INTRODUCTION
The Coronavirus COVID-19 pandemic has radically altered our lives and the way we interact with one another. The school environment has and will continue to be impacted for the foreseeable future until we have a vaccine or we achieve herd immunity. During that time, Santa Barbara Charter School will take all reasonable measures to protect the health of our students and staff.

The purpose and intent of the re-entry plan is to provide for a smooth and safe reopening of school in the 2020-21 school year. Santa Barbara Charter School is committed to balance the health and safety of its students, staff, and families while continuing to provide an educational program committed to our vision of educating students in the arts, academics, and relationships. Our intent is to optimize instructional time and support the social and emotional needs of our students and staff, within the given health and safety guidelines.

Any level of school reentry will have some risk of increased virus transmission of the disease to students, staff, and the community. This plan is based on the various guidelines issued by the California Department of Education (CDE Reentering Schools Guidelines), the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Barbara County Public Health Department (SBCPH).

PLANNING ASSUMPTIONS

The assumptions below reflect input from state and local stakeholders as well as input from a task force formed by Santa Barbara Charter School consisting of sixteen staff members. In the case of the COVID-19 pandemic emergency, the situation continues to be fluid; on a daily basis, we receive new information about the disease. Therefore, this plan will change as new information and new guidelines become available. The plan is based on the following assumptions:

1. COVID-19 is and will continue to be a public health threat until a vaccine is developed, produced and disseminated widely;
2. Santa Barbara County Public Health (SBCPH) will guide schools on re-opening based on State guidelines and local conditions related to the virus;
3. SBCPH will direct the protective measures a school district must take in order to reopen the campus to students;
4. School schedules will vary throughout Santa Barbara County and California. Different resources, personnel, community needs, and direction from SBCPH in response to local conditions, will impact local decision-making;
5. The economic impacts of the pandemic will have significant and lasting impacts on schools;
6. Students will enter the 2020-21 school year with varying degrees of unfinished learning;

1 [https://www.cde.ca.gov/ls/he/hn/coronavirus.asp](https://www.cde.ca.gov/ls/he/hn/coronavirus.asp)
7. Santa Barbara Charter School will endeavor to provide a supportive environment where both students and staff feel safe and connected. Teachers and staff aim to work with parents, students, and members of the community to maintain an emotionally supportive environment where students and staff can heal and thrive;
8. Santa Barbara Charter School recognizes that the Pandemic is ongoing and that individual students, entire classes/or and the school may be required to quarantine in the event of an outbreak of COVID-19 at the school. Decisions of this nature will be directed by SBCPH.

TASK FORCE MEMBERS:

Peter Aguilar
Jennifer Butler
Kristine Chheng
Cristina Cullen
Laura Donner
Cynthia Dunn
Nastacia Echavarria
Doreen Edwards
Sally Esparza
Tanya Hansen
Rebecca Herrera
Aaron Martin
Sonia Morosin
Les Stickles
Allison Wardlaw
Jenny Witherell
**THE DRIVERS**

Throughout our planning for the reopening of school, we have asked ourselves the following question: What kind of education can we offer our students within the current staff and site constraints, while following the current health and safety guidelines, considering the larger community context, weighing the risks involved, and honoring the opinions of families and staff?

These drivers reflect the most important aspects of reopening schools and these five priorities are reflected in the decisions we make and the plans we create.

- ✔ Health and Safety
- ✔ Educational Programming
- ✔ Logistics and Site
- ✔ Liability and Expenses
- ✔ Community Context
FROM HOME TO SCHOOL AND BACK HOME

Plans for school reentry encompass many factors that make up a student’s day. “School” includes the in-classroom experiences among students and teachers, as well as non-classroom-based periods, such as recess and lunch.

School planning also includes the many transitions to, from, and around school, including arrival and dismissal, and transitions between classes.

To reduce the risk to health and safety of all students and staff, this plan attempts to address many aspects of the school day, including: preparing to go to school, transporting to school, arriving and entering school, participating in classes and activities during school, moving around the school, and returning and arriving back home.

Before leaving home, specific actions must be taken by the students and their families. Arriving by car, biking or walking to class, entering classrooms, transitioning between classes or activities, eating meals, and going back home all require school plans for hygiene and sanitation, face coverings, providing social distancing and limiting interaction among groups. Managing social distancing for a kindergartner is different than it is for a fourth grader. In all cases, practices and protocols will require vigilance and support by administrators, teachers, staff, students, and families.

The intent within these protective measures is to make every effort to minimize risk. The collective impact of the multiple layers of safety and protection reduces risk, but cannot completely eliminate it. We know that implementation will not be perfect. Therefore, the effectiveness of the plan comes in the universal understanding of the intent of each of the guidelines and the good faith efforts to implement them.
REOPENING CONDITIONS

In August, 2020 Santa Barbara Charter School submitted an attestation to SBCPH indicating that our campuses meet the guidelines required by the California Department of Public Health (CDPH) for the reopening of schools. As guidance and directives from the state change, this attestation is adjusted.

Again in November 2020, Santa Barbara Charter School updated an attestation to SBCPH reflecting the current needs. As guidance and directives from the state and county change, this attestation is adjusted.

Here is the current SBPH attestation for SBCS:
https://docs.google.com/spreadsheets/d/1Rqw-XzjpsbL2-fmv6inVoNFpjsvBGXqjBmy32y3iSzk/edit?usp=sharing
GENERAL MEASURES

In addition to planning for the specific levels at reentry, we are planning multiple plans for both loosening and tightening of public health orders within the 2020-21 school year. Conditions may require some classes and schools to close and reopen within the academic year, and we may find ourselves engaging in varying forms of schooling, from in-person learning, to a hybrid/blended option, to complete distance/online learning.

SBCS is carefully considering the multiple factors within the various planning levels for social distancing to determine how we will provide the instructional programming.

Optimizing instructional time on campus while balancing the safety of students and employees takes careful consideration. The SBCS Task Force has taken into account the need to involve stakeholders while considering factors including:

- Physical space and facilities
- Student enrollment
- Staffing
- Fiscal Resources
- Policies, including possible state and federal waivers
- Programming options

SBCS Task Force members are thoughtfully considering re-entry schedules, while understanding that any schedule that we create for the beginning of the 2020-2021 school year may need to change within the school year. Given the fluid nature of planning to date, and given the variability of factors, including those listed above, there are multiple effective approaches to school re-entry.

In order to ensure we are ready to start the year (and to make sure we can continue operations throughout the year, even if the health situation changes in our community) we have been making plans for different scenarios based on possible phases that would be dictated by the orders of Santa Barbara Public Health (SBPHD).2

2 https://publichealthsbc.org/
SCHOOL PLANNING LEVELS: PHASES OF REOPENING

As we have seen throughout this pandemic, conditions change rapidly and information is received that necessitate a shift in planning for schools and districts. Recently the governor released a phased plan for school reopening and we have adopted this model so that we can make better decisions about the changes in the instructional model as the pandemic conditions fluctuate.

