

## Alternative Education

### **Alternative Education COVID-19 Safety Plan**

*This plan has been shared with all staff and families and posted on the program website.*

#### **1. Stable Group Structures**

*How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.*

- Students will be grouped by homeroom (3 total) at Amarosa Academy and as a single, stable group at Headwaters Academy. Stable homeroom groups at Amarosa will stay together for all activities to minimize contact with other individuals or groups not part of their stable group.
- The school day will be reduced to minimize student time on campus. Block scheduling can also be implemented if needed to reduce the number of courses students take in any one day.
- School reopening may be phased in by grade level cohort (grades 8-10 returning to in-person learning first, followed by grades 11-12).
- Each cohort would attend in-person learning two days/week. Cohorts not scheduled to be at school would be learning from home, with the ability to access live instruction from the classroom.
- Families not wanting to participate in on-campus learning will continue to have access to distance learning.

Please provide specific information regarding: How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

- There will be a maximum of 12 students and one staff assigned to each stable group in the classroom setting. Small group and /or 1:1 instruction and support will also be provided by the Education Specialist, ELD teacher/s and math intervention teacher.
- Teachers will stay with their assigned cohort throughout the day. Support staff (masked and maintain 6 ft distancing) may assist in supervising a cohort for less than 15 minutes to provide relief for the teacher.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

- Class sizes for electives at Amarosa Academy will be reduced to prevent or minimize in-person contact of members of different stable groups. Education for CTE construction typically occurs outdoors, which easily allows for a minimum of 6 foot spacing. CTE culinary classroom instruction occurs in the Gym/MPR, which also easily allows for a minimum of 6 foot spacing. At least initially, the lab/kitchen portion of this course will be suspended.

## **2. Visitors/Volunteers/Vendors**

- Nonessential visitors, volunteers and community members will be asked not to come to a SCOE Alternative Education site unless a virtual option (i.e., video conferencing) is not available. Anyone entering a SCOE Alternative Education campus will be subject to precautionary measures in place, including a temperature check and COVID-19 Self-Check protocol.

### **3. Entrance:**

- Drop off procedure – parents will be informed of identified drop off locations at the school sites – with the exception of the student being dropped off, all occupants will be asked to remain in the vehicle. Students will be instructed not to mingle upon arrival, to wear face coverings and maintain appropriate, 6 ft. physical distancing. Arrival times will be staggered if needed to reduce the number of students arriving at one time. Routes will be designated for entry and protocols will be in place to limit direct contact between people. Separate entrances will be used for Independent Study students and teen parents (Amarosa). Signs that promote protective measures will be posted in visible locations throughout at Community School sites. These will include directions for hallways and common areas.
- Teachers will be ready to greet students at their classroom door. Touchless thermometers will be available for students who have not completed the at-home pre-screening.
- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day. Minimizing contact between adults at all times will be prioritized.

### **4. Movement Within the School**

- Assigned routes for movement within the school will be communicated to staff and students and will be marked with signage. Teachers, not students, will switch classrooms to minimize movement and breaks will be staggered to reduce the number of students outside the classroom at any given time (Amarosa). Only one student at a time will be allowed in hallways.
- Student breaks will occur outside the classroom whenever possible. Students will be provided with a water bottle with their name clearly marked on it. Water bottles can be filled using the classroom sinks. All campus water fountains will be turned off.
- Use of common or shared spaces such as gym/multi-purpose rooms, libraries, courtyards will be minimized and will operate with staggered schedules (as needed) that are determined by site administrators. The schedules will promote social distancing guidelines to ensure staff and student safety while in these areas.
- Signs that promote protective measures will be posted in visible locations throughout Community School sites. These will include directions for hallways and common areas.

