. This may involve staff monitoring or limiting access to restrooms. Signage will be provided to educate staff and students on the safe use of restrooms.
 - All recess sessions are staggered such that only one stable group is in an area at a time. Students will be taught protocols and options for physically distant play. No contact sports will be allowed, and students will remain masked and physically distanced during play time.
 - SunRidge Charter School has interior halls. Classes that share a hallway will stagger classroom arrival and departure times to ensure only one class is in the hallway at a time. Lines which occur in outdoor spaces have distancing marks on the ground to assist students in regulating their space between others.

- Students do not use lockers
- Students will have snack only, there is no lunch service. Snack will be outside.

B. Playground / fields:

Playgrounds and Recess: Recess activities are scheduled in separated areas designated by class and/or staggered throughout the day. We will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

Students will wash their hands before and after recess.

Students will wash their hands before and after movement classes.

C. Staff break rooms:

Staff Room: The number of staff who can be in the break room at a given time is 3 to allow for physical distancing. Staff will not eat in the staff room and will be encouraged to eat outside.

D. Other:

Virtual Meetings: Meetings will be held virtually when possible.

E. Plan for specific situations when distancing is >6 ft is not possible:

In the rare occasion that 6 ft. of distancing cannot be maintained: time will be limited to under 15 minutes, masks will be worn, and, if applicable, plexiglass partitions will be used.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Teach and reinforce proper hand washing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Have installed hand sanitizer at the entrance/exit in every classroom and workspace.
- Evaluate hand washing facilities to ensure they are clean and contain the proper supplies in sufficient quantities.
- Determine the need for additional facilities.
- Encourage and allow time for employee hand washing, encouraging employees to wash their hands for at least 20 seconds each time.
- Provide employees with an effective hand sanitizer.
- Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times: upon arrival at school, after being outside for physical activity; before and after break and snack; prior to leaving school for home and; after sneezing, coughing, or nose blowing.
- Hand washing/hygiene signs will be placed in all school bathrooms, to promote proper hand washing by students and staff

- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Additional Health Measures

The following additional measures have been taken to ensure the health of students and staff.

- All drinking fountains have been turned off.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

Routine Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Custodial staff at Twin Hills Union School District have been thoroughly trained in the proper cleaning and disinfecting of classrooms, offices, workspaces, indoor/outdoor common areas, and frequently touched surfaces within the school.
- Cleaning supplies will continue to be stored away from children.
- Schedules will be set up to provide for cleaning and disinfecting during the day and to provide increased cleaning and disinfecting and to disinfect due to COVID.
 - Classrooms: Daily cleaning/disinfecting of high touch areas by custodians
 - Offices: Daily cleaning/disinfecting of high touch areas by custodians
 - Indoor/Outdoor Common Areas: Daily cleaning/disinfecting by custodians
 - Restrooms: Disinfecting every twice a day
- A complete cleaning/disinfecting protocol will occur on the site for which a positive COVID-19 case was reported. This will include all the exposed and potentially exposed office/work areas on the site, as well as the restrooms and shared spaces. For disinfecting, the trained custodial staff will use an electrostatic sprayer with Alpha Hydrogen Peroxide solution.

A. Other:

NA

Custodian Checklist

Classroom

Air filters have been changed
 Drinking fountain is turned off
 Hand sanitizer dispenser installed and filled
 Soap and paper towel dispensers are filled
 PPE box is in the classroom
 All faucets are flushed
 All surfaces are cleaned

Restrooms

Soap and paper towel dispensers are filled
 Hand sanitizer dispenser installed and filled
 All surfaces cleaned

Staff Room

All surfaces cleaned
 Hand sanitizer dispenser installed and filled.
 All faucets flushed

School Office
All surfaces cleaned
Plexiglass installed
Hand sanitizer dispenser installed and filled
PPE provided
Signs posted for physical distancing
COVID symptoms checklist available.

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. We will choose asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) whenever possible and avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can exacerbate asthma.

A. Classroom / Office supplies:

Classrooms will provide individual use items and there will be no sharing of student use items.
Office supplies will be regularly disinfected by individual users after each use.

B. Toys / Play equipment:

In cases where play equipment is shared, students will be required to disinfect prior to using the equipment and after finishing using the equipment.