Santa Barbara Charter School has a reopening task force that has met regularly to plan and coordinate for the eventuality of reopening school. Throughout the planning process the task force has taken into account the following:

- Safety of students, staff members, and the community
- Students’ academic needs
- Students’ and staff members social, emotional, and physical wellbeing
- Facility needs
- Student enrollment trends
- Staffing considerations
- Fiscal resources
- Health Guidelines, policies, and laws

In order to ensure we are ready to start the year (and to make sure we can continue operations throughout the year, even if the health situation changes in our community) we have been making plans for different scenarios based on five possible phases that would be dictated by the orders of Santa Barbara Public Health (SBPHD).³

³ [https://publichealthsbc.org/](https://publichealthsbc.org/)
SCHOOL PLANNING LEVELS:

• **Phase 5:**
  ▪ No health orders
  ▪ Continued messaging about hygiene
  ▪ For SBCS, this looks like “business as usual”

• **Phase 4 (yellow tier):**
  ▪ No groups of a maximum number (for example, 50 or more people)
  ▪ For SBCS, this would mean restrictions in the auditorium, classrooms, etc.

• **Phase 3 (orange tier):**
  ▪ Six feet of social distancing
  ▪ All rules from phase 4 apply
  ▪ Rules about hygiene and cleaning
  ▪ Mandates and/or recommendations about personal protective equipment (PPE) including face coverings
  ▪ For SBCS, this would mean a large shift from our typical school practices, with significant restrictions to our classrooms, playgrounds, etc.

• **Phase 2 (red tier):**
  ▪ All rules from Phase 3 apply
  ▪ No groups of a maximum number (for example, 12 or more people)
  ▪ For SBCS, this would mean significant restrictions in the classrooms, etc.

• **Phase 1 (purple tier):**
  ▪ Stay at home order issued
  ▪ All rules from phases 2, 3, and 4 still apply
  ▪ For SBCS, this would mean distance learning, building upon and improving our previous system(s)

Focus on Phase 3

Based on the information from Santa Barbara County Public Health Department⁴ (SBPH) the California Public Health Interim Guidance for Schools⁵, and the current metrics in the county⁶, the SBCS task force recommends opening SBCS in Phase 3. As a result, we have been spending most of our time planning for this phase. Please note that all of these phases are possible for the coming school year, and we are actively planning for each of these eventualities.

For various versions of the SBCS school plan related to the different phases, please see Appendix B.
Contact with SBPHD

Each school/district will be required to designate one liaison to communicate with the SBCPHD Disease Control & Prevention Program when a concern arises related to COVID-19. All communication between SBCPHD and the SBCS will be coordinated through these liaisons to avoid confusion and duplication of efforts. Cindy Emery will be the SBCS liaison for the 2020-21 school year cemery@sbunified.org

Surveillance

SBCS will monitor attendance, verify absences, and notify SBCPHD of significant increases in absences or illness clusters/outbreaks. SBCS has a mechanism to obtain specific information regarding reasons for absence e.g., fever, respiratory symptoms, GI symptoms, etc.

Employee Surveillance Testing

SB County Public Health guidelines require surveillance testing for any school employee who may fall into either of the two categories below:

- Employees who may have contact with students (i.e. school office staff, food service, teachers, athletic administrators, etc.)
- Employees who may have contact with school employees (office staff, maintenance, plumber, etc.)

Surveillance testing requires a baseline testing of all employees who meet either of the criteria above. Surveillance testing is different from outbreak testing, for which we will have a separate process. All Santa Barbara Charter School employees will eventually fall into one or both of these categories and therefore all employees were baseline tested on September 18, 2020. All staff must continue with surveillance testing every two months, or 50% of the staff every month, or 25% of the staff every 2 weeks. We will continue with surveillance testing every two months, as requested. SBCS has contracted with a local lab for testing, selected off the list of SBPH approved labs. As of December 2020, SBCS staff is participating in surveillance testing every month.
A. **General Measures**

1. Santa Barbara Charter School has established communication with local and State authorities to determine current disease levels and control measures in our community by regularly consulting metrics on the SBPH website. We will regularly review reports from the governor and the state superintendent of public instruction. We will communicate weekly with the SBPH education liaison, the County Superintendent of Schools, and other leaders from districts around the county.

2. A workplace-specific COVID-19 prevention plan to protect employees that includes:
   a) The person(s) responsible for implementing the plan.
   b) A risk assessment and the measures that will be taken to prevent spread of the virus.
   c) Use of face coverings, in accordance with the CDPH guidance.
   d) Training and communication with workers and worker representatives on the plan.
   e) A process to check for compliance and to document and correct deficiencies.
   f) A process to investigate COVID cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
   g) Protocols for when the workplace has an outbreak, in accordance with CDPH guidance.

3. Unless working in partnership with Santa Barbara Charter School, community organizations will not be allowed to utilize site and campus resources for the purposes of Civic Use.

4. Santa Barbara Charter School will follow the guidance for school closures as required by Santa Barbara Public Health.

5. Students with functional and access needs that put them at a greater risk will be given specific supports according to their needs. A student's case manager will consult with the school nurse and administration to continue to adjust plans as necessary. When extreme, a Section 504 Plan may be written to further protect a student's health.
B. **Promote Healthy Hygiene Practices**

1. Temporary handwashing stations have been acquired for each classroom. Schedules and processes for handwashing will be established at each site so as to minimize the congregating of students and staff in bathrooms.

2. Students will wash or sanitize their hands 1) before entering the classroom, 2) before and after lunch, 3) before and after recess, 4) before and after entering an internal space that is not their classroom, 5) after sneezing, touching their face, coughing, or other similar actions, and 6) throughout the day.

3. There is an adequate supply of items to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

4. Students and staff members will be given cloth face coverings and face shields.
   - **All staff will be required to use face coverings and/or face shields during the day, and especially when six feet of social distancing is not possible.**
   - **All students will be reminded regularly through various methods (videos, teachers, signs, presentations) to wear face coverings, especially when six feet of social distancing is not possible.**
   - **Anyone who is exempt from the guidelines will complete a form with SBCS.**

5. We have recommended that all students and staff be immunized each autumn against influenza unless contraindicated by a personal medical provider.

6. Office staff will utilize appropriate caution when interacting with the public, including reducing the frequency of direct interactions as we are significantly restricting visitors to campus to essential workers and emergencies.