## 5. Egress

- Pick up procedure – parents will be informed of identified pick up locations at the school sites. Vehicle occupants will be asked to remain in the vehicle – parents will be instructed to call the school office or classroom if they need to communicate with staff and/or notify staff of student pick up. Students will be instructed not to mingle upon dismissal, to wear face coverings and maintain appropriate, 6 ft. physical distancing. Departure times will be staggered if needed to reduce the number of students leaving at one time. Routes will be designated for exit and protocols will be in place to limit direct contact between people. Separate entrances will be used for Independent Study students and teen parents (Amarosa). Signs that promote protective measures will be posted in visible locations throughout Community School sites. These will include directions for hallways and common areas.
- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day. Minimizing contact between adults at all times will be prioritized.

[Amarosa Academy site map](#)

[Headwaters Academy site map](#)

## 6. Face Coverings and Other Essential Protective Gear

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

- Information contained in the [CDPH Guidance for the Use of Face Coverings](#) will be provided to staff and families of students.
- Face coverings will be required for all persons (staff, students, service providers, parents or community members) who are at any school site. Face coverings will be available at each site for students or staff who fail to bring one. Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times.
- The use of face coverings will be taught and reinforced. Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all staff and families in the school community on [proper use, removal and washing of cloth face coverings](#).
- SCOE Alternative Education will provide adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, gloves, face coverings or shields.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

### Pre-screening from home

- There will be a COVID-19 self-checklist protocol in place that all students, staff and parents are required to follow. The self-check will be posted on the [Alternative Education Distance Learning and Coronavirus Resources webpage](#). It will also be posted at all school sites.
- Parents and staff will be provided with the list of [COVID-19 symptoms](#). Staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 will be actively encouraged to stay home.
- Symptom and exposure screening for all staff and students at home each day before leaving for school will be implemented. Daily, home health screenings will be reported via the ParentSquare online communication program.

## **Onsite screening for staff and students**

- Staff and student report via ParentSquare of pre-screening at home will be monitored.
- Each Community School site will have a school entry plan which will identify the location for entry, the procedures for temperature checking and the personnel who will conduct the temperature checks.
- Any staff or student who shows symptoms of COVID-19 and/or runs a temperature of more than 100.4 will be asked to stay home and monitor their symptoms.

## **Symptom monitoring throughout day**

- Staff and students will be asked to self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who may be less likely to self-report.
- Any student or staff exhibiting 1 or more symptoms of COVID-19 at school (fever of 100.4 degrees or higher, cough, difficulty breathing or other [COVID-19 symptoms](#)). will be required to wait in the identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable. If a student is exhibiting 1 or more symptoms of COVID-19, staff will communicate with the parent/guardian and refer to the student's emergency card, as needed.

## **Screening of essential visitors/vendors**

- Nonessential visitors, volunteers and community members will be asked not to come to a SCOE Alternative Education site unless a virtual option (i.e., video conferencing) is not available. Anyone entering a SCOE Alternative Education campus will be subject to precautionary measures in place, including a temperature check and COVID-19 Self-Check protocol.

## **Protocol for sick staff and/or students**

- Each Community School site has an identified isolation room or area to separate anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms will immediately be required to wait in the designated isolation area until they can be transported home or to a healthcare facility.

- The student or staff member will be accompanied by a staff person (masked and maintaining appropriate, 6ft. distancing) while moving to the isolation room. If closer contact is required, the support staff person will have additional PPE available to accompany the symptomatic person to the isolation room.
- Isolation Rooms will be cleaned and disinfected throughout the day if used. If someone is confirmed to have contracted COVID-19 and has been in an Isolation Room, the Isolation Room will be temporarily relocated for at least 24 hours to allow for disinfection. To the extent possible, these rooms will be adjusted for negative airflow.
- If a staff member or students becomes sick, and a family member cannot be reached or is not available to pick up the individual, 911 will be called if the severity of the illness appears to be immediately life-threatening. (See [Symptoms of Coronavirus](#)).



