



# Northern United - Siskiyou Charter School School Plan for Safe Reopening Plan

8/13/2020

## Guiding Principles

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document.

## Local Conditions to Guide Reopening Decisions

### **Flexibility or Lifting of Stay-Home Order**

Northern United - Siskiyou Charter School (NU-SCS) will ensure that all actions are consistent with and will adjust to changing California State and Siskiyou County Department of Public Health guidelines.

### [CDPH County Monitoring Data](#)

### **Local Public Health Clearance**

NU-SCS has consulted with the Health Services Department of the Siskiyou County Office of Education to locate available testing sites, which will be provided to families and publicized in the community. We will follow county health department guidelines as set forth in their reopening plan.

### [Siskiyou County Testing Sites](#) - NUCS Webpage

### **Equipment Availability**

Siskiyou County Office of Education is distributing masks, face shields, and thermometers to all county schools. Northern United - Siskiyou Charter School has also purchased enough additional masks and shields to ensure a three month supply, and established additional sources to ensure a reliable supply.

### **Cleaning Supply Availability**

NU-SCS has purchased enough cleaning and sanitizing products to ensure a three month supply. We are contracting with a local cleaning service to provide regular disinfecting of facilities. NU-SCS is purchasing hand sanitizing dispensers, paper towel dispensers, soap dispensers, and has contracted with ALSCO to provide refills.

## **Plan to Address Positive COVID-19 Cases or Community Surges**

### **Plan for Repeated Closure**

Northern United - Siskiyou Charter School has updated the closure plan from March 20. If we are forced to close our facilities due to overall conditions in the county, we will follow the plan to transition all of our students to a complete home based learning model.

### **Response to Positive Tests**

If a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school, Northern United - Siskiyou Charter School will notify and consult with the the Health Services Department of the Siskiyou County Office of Education and the Siskiyou County Department of Public Health to determine if closure of a school facility is warranted.

If school facility closure is not warranted, we will close the classroom or office temporarily as students or staff isolate. We will also direct other close contacts to isolate at home. Any additional areas visited by the individual will also be closed temporarily for cleaning and disinfection. If school facility closure is warranted, the facility will be closed and disinfected and all students and staff will self-isolate as directed by public health guidelines.

As an independent study program, we can seamlessly transition individual students to a model that ensures a continuity of education, medical and social services, and meal programs.

## **Injury and Illness Prevention Program (IIPP)**

### **Plan for Repeated Closure**

Northern United - Siskiyou Charter School's Injury and Illness Prevention Program was updated in August 2020 by the Board of Directors for Northern United Charter Schools to include the unique circumstances during the COVID-19 crisis. The update has been posted on the school website, and will be included in back to school materials

distributed to families and included in staff training prior to school opening.

## Facility Access

### **People Showing Symptoms of COVID-19**

NU-SCS will clearly communicate expectations to all staff, students, and families regarding COVID-19 symptoms and when to stay home. We have a short list of questions that we will ask everyone before coming in the building that we will promote with frequent messaging through Remind, wall posters, mailings, social media, Google Classroom announcements, school website, and emails to students. Expectations about when to stay home will also be communicated to students in class and parents at meetings with their child's teacher.

[COVID-19 Symptoms - CDC Guidance](#)

[COVID-19 Symptoms - Cal. Dept. of Public Health](#)

### **Monitoring Staff and Students**

NU-SCS will clearly communicate to all staff and students the signs to be aware of that may indicate an illness. We will take active measures to identify staff showing signs of illness that may need to leave immediately to get tested and to isolate. If a student shows signs of illness, the student will be isolated within the facility and the parents will immediately be notified and asked to make arrangements for their child to return home to be tested and self-isolate.

### **Students Entering Facilities**

NU-SCS will use, to the extent possible, a passive screening method to limit the number of symptomatic people arriving at our facilities. The same questions we will ask everyone before coming in the building will be promoted by frequent messaging through Remind, wall posters, mailings, social media, Google Classroom announcements, school website, and emails to students.

Doors will remain locked so that everyone entering must push a doorbell. A teacher or other designated staff member will greet them at the door and perform the active screening, which will include questions about symptoms and a temperature check with a no-touch thermometer. Anyone with a temperature that is above the stated Department of Public Health Guidelines will be asked to go home, isolate, and make arrangements to get tested. Students who pass the screening test will also be asked to wear a mask and use hand sanitizer from a no-touch dispenser mounted on the wall inside the entrance. Students and staff will also be encouraged to wash hands or sanitize frequently throughout the day.

Students who start to exhibit symptoms will be isolated in a designated area until such a time that someone can come to pick them up, or they are cleared to go home by

themselves, in the case of older students. Isolated students will be cared for and supervised by a designated staff member. Students who leave because of symptoms will be advised to not return until they have met the CDC criteria to discontinue home isolation.

NU-SCS will report results of passive and active screening to the Siskiyou County Public Health Department as part of their Illness Surveillance Program.