7. When direct contact with the public is required, plexiglass shields, face coverings, face shields, and gloves will be utilized according to the conditions of the interchange.
C. **Face Coverings**

1. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.
2. Teach and reinforce use of face coverings, or in limited instances, face shields.
3. Remind students and staff not to touch the face covering and to wash their hands frequently.
4. Provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
5. Train on policy on how to address people who are exempted from wearing a face covering. When a cloth face covering or face shield is temporarily removed for meals, snacks, naptime, or outdoor recreation, ensure it is placed in a clean paper bag marked with the student’s name and date until it needs to be put on again.
6. Exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one. Develop a protocol to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Offer alternative educational opportunities for students who are excluded from campus.
7. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
8. In limited situations where face coverings cannot be used, wear a face shield instead while maintaining physical distance from others.
9. Workers or other persons handling or serving food must use gloves in addition to face coverings. Consider disposable gloves to supplement frequent handwashing or use of hand sanitizer, for example, for workers who are screening others for symptoms or handling commonly touched items.
D. Ensure Teacher and Staff Safety
1. We will ensure that staff maintain physical distancing from each other.
2. We will ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
3. We have supported 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, where appropriate, or teaching in a distance learning or independent study context.
4. We conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
5. We minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
6. We have implemented procedures for daily symptom monitoring for staff.
E. **Intensify Cleaning, Disinfections, and Ventilation**

1. We have suspended or modified the use of site resources that necessitate sharing or touching items, such as using personal reusable water bottles instead of shared drinking fountains.

   a) Teachers/staff will limit use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment.
   
   b) Teachers have reorganized their use of materials in the classroom and schools have purchased new materials in order to limit the shared use of materials by students.
   
   c) Students will be provided a pack of supplies to keep at home.
   
   d) In cases where materials must be shared, such as the sharing of student books from a classroom library, these materials will be disinfected between uses.

2. Staff will clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day.

   a) Each classroom will be thoroughly cleaned each evening by custodial staff using disinfectants that are proven to kill the coronavirus.
   
   b) Throughout the day, staff will clean frequently used surfaces and use products approved for use against COVID-19 on the **Environmental Protection Agency (EPA)-approved** list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH asthma-safer cleaning methods, and as required by the Healthy Schools Act, as applicable. Avoid use of products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.
   
   c) Staff will be trained in the proper use of these products.
   
   d) Provide proper PPE to custodial staff and other employees who clean and disinfect.
   
   e) We have established a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.
   
   f) Staff will ensure safe and correct application of disinfectant and keep products away from students.
   
   g) Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible.
   
   h) Do thorough cleaning when children are not present. When cleaning, air out the space before children arrive. If using air conditioning, use the setting that brings in outside air.
   
   i) Employees are responsible for keeping their workstations clean and disinfected (keyboards, phones, desks.)

3. **Ventilation and water systems inspected and monitored**

   a) Staff has replaced and checked air filters and filtration systems to ensure optimal air quality.
   
   b) If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
   
   c) District considered upgrades to improve air filtration and ventilation.
   
   d) Staff ensured all water systems are safe to use to minimize risk of Legionnaires’ disease.
F. Implementing Distancing Inside and Outside of The Classroom: Arrival and Departure

1. Buses will not be used to transport students to/from school.
2. On campuses, there will be minimized contact between students, staff, families and the community at the beginning and end of the school day.
3. Except when necessary community visitors, including parents, will not come onto campus.
4. School will stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
5. Schools will establish pick-up and drop-off protocols for families.
6. Schools will designate routes for entry and exit, using as many entrances as feasible.
7. Floor stickers and signs will be employed to indicate doors for entering and exiting as well as delineate lanes for travel in hallways.
8. Health screenings of students and staff will occur upon arrival to campus each day.
9. Plexiglass partitions will be placed in offices where the public, students, and staff interact.
10. Plexiglass partitions will be used during face-to-face meetings between individuals when practicable.
G. Implementing Distancing Inside and Outside of the Classroom: Classroom Spaces

1. Students will remain in the same space and in groups as small and consistent as practicable, including for recess and lunch. The same teacher, staff, and students will be with the same group to the greatest extent practicable.

2. TK through Grade 8 students are placed in cohorts.
   a) Students remain as a cohort within their classroom and in outdoor spaces. Movement will be limited to leaving the classroom for bathroom
   b) breaks, handwashing, snack/recess, and lunch. Lunch will be eaten with their cohort outdoors.

3. Cohorts will not mix with each other in indoor spaces.

4. Cohorts may occupy outdoor spaces together while maintaining distance between each cohort.

5. We will maximize space between seating and desks, adhering to the guideline of a minimum of six feet distance between individuals.

6. We will arrange seating to minimize face-to-face contact, and use physical partitions when needed. Teacher and other staff desks will be at least 6 feet away from student desks.

7. As appropriate, we will redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation.

8. To the greatest extent possible outdoor spaces will be utilized with students working in small cohorts, while maintaining a minimum of 6 ft. distance between students as practicable.

9. Choir and band practice and performances will not be allowed until CA Public Health allows it. Singing will only be conducted outdoors.

10. Students will receive age-appropriate training via school-developed curriculum on how to maintain distancing when in the classroom and other indoor spaces.

11. Expectations for spacing and interaction in outdoor environments will be provided through repeated training and reminders.

12. Teachers will implement procedures for turning in assignments to minimize contact.
H. Implementing Distancing Inside/Outside of The Classroom: Non-Classroom Spaces

1. Limit nonessential visitors, volunteers and activities involving other groups.
2. Visitors to campus will conduct business by appointment and will be screened for COVID-19 prior to conducting business.
3. The use of outdoor space will be maximized, including use for instruction.
4. Congregating in the hallways or common areas will be minimized.
5. All schedules, including breaks and lunch will be created to limit interaction between cohorts of students.
6. Meals will be served outdoors.
7. Recess activities will be held in separated areas designated by class. Cohorts may be outside at the same time but will not mix.
8. When students are outside for recess or PE, they will stay in their assigned cohorts.
I. **Limit Sharing**

1. Each child’s belongings will be kept separated and in individually labeled storage containers, cubbies or areas.
2. Adequate supplies have been purchased to minimize the need to share high-touch materials to the extent practicable.
3. Commonly used learning tools have been issued to each individual student.
4. Teachers will avoid sharing electronic devices, clothing, toys, books and other games or learning aids.
5. When a book or learning tool must be shared, it will be disinfected between student use.
6. Any student-issued technology equipment will be kept at home during hybrid learning, and these devices are not shared.
7. Commonly used learning tools are issued to each individual student when practicable.
8. Clothing will not be shared, and toys will not be brought to school.
J. Train All Staff and Educate Families

1. All staff will be trained and provide educational materials to families in the following safety actions:
   a) Enhanced sanitation practices
   b) Physical distancing guidelines and their importance
   c) Use of face coverings, including: proper use, removal, and washing of cloth face coverings.
   d) Screening practices
   e) Specific COVID-19 symptoms and transmission, how to prevent COVID-19 spread, when to seek medical attention, the plan and procedures to follow when someone becomes sick at school, and the plan and procedures to protect workers from COVID-19 illness