## 7. Routine Testing of Staff and Students

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

- The Community School sites will follow the testing cadences spelled out in the current CDPH guidance, at whatever standard is required.
- The chart below offer an example testing plan for both surveillance testing of asymptomatic staff/students as well as rapid response testing for close contact staff/students in the event of a confirmed positive case linked to the school site. When needed, testing will be provided at no cost to staff or student

	<b>Yellow</b> CR <1.0 TP <2%	<b>Orange</b> CR 1-3.9 TP 2-4.9%	<b>Red</b> CR 4-7 TP 5-8%	<b>Purple</b> CR >7-13.9 TP >8%	<b>“Deep Purple”</b> CR >14
<b>Staff</b>	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing).
<b>Students K-12</b>	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing).
<b>Terms</b>	<b>CR = adjusted case rates.</b>	<b>TP = test positivity</b>		<b>Symptomatic testing = Testing an individual with symptoms.</b>	<b>Response testing = Testing individuals with or without symptoms, after a known or suspected exposure to a positive case.</b>

## 8. Physical Distancing

*How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms.*

### **Bus/transport/carpools**

- Students who take public transportation will be reminded of the need to follow all safety protocols, including wearing face coverings and maintaining appropriate distance, both while waiting for the bus and on the bus.
- School site parking lots will be clearly marked to show location of drop off and pick up. Occupants of vehicles will be asked to remain in the vehicle when dropping students off.
- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day. Minimizing contact between adults at all times will be prioritized.

### **Classrooms/Hallways**

- Diagrams will be developed for all classrooms/instructional spaces. Space between seating and desks will be maximized, with seating at tables or desks at least 6 feet apart (relevant to the distance between people). Student chairs will be distanced at least 6 feet away from one another. Floors will be marked to indicate appropriate placement of desks to ensure proper distancing.
- Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. When needed, this will include moving desks, rerouting traffic, or installation of plexiglass or other types of dividers.
- The use and maximization of outdoor space for activities will be maximized where possible.
- Only one student at a time will be allowed in hallways and/or bathroom area. Students are assigned bathrooms based on homeroom stable group or cohort. Signs that promote protective measures will be posted in visible locations throughout at Community School sites. These include directions for hallways, bathrooms and common areas.
- Designated space will be identified for staff that perform 1:1 legally required student testing (i.e., school psychologist, speech, nurse, education specialist

teacher). The space will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.

- Extra classrooms, gym/multi-purpose room and outdoor learning areas can be reconfigured for physical distancing and can be used for additional meetings and/or teaching space if needed. Any area used will be cleaned between uses by staff or evening custodial service.

### **Cafeteria - Eating Area/Gym/Shared Spaces**

- Use of shared spaces, such as gym/multi-purpose rooms, work rooms, libraries and courtyards will be minimized or discontinued. When use of common or shared spaces is necessary, these spaces will operate with staggered schedules, as needed, and as determined by site administrators. The schedules will promote 6 ft. social distancing guidelines to ensure staff and student safety while in these areas.
- Food service will continue to be offered by contract with local school districts. Divided mealtimes (for breakfast, snack and lunch) will be implemented by site administrators, if needed. Staff may be asked to assist with the monitoring of various eating locations. Additional trash containers will be added, as needed, to accommodate the various eating areas. Meals will be provided regardless of the learning model that is implemented both for students on-site and those participating in distance learning. Lunch may be provided as “Grab and Go” to minimize the impact of lunch meal service.

### **Staff Break Rooms/Virtual Meetings**

- The use of and congregation of adults in staff/break rooms and other settings will be minimized. Outside space will be provided whenever possible.
- Staff will be expected to maintain physical distancing of at least six feet from each other when face-to-face interaction is necessary.
- Staff will be expected to use face coverings in accordance with [CDPH guidelines](#) and Cal/OSHA standards.
- All staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge.