C. Electronics equipment:

Students will have their own devices in most cases. On the rare occasion when they may need to share, the device will be completely disinfected by staff between uses.

D. Tools:

Only one member of staff has access to tools at this time.

E. Other:

NA

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

Handling Exposures at School

- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area (care room) until they can be transported home or to a healthcare facility.
- Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are

and follow CDC guidance for caring for oneself and others who are sick.

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality as required by state and federal laws including the Americans with Disabilities Act (ADA) and HIPAA.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Providing employees at the time of exclusion with information on available benefits.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

A. Designated COVID Coordinator(s) and corresponding duties:

As per notice, the District will provide contact tracing as prescribed by the County Health Department. Multiple staff members, including the **school manger and office assistant, District Superintendent and the District HR Coordinator**, have been trained in contact tracing through the Line Tracing training provided by SCOE and the Sonoma County Department of Public Health. They will follow the training protocols outlined in the webinar and the Sonoma County Department of Health training.

B. Plan for confirmed COVID-19 case reporting:

- **Communication:** Follow the CDPH guidance and Cal/OSHA guidance in this area. THUSD will notify the County of Sonoma Public Health Department immediately of any positive COVID-19 case. As advised by County Health, we will also notify all staff and families in the school community of any positive COVID-19 case

while maintaining confidentiality as required by state and federal laws. The community will be notified through either a note home or through our email blast system.

- Close off areas used by any sick person and do not use before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For settings in which stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- For all settings: Provide information regarding close contacts to the County of Sonoma Public Health Department via secure fax or email.

C. Plan for “Close Contact” identification:

Students or staff have close contact - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in stable group using a Contact of a Contact Advisory letter.

D. Plan for Exposure testing for staff:

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing or will be provided with a District test kit.

Students or staff that have exposure - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in stable group using Contact of a Contact Advisory letter.

E. Plan for Exposure testing for students:

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing. The District will refer families to their own medical provider and/or to Sonoma County Emergency website for testing centers.

Students or staff that have exposure - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

F. Support for staff in Isolation/Quarantine:

Staff members in Isolation will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Staff members will be provided with the required protocols for returning to work and the option to continue to work from home, if feasible.

G. Support for students in Isolation/Quarantine:

Families of students in Isolation will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Students will be offered distance learning, if feasible.

H. Return to school criteria for COVID-19 positive individual:

The individuals will stay home until:

- 10 days have passed since the onset of symptoms, AND
- The person has had no fever for 24 hours without the use of fever-reducing medications, AND
- Symptoms have improved
- If no symptoms, stay home until 10 days have passed since the date of the test

I. Return to school criteria for exposed close contacts:

We will instruct the individual to quarantine for 10 days starting the day after the last exposure. Monitor symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop).

J. Outbreak response plan:

- In consultation with Sonoma County Health Department and following the State Consolidated Guidance, posted on website, school officials will decide if closure of a stable group/classroom or the entire school is required.
 - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
 - In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 10 days have passed and:
 - We have cleaned and disinfected all classrooms
 - Had a public health investigation
 - Consulted with Sonoma County Health Department
- We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

A. Provide plan for communications with families and staff after an onsite exposure:

In the event that an individual has a confirmed case of COVID-19, we will:

- Contact SCHD using the hotline number: 707-565-4566
- In consultation with Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required.
 - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
 - In consultation with public health, we will close our entire school if multiple groups or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
 - We have cleaned and disinfected all classrooms
 - Had a public health investigation
 - Consulted with Sonoma County Health Department

We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

16. Staff training

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

A. Provide plan for training staff on new COVID-19 Safety plan:

Training and Instruction

- During multiple staff meetings, plan details were shared and reviewed for understanding.
- Staff Training is conducted via the Target Solutions COVID-19 module.

Staff members may consult with administration regarding questions or concerns related to any of the plans or protocols within the plans.

B. Provide plan for enforcing COVID-19 Safety plan with staff:

All staff have had the opportunity to review the CSP and understand that we will enforce the requirements. Staff members struggling to enforce the plan will be reminded of the need to follow all protocols to maintain safety. If this continues to be an issue, the employee may be moved to a virtual position, asked to take a leave until the plan is no longer needed, or suspended.