2. Training will be virtual to allow for adult distance learning.

3. Information will be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.
K. Check for Signs and Symptoms

1. Santa Barbara Charter School will prioritize the prevention of discrimination against students who (or whose families) were or are diagnosed with COVID-19.
2. Any claims of discrimination will be investigated per SBCS Policy 013 Policy 013 Prohibition of Harassment final 013118.docx (adults) or SBCS Policy 030 Policy 030 HARASSMENT, DISCRIMINATION, INTIMIDATION student policy 120518 final.docx (students), compliant with the Safe Place to Learn Act.
3. Active reminders will go to staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
4. Families and staff will be encouraged to stay home without fear of reprisal and ensure staff, students, and students’ families are aware of these policies.
5. Symptom screenings and/or temperature checks for all staff and students entering the facility.
6. Conduct visual wellness checks of all students upon arrival or establish procedures for parents to monitor at home.
7. Take temperatures with a no-touch thermometer.
8. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
9. Make available and encourage use of handwashing stations or hand sanitizer.
10. Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.
11. If a student shows symptoms of COVID-19, communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card.
12. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
13. We have posted signage at the entrance to each school instructing individuals who are sick or who have had close contact with a COVID-19 positive individual to not enter the building. They will be instructed to call the campus office where someone will assist them.
14. Children will not be penalized for missing class. Students will be allowed to make up or waive assignments missed as a result of their own illness, quarantine, or that of a family member.
L. Plan for When a Staff Member, Child, or Visitor Becomes Sick
1. All sites have identified an isolation room to separate anyone who exhibits symptoms of COVID-19.
2. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and to wait in an isolation area until they can be transported home or to a healthcare facility.
3. Each site has established procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.
4. If a student, staff member, or visitor experiences a medical emergency related to COVID-19, 911 will be called immediately.
5. Classrooms, workspaces, and isolation rooms occupied by sick individuals will be cleaned and disinfected before subsequent use according to CDC guidance.
6. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation.
7. Staff and students who are ill will require written clearance from a health care professional or Santa Barbara County Health Department before returning to a school campus workplace.
8. We will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
9. Before returning to campus all staff and families will be provided with written instructions on what to do if they suspect or confirm that they or someone they have been in close contact with someone who is/are/were COVID-19 positive.
10. Students, including students with disabilities, will have access to distance learning when out of class.
11. As outlined in our Learning Continuity Plan, home learning will continue to be an option for students who, because of illness or living situations, are unable to physically attend school. Learning Continuity Attendance Plan SBCS 092120 final.docx
12. Staff will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Protocols will be updated as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace.
M. Maintain Healthy Operations

1. Staff absenteeism is monitored so that trained back-up staff are available when needed. Other staff may telework when appropriate.

2. Office health aide monitor the types of illnesses and symptoms among students and staff to help isolate them promptly to avoid contagion spread.

3. The Director of Education is the liaison responsible for responding to COVID-19 concerns from the public at-large. Employees will be trained on who they are and how to contact them. Train the liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

4. The Parent Square Daily Health Screening allows staff to self-report symptoms, while maintaining confidentiality. Families are asked to phone or email office staff to advise the school of any illness.

5. All Santa Barbara Charter School staff will be tested for COVID-19 on a regular schedule. Each staff member will be tested once every two months.

6. Students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk will be provided accommodations during COVID-19
N. Considerations for Reopening and Partial or Total Closures

1. Check State and local orders and the health department notices daily about transmission in the area or closures and adjust operations accordingly.

2. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, refer to the CDPH Framework for K-12 Schools. Consult with the local health department to determine whether to close the school or to clean and quarantine exposed persons, based on the risk level within the community; close off the classroom or office where the patient was based and do not use the areas until cleaned and disinfected; communicate with students, parents, teachers, staff and the community; inform staff regarding labor laws and leave time (See additional information on government programs supporting sick leave and worker’s compensation for COVID-19, including worker’s sick leave rights under the Families First Coronavirus Response Act and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive Order N-62-20, while that Order is in effect); remind parents, teachers, and staff to use physical distancing in the community and discourage them from gathering elsewhere; develop a plan for continuity of education, including nutrition; and maintain regular communications with the local public health department.

3. Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.

4. In most cases, entire schools will not be required to close even if there is a confirmed case in a staff member or student. Closure of a classroom or multiple classrooms may be necessary to prevent disease transmission, but any decision to close a portion of or the entire school should be made in consultation with SBCPHD.

5. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 10-day period, depending on the size and physical layout of the school.

6. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

7. With the local public health department, the school staff may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the Santa Barbara Public Health Department.

8. Standard guidance will be given for isolation at home for at least 10 days after close contact, for those in the classroom or office where the patient was based. These spaces will typically need to close temporarily as students or staff isolate. Distance learning may be implemented if classes are closed.

9. Additional close contacts at school outside of a classroom will also be given direction to isolate at home.

10. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily.

11. Communication plans for school closure will include outreach to students, parents, teachers, staff and the community.
12. Staff will be provided information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.

13. The school will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a classroom or school is closed.

14. Students will be provided with continuity of education during closure.

15. Daily regular communications will be maintained with the Santa Barbara County Public Health Department.
### Santa Barbara Protocols for Symptoms, Potential Exposure and/or Close Contact with an Individual Testing Positive for COVID-19 in a School or Classroom Setting

<table>
<thead>
<tr>
<th>Student or Staff with:</th>
<th>ACTION</th>
<th>DISTRICT COMMUNICATION</th>
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</table>
| 1. Any of the COVID-19 symptoms, (***) answers yes to a health screening question, or has a temp of 100.4 or above. | - Individual sent home, isolate at home.  
- If the individual is symptomatic (and does not get evaluated by a healthcare provider) then they are to isolate at home for at least 10 days from symptom onset, **AND** until symptoms improve, **AND** there is no fever without fever-reducing medication for at least 24 hours. **When all these criteria are met a note from a healthcare provider is not needed.**  
- Family contacts their healthcare provider immediately for medical evaluation which may include testing. Individual isolates until evaluated by health care provider. If tests positive for | No communication to class. |
| COVID-19, see #3; if tests negative for COVID-19, see #4; if healthcare provider diagnoses another cause of symptoms and provides, see #5.  
· Classroom/stable group OPEN. |
|---|
| **2. Close Contact (see definition below) with a confirmed COVID-19 case.**  
· Send home if at school  
· Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations  
· Recommend testing 5 – 7 days from last exposure (but will not shorten 10-day exclusion if negative).  
· If any symptoms develop contact medical provider for evaluation.  
· School/Classroom remain OPEN. |
| **Consider school community notification of a known exposure.**  
· No action needed if exposure did not happen in school setting. |
| 3. Confirmed COVID-19 case | · Notify the local health department - If 3 or more cases within 2 weeks contact SBPHD Community Health Nurse/Disease Control (805-681-5280)  
· Exclude from school for 10 days from symptom onset date, or, if asymptomatic for 10 days from specimen collection date.  
· Identify school contacts (*), inform the local health department of identified contacts, and exclude contacts - possibly the entire stable group (**) - from school for 10 days after the last date the case was present at school while infectious.  
· Recommend testing asymptomatic contact 5 – 7 days from last exposure and immediate testing of symptomatic contacts, (negative results will not shorten 10-day exclusion).  
· Disinfection and cleaning of classroom and primary spaces where case spent significant time.  
· **School remains open.**  
· Close contacts, stable group closes (**) | · **School community notification of a known case**  
· Notification of persons with potential exposure if case was present in school while infectious |