## 9. Healthy Hygiene Practices

*The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.*

### Hygiene and Etiquette

#### Handwashing Routines/Drinking Fountains

- [Washing hands](#), [avoiding contact with one's eyes, nose and mouth](#) and [covering coughs and sneezes](#) will be taught and reinforced among students and staff.
- Flyers/posters and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Routines will be established to enable students and staff to regularly wash their hands at staggered intervals. Sinks are available in all classrooms.
- Handwashing stations are available within each classroom as well as multiple bathrooms. Hand sanitizer dispensers are mounted near each doorway and pump dispensers are provided for every room on campus.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be expected to be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer will be available for use.
- Adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, gloves, face coverings or shields will be provided.
- Drinking fountain use will be suspended – use of reusable water bottles will be encouraged.

## **10. Routine Cleaning and Disinfection**

### **Classrooms/ Bathrooms/Offices/Hallways/Gym/Frequently Touched Surfaces**

- All areas in use will be cleaned by the contracted custodial service on a daily basis. Cleaning will include all frequently touched surfaces throughout the campus including, but not limited to: sink handles, shared tables, desks or chairs, door handles, shared technology and supplies. A cleaning schedule will be adhered to that will avoid both under and over use of cleaning products.
- Each classroom will be supplied with the following supplies:
  - Paper towels
  - Soap/water spray for cleaning
  - Disinfectant wipes
  - Gloves
  - Masks
  - Tissues
  - Small first aid kit (to minimize trips to the office)
- Per CDPH guidance, “cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents and will be utilized when a case has been identified and include spaces where the case spent a large proportion of their time.

### **Playgrounds/Play Areas**

- When used, outdoor playgrounds will undergo routine maintenance. Children/students will be instructed to wash their hands before and after using these spaces. Per CDPH guidance, if hand hygiene is emphasized and implemented, cleaning of outdoor play structures is not required between cohorts.

## **11. Plan for Shared Supplies/Toys/Play Structures/Electronics/Equipment/Tools**

- Use of materials that necessitate sharing or touching items will be suspended to the extent possible. Adequate materials and supplies will be provided to minimize the need to share high-touch items
- Use of supplies and equipment will be limited to one group of students and will be cleaned between use.
- Students' individual belongings will be separated and kept in individually labeled storage containers, cubbies or areas, as needed.
- Students will be provided with a binder and personal container with assorted school supplies (e.g., pens, pencils, highlighters, scissors erasers, ruler, etc.).

## 12. Handling Ill Individuals Onsite

- Each site has an identified isolation room or area to allow for separate of anyone who exhibits 1 or more symptoms of COVID-19 while at school.
- Staff and students will be expected to self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
- Any student or staff exhibiting 1 or more symptoms will be required to wait in the identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- The student or staff member will be accompanied by a staff person (masked and maintaining appropriate, 6ft. distancing) while moving to the isolation room. If closer contact is required, the support staff person will have additional PPE available to accompany the symptomatic person to the isolation room.
- Isolation Rooms will be cleaned and disinfected throughout the day if used. If someone is confirmed to have contracted COVID-19 and has been in an Isolation Room, the Isolation Room will be temporarily relocated for at least 24 hours to allow for disinfection. To the extent possible, these rooms will be adjusted for negative airflow.
- If a student is exhibiting 1 or more symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card, as needed.

### **Return to school after exclusion for symptoms at home or in school:**

- All students will have access to instruction and support services when out of class, as required by federal and state law.
- Staff and students who exhibit COVID-19 symptoms will be advised to return to work/school based on the Public Health [Scenario-based COVID-19 Guidance](#)

### 13. After an Exposure – Reporting/Tracing

*Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

#### Case reporting to PH and/or OSHA, per guidelines

- Alternative Education will adhere to required reporting requirements and notify, as indicated, Public Health of any newly reported case of COVID-19 in a student or staff member if Public Health has not yet notified the school site/program about the case.
- If the case is present at the school site at the time the site is notified, the case will be instructed to go home and will be excluded from the site for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.

#### Designated and trained contact tracing staff/Contact identification per County guidelines

- Designated staff have been identified to support contact tracing, including creation and submission of lists of exposed students and staff to Public Health and notification of exposed persons. The department director is the designated person for Public Health to contact about COVID-19.
- A notice, developed in collaboration with Public Health will be sent to parent and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that they have been potentially exposed.