C. Provide plan to remain current on guidelines and best practices:

- D. The district superintendent and COVID Coordinator/HR Coordinator will all continue to monitor the regular notifications coming from both our County Office of Education and the Sonoma County Public Health Office.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

A. Provide plan for educating families on new COVID-19 Safety plan:

System for Communicating

- Our goal is to ensure that we have effective two-way communication with our employees and families, in a form they can readily understand, and that it includes the following information:
- All plans (CSP, CPP & CSP Checklist) are available on our website and by request in a hard copy.
- A virtual review is provided to parents regarding all aspects of the Safety Plan during evening sessions.
- All safety issues are reviewed at monthly Board Meetings that are open to the public.

B. Provide plan for enforcing COVID-19 Safety plan with students/families:

We will not exclude students from the classroom if they occasionally fail to meet the requirements of the CSP. However, after education, training, and counseling, if a family is still unable to meet the requirements of the CSP, we will move the child(ren) back to distance learning or independent study.

C. Provide plan for continuing communication/education as guidelines change:

We will use our bi-weekly bulletin that goes out to all families to provide updated guidance on activities at school.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. THUSD will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle.

Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. All classrooms have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Staff are encouraged to open doors and windows when weather and air quality permit this.
- When staff need to meet or talk for more than 15 minutes, they are encouraged to meet outdoors.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. i.e.: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

Labor organization(s) and date(s) consulted:

(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

The district superintendent and the teacher union leadership team met several times to negotiate the reopen MOU during the months of November through March. MOU was completed on March 4, 2021.

SunRidge Director met with faculty throughout the year to discuss distance learning, the hybrid model and most recently regarding the reopening of campus plan on the following dates:

Feb. 26, 2021

Feb. 24, 2021

Feb 12, 2021

Feb. 10, 2021

Teachers and staff were surveyed in March 2021.

Weekly faculty meetings have focused on reopening since January, including additional optional meetings.

Parent/Stakeholder Input:

Charter Council (made up of faculty, parents, and a community member) met monthly in public meetings (sometimes twice a month) with reopening on the agenda on the following dates:

October 5, 2020

November 2, 2020

December 7, 2020

January 1, 2021

January 25, 2021

February 1, 2021

February 22, 2021

March 1, 2021

Parent Forum on Reopening - November 5, 2020

Parent Survey - February 2021

Town Hall on Reopening - March 10, 2021

Monthly District Board meetings are open to the public and reviewed the reopen plan at every meeting from November through March 2021

Appendixes:

A Hybrid Schedule

B Ingress/Egress

C Playground Areas

Hybrid Schedule 2020-21

r. 3/9/21

C = Full Distance Learning	Monday A & B & C at Home	Tuesday A at school B & C at home	Wednesday B at school A & C at home	Thursday A at school B & C at home	Friday B at school A & C at home
8:30 - 8:55 Zoom to DL	A & B & C at Home	B & C at home	A & C at home	B & C at home	A & C at home
9:00 - 10:10 Main Lesson					
10:10 - 10:40 Snack/Recess					
10:40 - 11:25					
11:25 - 12:10					
12:10 - 12:55*					

Arrivals:

Please arrive between 8:40 and 8:57. On campus classes begin at 9:00.

Distance learning classes begin at home via zoom at 8:30.