| 4. Tests negative after symptoms | · May return to school after 24 hours have passed without fever and symptoms have started improving  
· **School/classroom remain OPEN.** | · Consider school community notification if prior awareness of testing. |

| 5. A medical provider diagnoses another cause of symptoms | · Medical provider provides note with return to school instructions following guidelines for the specific illness. |
(*) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(**) See Stable Group Guidance for a definition of stable group. Generally, the entire stable group will be excluded from school for a period of 10 days if the positive COVID case was in school during the infectious period. Only if school personnel can confirm that there was not close contact with a positive case during the infectious period, would individual members of the stable group not be excluded from school.

(***) Symptoms of Coronavirus

This list does not include all possible COVID-19 symptoms. CDC and CDPH will continue to update this list.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting or diarrhea
APPENDIX B--SCHOOL PLANNING LEVELS: PHASED RETURN

PHASES OF REOPENING

As we have seen throughout this pandemic, conditions change rapidly and information is received that necessitate a shift in planning for schools and districts. Recently the governor released a phased plan for school reopening and we have adopted this model so that we can make better decisions about the changes in the instructional model as the pandemic conditions fluctuate.

Santa Barbara Charter School has a reopening task force that has met regularly to plan and coordinate for the eventuality of reopening school. Throughout the planning process the task force has taken into account the following:

- Safety of students, staff members, and the community
- Students’ academic needs
- Students’ and staff members social, emotional, and physical wellbeing
- Facility needs
- Student enrollment trends
- Staffing considerations
- Fiscal resources
- Health Guidelines, policies, and laws

In order to ensure we are ready to start the year (and to make sure we can continue operations throughout the year, even if the health situation changes in our community) we have been making plans for different scenarios based on five possible phases that would be dictated by the orders of Santa Barbara Public Health (SBPHD).\(^7\)

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7 [https://publichealthsbc.org/](https://publichealthsbc.org/)
SCHOOL PLANNING LEVELS:

- **Phase 5:**
  - No health orders
  - Continued messaging about hygiene
  - For SBCS, this looks like “business as usual”

- **Phase 4 (yellow tier):**
  - No groups of a maximum number (for example, 50 or more people)
  - For SBCS, this would mean restrictions in the auditorium, classrooms, etc.

- **Phase 3 (orange tier):**
  - Six feet of social distancing
  - All rules from phase 4 apply
  - Rules about hygiene and cleaning
  - Mandates and/or recommendations about personal protective equipment (PPE) including face coverings
  - For SBCS, this would mean a large shift from our typical school practices, with significant restrictions to our classrooms, playgrounds, etc.

- **Phase 2 (red tier):**
  - All rules from Phase 3 apply
  - No groups of a maximum number (for example, 12 or more people)
  - For SBCS, this would mean significant restrictions in the classrooms, etc.

- **Phase 1 (purple tier):**
  - Stay at home order issued
  - All rules from phases 2, 3, and 4 still apply
  - For SBCS, this would mean distance learning, building upon and improving our previous system(s)

**Focus on Phase 3**

Based on the information from Santa Barbara County Public Health Department\(^8\) (SBPH) the California Public Health Interim Guidance for Schools\(^9\), and the current metrics in the county\(^10\), we recommend opening SBCS in Phase 3. As a result, we have been spending most of our time planning for this phase. Please note that all of these phases are possible for the coming school year, and we are actively planning for each of these eventualities.

**Phase 3:**
- Six feet of social distancing
- Face coverings for all staff and students

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\(^8\) [https://recoverysbc.org/reopen-your-business/](https://recoverysbc.org/reopen-your-business/)


\(^10\) [https://publichealthsbc.org/santa-barbara-county-reopening-metrics/](https://publichealthsbc.org/santa-barbara-county-reopening-metrics/)
- Rules about hygiene and cleaning, ventilation and disinfection protocols
- Mandates and recommendations about personal protective equipment (PPE)
- Distancing in rooms, hallways, on playground, as much as possible
- Maintain stable cohorts and minimize the mixing of students
- Limit sharing
- Distancing at arrival and departure
- COVID-19 surveillance testing for staff
- Daily health screenings for students and staff
- Plans for when staff or student becomes sick
- Maintaining healthy operations
- Considerations for partial/total school closures
- Considerations for medically fragile students

CLASSROOM BASED PROGRAM:

MODEL 1

Classroom Based Program: Scheduled days in classroom and scheduled home extended learning time.

M-Th (cohort A) 3 hours in the morning on site, 1 hour independent work
M-Th (cohort B) 3 hours in the afternoon, 1 hour independent work
Fridays (All) fully remote home day, Zoom check-in and independent work

<table>
<thead>
<tr>
<th>DRAFT Cohort A</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>7:45-8:00</td>
<td>Arrival</td>
<td>Arrival</td>
<td>Arrival</td>
<td>Arrival</td>
<td>Zoom Circle time</td>
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<td>8:00-9:45</td>
<td>In person, on campus</td>
<td></td>
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<tr>
<td>9:45-10:00</td>
<td>Snack</td>
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<tr>
<td>10:00-11:00</td>
<td>In person, on campus</td>
<td></td>
<td></td>
<td>Independent Work</td>
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<tr>
<td>11:00</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
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<tr>
<td>11:00-12:00</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>12:00-1:00*</td>
<td>Independent Work</td>
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MODEL 2
Distance Learning Partnership, Classroom Based option: This is a Partnership where the family chooses a student’s curriculum and the teacher advises and guides the family while tracking progress. Most learning is independent, and students are offered daily social interactions on Zoom with peers and their teacher. Optional scheduled day on campus will be 2 hours weekly, one afternoon per week (day TBD), 6-12 students per group, when in hybrid mode.