### **Staff Entering Facilities**

NU-SCS will clearly and regularly communicate to staff that they are to self-screen before leaving for work and to stay home if they have symptoms consistent with COVID-19 or if they have been in close contact with a person who has been diagnosed with COVID-19. As with students, staff members entering the building will be screened for symptoms, which includes a visual wellness check, no-touch thermometer temperature check, and questions about COVID-19 symptoms for them or anyone in their home. Staff members entering will also be asked to wash or sanitize their hands as they enter the building.

Any NU-SCS staff member who exhibits symptoms will be sent immediately to medical care or home to self-isolate, as appropriate, until such a time that they receive a negative COVID-19 test, or have met Public Health Department guidelines for discontinuing home isolation.

### **Outside Visitors and Groups**

Access to our facilities by parents and other visitors will be limited to specific educational purposes in accordance with requirements for their independent study master agreement. Parents will be notified and regularly reminded that access to our facilities will be limited.

External community organizations will not be allowed to use any of our facilities. Delivery protocols for safe delivery of packages or items will be followed, including sanitizing surfaces touched by the delivery person.

## **Hygiene**

### **Handwashing**

NU-SCS has purchased hand sanitizer dispensers for all entrances, classrooms, and bathrooms. We have also purchased fragrance free sanitizer that is at least 60% alcohol that is placed at or near all workstations.

### **Training of Proper Handwashing Techniques and PPE Use**

NU-SCS will train staff and students on proper hand washing techniques, when to wash hands (arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods), and proper use of PPE. Training will happen through explicit lessons, regular reminders and notifications through our school communication platform, school social media, school website, and posters and placards inside each facility.

[CDC Handwashing Guidelines](#)

[Toolkit for Young Adults: 15 to 21](#)

[How to Protect Yourself and Others](#)

### **Training for Face and Nose Covering**

NU-SCS will train staff and students to properly use tissues and face coverings.

## **Protective Equipment**

### **PPE Training**

NU-SCS will train students and staff on proper use of cloth face coverings, including safe use, removal, and washing or disposal. We will accommodate anyone who has trouble breathing when wearing a mask by providing them with a face shield.

[How to Safely Wear and Take Off a Cloth Face Covering - CDC](#)

[How to Wash a Cloth Face Covering - CDC](#)

### **Staff Protective Equipment**

NU-SCS staff will wear masks or face shields. We will provide masks for staff who do not have a face covering. Staff members engaging in screening will be provided masks, a face shield, and disposable non-latex gloves. Front office and food service employees will be provided masks and disposable non-latex gloves. Custodial staff will be provided gloves appropriate for the level of cleaning necessary. Staff engaged in deep cleaning or disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask), in addition to PPE as required by product instructions. Training on proper use of cleaning products will be provided to all staff who use them.

### **Student Protective Equipment**

All students entering a NU-SCS facility are expected to wear a mask or face covering, unless a disability or health condition prevents them from safely wearing a mask. If a student does not have a face covering, a disposable mask will be provided.

# Physical Distancing

## **Plan to Limit the Number of Persons in Facility Spaces**

In order to limit the number of persons in facility spaces, NU-SCS will begin the year using primarily independent study as our instructional model. The exceptions will be our Sustainable Ag class, which will meet periodically at the Yreka Community Garden. Our Mt Shasta facility will remain 100% independent study to begin the year. After the first month, we will assess local conditions to determine when we can safely expand our in-person instructional days to part time. Any in-person instruction that occurs will be on alternating days of facility attendance with pods or cohorts of students. For high school students, the master schedule has been altered to allow for more classes to be completed online only. NU-SCS has limited the reasons that families and visitors may enter a facility, allowing for more teleconferenced meetings. Additionally, some staff will continue to work from home either full or part time.

## **Creating Smaller Student/Educator Cohorts & Minimizing Movement**

Students will be grouped in grade band cohorts that will be present at a facility no more than two days each week. The remainder of their week will be home-based independent study. Staff will remain with a limited number of students whenever possible.

## **Student Physical Distancing**

To maximize the safety for our students, families, and staff, all of our students will begin the year on independent study and online learning. Once we are able to resume in-person instruction on a limited basis, furniture in classrooms and common areas will be rearranged to allow for a maximum distance between students. Recess times will be staggered to isolate cohort groups. Start times, as well as drop off and pick up times, have been amended to decrease the number of students and families on campus at a time. Meals will be eaten by students at their desk within the classroom.

NU-SCS will limit foot traffic patterns within the facilities with barriers and signs. The windows will remain open, as weather allows, for increased circulation. Our only facility with playground equipment will start the year 100% distance learning and independent study. Additionally, staff will ensure physical distancing of students on playground equipment by staggering recess times to limit the recess to one cohort at a time and to ensure students remain three to six feet apart.

If field trips are scheduled, they will follow CDPH and SDPH guidelines to limit the numbers of students in a van, ensure mask wearing, and provide fresh air circulation. We will also encourage more virtual field trips.