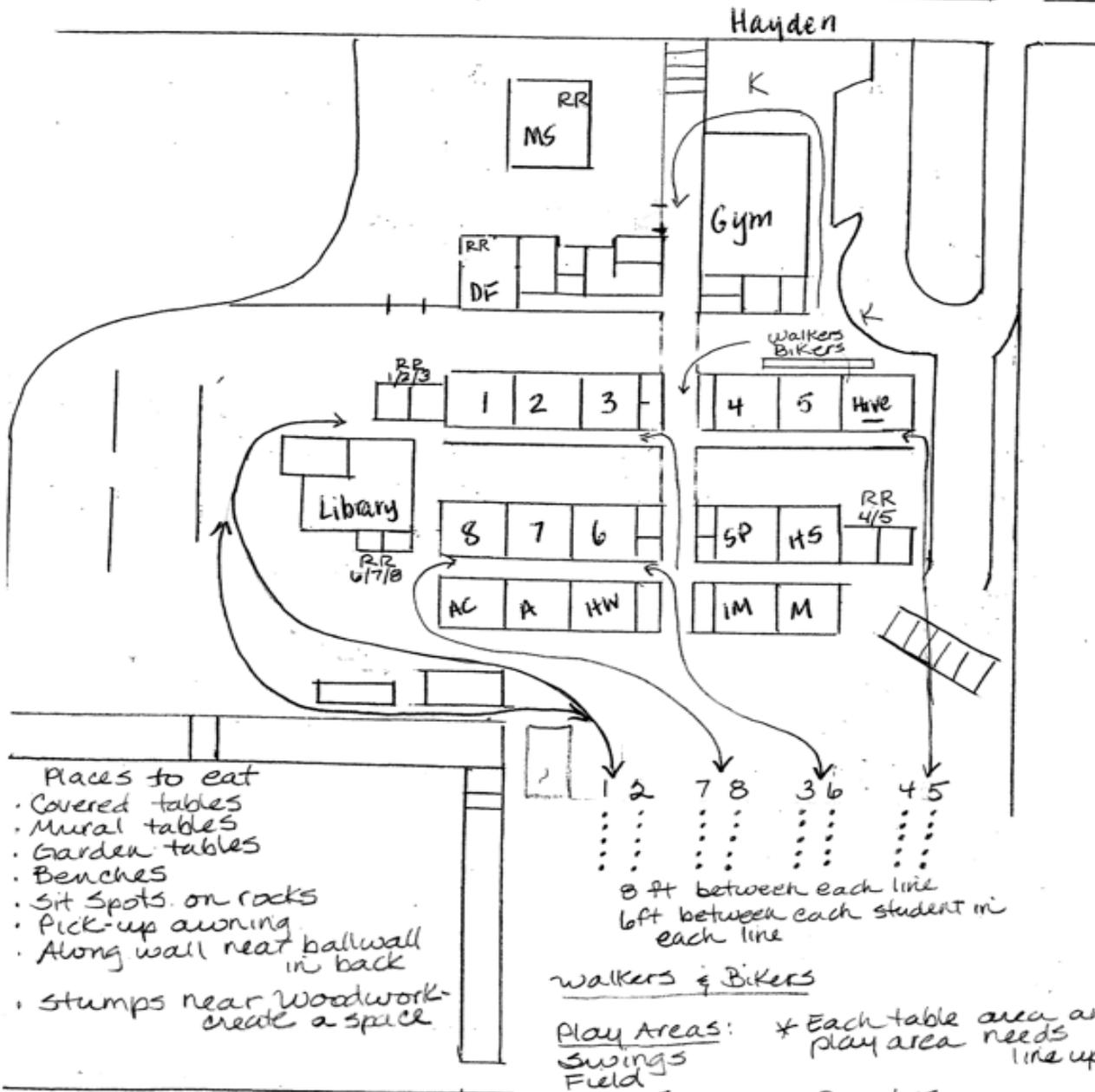
Dismissal Schedule:

Kinders 12:30

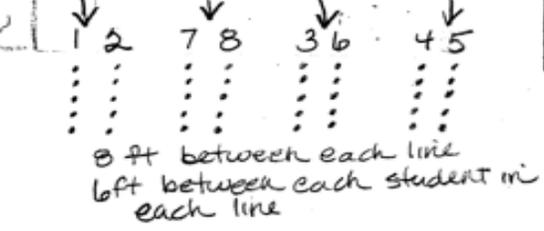
*1-3rd 12:50

*4-8th 1:00

Ingress/Egress



- Places to eat
- Covered tables
 - Mural tables
 - Garden tables
 - Benches
 - Sit Spots on racks
 - Pick-up awning
 - Along wall near ballwall in back
 - Stumps near Woodwork- create a space



walkers & Bikers

- Play Areas: * Each table area and play area needs line up
- Swings
 - Field
 - Four Square → Benches
 - Court → wood chips
 - ? Garden area between bldgs

Play Areas