HOMEBASED PARTNERSHIP

MODEL 3
HomeBased Partnership (HBP): Independent Study Enrichment Program
A family-based, experiential, individualized education with enrichment activities and elective courses on HBP campus. Scheduled days on campus will be in two hour segments, with a small group of students when in hybrid mode.

MODEL 4
HomeBased Partnership (HBP): Independent Study Customized Program
A fully independent study, home schooling program. This model has no in-person offering, it is fully independent.
APPENDIX C: SAMPLE LETTERS SB PUBLIC HEALTH

CONTACT WITH SOMEONE WHO TESTED POSITIVE:

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

The health and safety of our students and staff are a top priority. This letter is to inform you that a student or staff member in your child’s class or small group has been in close contact with a person who has tested positive for COVID-19.

Public Health has been notified and is taking further steps. In accordance with Santa Barbara County Public Health guidance, the classroom will continue to operate. The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html include, but are not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The safety of our students, staff, and school community is our priority. Please keep students who are ill home.

Please contact your healthcare provider if you have any additional questions or concerns. For school related questions, please contact, (insert contact name and phone number.)

Sincerely,

School Administrator

(School)

LETTER MEMBER OF COHORT TESTS POSITIVE

Date, 2020

37
Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child’s class or small group at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom was [XXX date].

In accordance with SBCPHD guidance, we advise that your child immediately quarantine to the greatest extent possible, even if your child is asymptomatic. In addition, you may inform your healthcare provider and follow their advice. Be sure to let the provider know that you or your child has had a direct exposure through this classroom.

The classroom will be closed through at least [date] for the duration of the quarantine, which is 10 days from the last exposure.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html] include, but are not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The safety of our students, staff, and school community is our priority. Please contact your healthcare provider if you have any additional medical questions or concerns. For school related questions please contact, (insert contact name and phone number.)

Thank you for your prompt response to this matter.

Sincerely,

School Administrator

(School)

APPENDIX D--CONTACT LIST

<table>
<thead>
<tr>
<th>Organization / Agency</th>
<th>Name</th>
<th>Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Barbara County Public Health Officer and Director</td>
<td>Henning Ansorg, MD Van Do-Reynoso, MPH, PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Barbara County Public Health</td>
<td>Duty Officer (24 hour)</td>
<td>(805) 696-1194</td>
<td><a href="mailto:dutyofficer@sbcem.org">dutyofficer@sbcem.org</a></td>
</tr>
<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Community Wellness Line (805) 364-2750</td>
<td>County Call Center (833) 688-5551</td>
<td>Community Based Testing Appointment: <a href="https://lhi.care/covidtesting">https://lhi.care/covidtesting</a> (888) 634-1123</td>
<td></td>
</tr>
<tr>
<td>County Office of Emergency Management (OEM)</td>
<td>Duty Officer (24 hour)</td>
<td>(805) 696-1194</td>
<td><a href="mailto:dutyofficer@sbcem.org">dutyofficer@sbcem.org</a></td>
</tr>
<tr>
<td>California Office of Emergency Services (OES)</td>
<td>State Warning Center</td>
<td>(916) 845-8911</td>
<td></td>
</tr>
<tr>
<td>Santa Barbara County Office of Education</td>
<td>Dr. Susan Salcido</td>
<td>(805) 698-5043</td>
<td><a href="mailto:ssalcido@sbcceo.org">ssalcido@sbcceo.org</a></td>
</tr>
<tr>
<td>School Nutrition Programs (SNP)</td>
<td>Steve Yokoi, Northern SNP Unit Manager</td>
<td>(916) 322-5117</td>
<td><a href="mailto:syokoi@cde.ca.gov">syokoi@cde.ca.gov</a></td>
</tr>
<tr>
<td>Summer Meal Programs</td>
<td>Jeannine Cook, Summer Meals Unit Manager</td>
<td>(916) 322-2146</td>
<td><a href="mailto:jcook@cde.ca.gov">jcook@cde.ca.gov</a></td>
</tr>
<tr>
<td>Child and Adult Care Food Program (CACFP)</td>
<td>Joseph Cormack, CACFP Unit Manager</td>
<td>(916) 324-7133</td>
<td><a href="mailto:jcormack@cde.ca.gov">jcormack@cde.ca.gov</a></td>
</tr>
<tr>
<td>Food Distribution Program</td>
<td>Augie Aguilar, Food Administration Unit Manager</td>
<td>(916) 445-4850</td>
<td><a href="mailto:aaguilar@cde.ca.gov">aaguilar@cde.ca.gov</a></td>
</tr>
</tbody>
</table>
APPENDIX E-- AGE-SPECIFIC STRATEGIES FOR TEACHING HYGIENE AND ETIQUETTE

See suggestions below for age-appropriate advice and activities to prevent and control the spread of the novel coronavirus and other viruses. Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.).

Preschool
- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently.
- Sing a song while washing hands to practice the recommended 20 second duration.
  (Children can “practice” washing their hands with hand sanitizer.)
- Develop a way to track handwashing and set up a reward system for frequent and timely handwashing.
- Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick, thereby cultivating empathy and safe, caring behaviors.
- Have children sit farther apart from one another. Have them practice stretching their arms out or “flapping their wings.” They should have enough space to avoid touching their friends.

Primary School
- Make sure to listen to children’s concerns and answer their questions in an age-appropriate manner; don’t overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasize that children can do a lot to keep themselves and others safe.
- Introduce the concept of social distancing (standing farther away from friends, avoiding large crowds, not touching people if you don’t need to, etc.).
- Focus on good health behaviors, such as washing hands, and covering coughs and sneezes with tissues, handkerchiefs or elbows.
- Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread.
  - Put colored water in a spray bottle; spray over a piece of white paper. Observe how far the droplets travel.
- Demonstrate why it is important to wash hands for 20 seconds with soap and water.
  - Put a small amount of glitter in students’ hands and have them wash their hands with just water; notice how much glitter remains; then have them wash for 20 seconds with soap and water.
- Have students analyze scenarios to identify high risk behaviors and suggest modifying behaviors.
  - Pose the example: A teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands afterward with a handkerchief, then goes to class to teach. What did the teacher do that was risky? What should the teacher have done instead?
Middle School

- Make sure to listen to students’ concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
  - Introduce the concept of social distancing.
  - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands.
  - Remind students that they can model healthy behaviors for their families.
- Encourage students to prevent and address stigma.
  - Discuss the different reactions they or others may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings.
- Build students’ agency and have them promote facts about public health.
  - Have students make their own public service announcements (PSAs) through school broadcasts and posters.
- Incorporate relevant health education into other subjects.
  - Science curricula may include the study of viruses, disease transmission and the importance of vaccinations.
  - Social studies curricula may focus on the history of pandemics and the evolution of policies regarding public health and safety.
  - Media literacy lessons may empower students to be critical thinkers and makers, effective communicators, and active citizens.
In order to promote alignment between guidance documents, it is expected that school plans consider all recommendations proposed in COVID-19 Industry Guidance: Schools and School-Based Programs. The following statements represent required CDPH guidelines.