### **Staff Physical Distancing**

Staff will physically distance from each other and from cohorts of students with whom they are not working. They will avoid congregating in all community areas, such as break rooms, staff, rooms, and bathrooms. Staff will also avoid in-person training and development through use of virtual training. If in-person is required, staff will ensure physical distancing and mask wearing. Staff schedules will be altered to accommodate new student schedules. Staff will remain with a cohort of students to the greatest extent possible. Furniture will be rearranged in staff work spaces, as needed to meet physical distancing guidelines.

## **Cleaning and Disinfecting**

### **Overall Cleanliness Standards**

NU-SCS will meet stringent cleanliness guidelines prior to reopening and maintain them throughout the year.

[Cleaning and Disinfecting Your Facility - CDC](#)

### **Sharing Avoidance**

NU-SCS will ensure students avoid the sharing of electronic devices, toys, books, and other games. Items that must be shared will be disinfected between each use by a staff member trained in proper use of disinfectants. High use items will be disinfected daily.

### **Items Difficult to Clean and Sanitize**

NU-SCS will direct teachers to limit the use of toys, stuffed animals, and other items that are difficult to sanitize.

### **Safe Use of Disinfectants**

All NU-SCS staff will complete a Keenan training course on the safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectants will be stored properly and in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. Our plan includes steps to disinfect surfaces such as desks, tables, chairs, phones, computers, copy machines between uses. We will disinfect high-touch surfaces such as door handles, handrails, sink handles, restroom surfaces, toys, games, art supplies, instructional materials and playground equipment daily.

### **Plan for Adequate Outdoor Air Circulation**

NU-SCS will ensure that ventilation systems and fans in each of our facilities operate properly. Additionally, we plan to increase circulation of outdoor air as much as possible by opening windows and doors and other methods, unless doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Our custodial staff will replace central air filtration for heating, ventilation, and air conditioning (HVAC) systems with filters that maximize filtering (targeted filter rating of at least MERV 13).

### **Safe Water Systems and Features**

Use of drinking fountains and water dispensers will be discontinued. Instead, bottled water will be provided.

### **Handling Student Belongings**

Each child's belongings will be separated and in an individually labeled storage container, cubby, or area. Belongings will be sent home each day to be cleaned.

## **Employee Issues**

### **Staffing Ratios**

NU-SCS will ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.

### **Staff Training**

NU-SCS will develop and provide staff training or utilize state-provided training on disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. If there is a need for one of our staff to use hazardous chemicals for cleaning, specialized training will be provided.

A primary focus of our staff meetings prior to school opening will be how to safely use physical distancing of staff and students as a tool to minimize risk of infection. We will also focus on using active screening protocols such as symptom screening and temperature checks.

As stated above, we have updated the Injury and Illness Prevention Program (IIPP) to include specific details about our COVID-19 response matrix.

NU-SCS will also train our staff on State and local health standards and recommendations, including proper use of protective equipment, including information



on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Staff will understand that face coverings do not replace the need for physical distancing and frequent handwashing, and that cloth face coverings are most essential when physical distancing is not possible. Our training of staff will also include training on removal and washing of cloth face coverings.

Our training will also include hygiene related issues, such as cough and sneeze etiquette, keeping one's hands away from one's face, frequent hand washing and the proper technique for doing so.

We will also stress issues of confidentiality around health recording and reporting.

Finally, our staff training will include training on trauma-informed practices and suicide prevention.

### **Staff Liaison**

NU-SCS has designated Kirk Miller, Regional Director, as the staff liaison who will be responsible for responding to COVID-19 concerns. Employees have been notified who our liaison is and how to contact him, and they will be regularly updated should there be any changes in liaisons due to illness or other factors.

### **Reasonable Accommodations**

NU-SCS has taken steps to protect and support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as telework or other "distance work" options.

In the case that reasonable accommodations are not practicable, NU-SCS will work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

[People Who Need to Take Extra Precautions](#)

## **Communication**

### **Stakeholder Engagement**

School leaders have engaged stakeholders, including families, and staff in the school community, to formulate and implement the plans in this checklist.

### **Communicating COVID-19-related Protocols**

NU-SCS has developed a plan to communicate to staff, students, and parents about new, COVID-19-related protocols, including: The proper use of PPE/EPG; Cleanliness and disinfection; Transmission prevention; Guidelines for families about when to keep

students home from school; Systems for self-reporting symptoms; The criteria and plan to close facilities again for physical attendance of students.

### **Communication for Vulnerable Members of the School Community**

The NU-SCS communication plan includes targeted communication to vulnerable members of the school community that includes CDC and CDPH guidelines for protecting themselves and their family.

### **Communication Plan for Positive COVID-19 Case**

When a positive case is identified, the following steps with regard to communication will be taken: The liaison will immediately notify the Siskiyou County Department of Public Health; Guidelines from SCDPH regarding isolation protocols and for closing and safe reopening of areas impacted will be communicated to affected staff and families through channels appropriate to the scope of the potential exposure, including Remind, letters home and phone calls; Notice of the positive result will be posted on our school website and a press release will be submitted to local media while being mindful of confidentiality.

### **Links:**

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyDataTable.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/young-adults-15-to-21.html#young-adults-faqs>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>