- Teach and reinforce washing of hands, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes, among students and staff.
- Teach and reinforce use of cloth face coverings, masks, or face shields, as indicated. Face coverings are most essential when physical distancing is not practicable. Face coverings should not be used for children with special healthcare needs if they have any respiratory related or breathing issues, or if they cannot communicate that they are having trouble breathing.
- Develop schedules for routine handwashing before and after eating, after being outside, and before and after using the restroom.
- Provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene behaviors.
Santa Barbara Charter School

Student Health and Safety Protocols

Parents are to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

All students will be actively screened upon entering the campus by a staff member.

* Active Screening. Engage in symptom screening as students and staff enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers. (CDE, Stronger Together, pg. 3)

SBCS will provide face coverings for all students. All students should wear a face covering when inside the classroom.

Students with the following symptoms may have COVID-19 and should not go to school:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
Staff Health and Safety Protocols

● All staff will self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

● Staff will certify their self-screening through the ParentSquare app or complete an active screening on campus.

● All teachers will have an emergency substitute plan, daily schedule and weekly schedule on file in the office.

● All staff must wear face coverings. Santa Barbara Charter School will issue a face covering for each employee. The employee will be responsible for maintaining his/her face coverings. All staff must wear a face covering when leaving the classroom and on the school campus.

● Staff will avoid congregating in work environments, break rooms, staff rooms, and bathrooms.
Classroom Layout & Protocols

When feasible, classes will be held in outdoor learning spaces.

When classes are indoors, students shall line up outside the classroom door prior to entering the classroom; students shall face forward and maintain at least arms-length distance behind the person in front of them; when feasible, a six-foot separation shall be maintained between students.

Staff will need to remind students in hallways and common spaces to maintain physical distancing. SBCS will have signage throughout the campus communicating physical distancing requirements.

Students shall wear face coverings while on the school campus and while entering or exiting school campus. SBCS will provide cloth face coverings for all students. All students and staff shall be required to wear face-covering when they are in the following situations:

Any indoor space;
In any enclosed area where other people are present; and,
While outdoors when unable to maintain at least six feet from other individuals.

The following individuals are exempt from wearing a face-covering:
Students less than 2 years old;
Students or staff with a medical condition, mental health condition or disability that prevents wearing a face covering;
Students that are hearing impaired, or communication with a person that is hearing impaired where the ability to see the mouth is essential for communication;
Students during snack or meal times.

All students must wash or sanitize hands as they enter the classroom before school, and before and after recess/lunch periods. Additionally, the master schedule shall include times for student hand washing Hand Washing/HandSanitizer Protocols.

Physical guides will be provided, such as tape on floors, chalk on sidewalks and signage on walls will be installed to ensure social distancing in line or while waiting to be admitted into the classroom.

At the start of each day before entering the classroom, the classroom teacher or the instructional aid shall take students' temperature and conduct a visual inspection of each child.

Staff will monitor students throughout the day for signs of illness.

Staff may engage in symptom screening when signs of illness are identified which includes visual wellness check and temperature check with no-touch thermometer (check temperature to ensure
temperatures below 100.4 degrees Fahrenheit), and ask all student about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Small class cohorts will be maintained with an effort to minimize the mixing of student groups throughout the day. The movement of students, educators, and staff will be minimized as much as possible.

Classrooms will be arranged to maximize student separation and minimize face-to-face contact. Teacher desks will be arranged at least 6 feet away from student desks. Maintain student desks apart in a way that minimizes face-to-face contact.

All soft seating, couches and non educational furniture will be stored on campus. All soft personal belongings are the responsibility of the teacher to remove.

Stuffed animals and any other toys that are difficult to clean and sanitize will not be allowed on campus.

Teachers should keep each child’s belongings separated and in an individually labeled storage container, cubby, or area.

In the classroom, teachers will go over expectations for how to perform common tasks (such as sharpening a pencil) in a way that promotes social distancing.

**Recess and Lunch Protocols**

- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.

  - No contact sports will be allowed
  - Social distancing will be promoted and encouraged
  - All hot lunch meals will be delivered in a grab-and-go format in the hallway for student to take with them
  - Any students eating lunch on campus (ASP) will sit outside, on a beach towel, at least 6 feet apart from other students
**Professional Development and Training**

- **Hygiene.** Implement hygiene practices to ensure personal health and safety in school facilities and vehicles.
  - Train staff and students on proper handwashing techniques and PPE use, including the following:
    - Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
    - Wash hands when: 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.
  - Teach staff and students to:
    - Use tissue to wipe the nose and cough and sneeze inside the tissue.
    - Not touch the face or face covering.
    - 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.
      - Physical distancing of staff and students.
      - Symptom screening, including temperature checks
      - Face coverings
      - Cough and sneeze etiquette
      - Keeping one’s hands away from one’s face
      - Frequent hand washing and proper technique
      - Confidentiality around health recording and reporting
      - Training on trauma-informed practices, including Care Solace referrals.
Office Protocols

- A physical barrier, plexiglass, was installed to separate some office functions
- The office, workroom and staff bathroom will be disinfected nightly
  - including all counters, door knobs and copy machine
- Gloves and hand sanitizer will be provided in the workroom
- Staff shall avoid staff congregating in the office, staff lounge, and bathrooms
- We have protocols in place for using common areas like the copy room. Only one person may be in the copy room at a time.
  - We have a green card, red card system on the door to indicate if the room is available or occupied.
  - We have also trained all of our staff to not enter other teacher's rooms and not congregate.
- We encourage staff to meet outside or via Zoom when meetings are needed.
Cleaning and Operations

- Custodial staff are independent contractors and are required to have their own equipment and PPE for cleaning and disinfecting, including:
  - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
  - Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
  - Disinfect desk and table surfaces daily

- Classroom staff will:
  - Disinfect frequently-touched surfaces in between uses (e.g., desks, tables, chairs, keyboards).
  - Daily clean door handles, drinking fountains, playground equipment, toys (if not more frequently).
  - Increase ventilation using outdoor air (when safe).
  - Outside organizations must follow the same procedures when sharing facilities. (Use EPA “List N” products for cleaning.)
  - Custodial staff must have proper PPE (gloves, eye protection, respiratory protection) as required by product instructions.
  - Support healthy hygiene behaviors by providing adequate supplies: soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot-pedal trash cans.

All classrooms will be disinfected and cleaned nightly
After School Program
After School Program Protocols

ASP staff will follow all the same SBCS student and staff health and safety protocols as the school, and all the same classroom layout and protocols as written here.

- To the extent possible, the program will be operated outdoors in the playfield area
- To the extent feasible, children will engage in activities that respect social distancing norms
Campus Access - Visitors and Guests

To protect the health and safety of our students and staff, **Campus Access** will be limited to students, teachers and SBCS staff during the instructional day.

- The campus playground equipment will remain closed to the public until further notice.
- Students shall be dropped-off and picked-up in the small parking lot drop-off and pick-up area only.
- No volunteers will be permitted on campus or in the classrooms.
- To protect the health of our children, outside visitors are strongly discouraged from visiting the campus. When possible, families are encouraged to e-mail and telephone office staff with questions or concerns instead of physically visiting the school office. When returning information or forms to the office, send the item to school with your child through the classroom teacher.
- If accessing the school campus for any reason, a parent shall wear a face covering and maintain 6 feet social distancing at all times while inside the perimeter fencing of the school. Face coverings shall be worn:
  - While waiting to enter the school campus
  - While on school grounds
  - While leaving the school
Symptomatic Student
What to do if a student is symptomatic while entering campus or during the school day:
○ Students who develop symptoms of illness while at school should be separated from others right away.
○ Any students or staff exhibiting symptoms should be required to immediately wear a face covering if not already wearing one.
○ The teacher will phone the office for a staff member to escort the students to the outside pick-up/drop-off zone until they can be transported home or to a healthcare facility.
○ Advise parents of the sick student that he/she is not to return until they have been seen and cleared by a medical professional.
○ Public Health guidance issued by the SBPH will be followed.

Field Trips
● Field trips will be suspended until SBPH changes their health orders for schools to allow field trips.
● Field trips may be considered at a future time based on SBCS’s ability to minimize the risk to SBCS students and staff.
● All field trips shall be dependent on the organization’s commitment to comply with the California Department of Health Guidelines and CDE Guidelines.
● In the event of a student illness, a parent shall agree to immediately pick-up the child from the field trip to avoid further potential transmission of the illness.
● The CDC recommends virtual activities in lieu of field trips and intergroup events.
Communication

Santa Barbara Charter School will communicate with staff, students, and parents about new, COVID-19-related protocols, including:

- Proper use of PPE
- Cleanliness and disinfection
- Transmission prevention
- Guidelines for families about when to keep students home from school.

- Systems for self-reporting symptoms
- Criteria and plan to close a classroom or school again for physical attendance of students

Santa Barbara Charter School will differentiate key messaging across multiple platforms (e.g., email, text messaging, push alerts, infographics, website posts, social media, news media outlets, printed mailings, etc.)

- Santa Barbara Charter School will use existing school resources to amplify messaging: school campus signage, marquees, existing handouts, etc.
- Santa Barbara Charter School Task Force has been established to provide input and feedback into the Re-Entry plan

- Parents and staff will be notified of positive COVID cases or suspected cases in line with the SBPH descriptions
Professional Development

● Stress on the Brain
  ○ Stress has a major impact on the developing brain. The Science of Learning and Development Alliance is a great resource for teachers, administrators, and LEAs to understand how stress affects students (see its research at https://www.soldalliance.org/resources). In the pandemic, students may have experienced high levels of stress from the disruption of their daily lives, worries about their own and family members’ health, and possibly financial strains in the household and community. For children living in unstable or unsafe conditions, the stress and trauma—resulting in ongoing, unbuffered cortisol—threaten to have long-term negative impacts on their bodies and brains. These students will likely return to school needing additional support to rebalance their limbic systems and refocus on the task of learning and being productive in a school community. Oxytocin—released through the experience of trusting relationships and safe, calm, predictable environments—acts as a buffer to cortisol, allowing children to access the higher order thinking, planning, remembering, and regulating functions of their limbic system.
  ○ Helping Students Heal from Trauma
  ○ A Back to School Blueprint
Questions to Address with Staff:

1. How can we positively communicate the need for physical distancing in the classroom? Children naturally hug, touch, etc. when playing. We need to consider finding ways to positively reinforce good practices. (List of Activities)
2. How can we support movement to ensure children are expending adequate energy? As student movement from classroom to classroom or recess activities are restricted, there may not be as many opportunities for physical activity during the school day. Consider building in transition activities that allow for movement.
3. How do we integrate SEL practices into instructional planning?
   a. To view the list of resources, visit the CDE SEL and Distance Learning web page at https://www.cde.ca.gov/ci/se/seldistance.asp Many of these resources can be used inside and outside the classroom. The CDE is committed to helping educators learn more about SEL and how to infuse social and emotional support into every child’s school experience. The CDE convened a group of experts from different sectors of the education system to advise the best ways to support SEL implementation. The team developed California’s Social and Emotional Learning Guiding Principles (full version and summary) and a social and emotional learning resource guide. To learn more about this work, visit the CDE SEL web page at https://www.cde.ca.gov/eo/in/socialemotionallearning.asp

INSTRUCTIONAL PROGRAMS SPECIAL EDUCATION

4. COVID-19 Resources for Field Leaders
5. How will the school maintain positive relationships among staff?
6. How will the school maintain positive relationships among parents?

Resources:

- Social–Emotional Learning
  - CDE SEL and Distance Learning web page California’s Social and Emotional Learning Guiding Principles (full version and summary) and social and emotional learning resource guide {To learn more about this work, visit the CDE SEL web page at https://www.cde.ca.gov/eo/in/socialemotionallearning.asp
CLEANING TASKS/PROTOCOLS

Cleaning Tasks For Days Students Are in School

First thing in the morning:
● Open all classroom doors and windows
● Check supply levels of wipes, masks, etc. in classrooms and offices
● Sanitize high touch areas like door knobs, etc.
● After students are in class, re-sanitize high touch areas
● Increase ventilation and use air purifiers

During the day and in between cohorts teachers and staff will sanitize high touch areas:
● Door handles
● Light Switches
● Tables
● Chairs
● Faucet handles
● Bathroom Surfaces
● Dispensing units
● Handrails

We will also monitor and sanitize restrooms during the day, as necessary.

Custodial tasks after students and teachers leave for the day:
● Disinfect all exterior/interior door handles and push bars.
● Resume daily cleaning schedule.
● Empty all waste containers, insert liners, as required, spot clean and sanitize the containers.
● After the above steps have been completed custodians will disinfect every single classroom and office with a product called SSS NAVIGATOR #3X RENEGADE DAILY DISINFECTANT CLEANER.
● Bathrooms will also be disinfected and cleaned with the above product on a daily basis.

In addition to our daily cleaning procedures, our teaching custodial staff will be implementing cleaning and disinfecting procedures in accordance with the CDC guidelines and recommendations by the public health department. We will monitor any new developments, and our routines will always remain flexible to accommodate changes in protocols.
For reference, here are some important terms:

**Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on the surface after cleaning, it can further lower the risk of spreading infection.

*Adapted from SBUSD 11/01/2020*