Actions/communication if there is a confirmed or suspected case of COVID-19 at a school site		
	Student or Staff with:	
1.	COVID-19 symptoms (e.g., fever, cough loss of taste or smell, difficulty breathing) Symptom screening: <a href="#">CDC Symptoms of COVID-19</a>	<ul style="list-style-type: none"> <li>• No action/communication needed</li> </ul>
2.	Close contact with a confirmed COVID-19 case.	<ul style="list-style-type: none"> <li>• School site community notification of a known exposure if exposure happening at the school site.</li> <li>• No action needed if exposure did not happen in the school site setting.</li> </ul>



3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> <li>• School site community notification of a known case.</li> <li>• Notification of persons with potential exposure if case was present at the school site while infectious.</li> </ul>
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> <li>• School site community notification will be considered if prior awareness of testing.</li> </ul>

## 14. Communication Plans

*How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

### **Communication plan/ FERPA/HIPAA compliance**

- Effective, two-way communication with staff, families and students, in a form they can readily understand, is a priority. Verbal and oral translation will be provided whenever needed.
- In compliance with FERPA/HIPAA, communication with students, staff and parents about cases and exposures at the school sites will be done via, letter, email, ParentSquare and/or phone call and will follow the CDPH protocols for what to do if there is a confirmed or suspected case of COVID-19 in a school.

### **Communication Templates**

- [School Exposure to a Case of COVID-19 Notification](#)
- [COVID-19 School Outbreak Notification](#)
- [School Closure Due to COVID-19 Notification](#)

## 16/17. Staff Training and Family Education on Plan Implementation

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

### Staff Training and Continuing Education on Current plan/Family & Student Teaching and Continuing Education on Plan

- All teachers and staff will be required to attend training on the following items:
  - [Proper use, removal and washing of face coverings.](#)
  - Physical distancing guidelines and their importance.
  - Symptoms screening practices.
  - COVID-19 specific [symptom](#) identification.
  - How COVID-19 is spread.
  - Enhanced sanitation practices – classroom and site cleaning and disinfecting.
  - The importance of not coming to work if they have symptoms, or if they or someone they live with have had close contact with someone who has been diagnosed with COVID-19.
  - SCOE's plan and procedures to follow when staff or students become sick at school.
  - SCOE's plan and procedures to protect staff from COVID-19 illness.
  
- Prior to the start of in-person learning, all parent/students will be encouraged to meet via Zoom for training on the following topics:
  - Symptoms screening practices.
  - COVID-19 specific [symptom](#) identification.
  - The importance of not coming to school if they have symptoms, or if they or someone they live with have had close contact with someone who has been diagnosed with COVID-19.
  - Cleaning/disinfecting practices at the school site and in the classrooms
  - [Proper use, removal and washing of face coverings.](#)
  - Physical distancing guidelines and their importance.
  - [Washing hands, avoiding contact with one's eyes, nose and mouth](#) and [covering coughs and sneezes](#)
  - Bathroom behavior, expectations and protocols
  - Safe drop-off/pick-up procedures
  
- Training and education will be conducted virtually, or if in-person, outdoors or in an indoor space where a minimum of six-foot distancing can be maintained, prior to the re-opening of school. Continued education on the above topics will be provided, as needed.

- ParentSquare will be utilized as a daily reminder system for home screening to support families and staff to review the symptom list each day before leaving for school and confirm that they do not have symptoms of COVID-19 and have not had close contact with a known case. A list of screening questions on paper will also be provided for daily review at home. Information and updates will also be posted on the Alternative Education webpages of the SCOE website.

## 18. Engineering controls

### Windows & doors/Ventilation: HVAC & Filtration/Plan for poor air quality

- Sufficient ventilation will be ensured in all classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation. All classrooms and most office spaces have windows that can be opened.
- Ventilation systems have been evaluated by SCOE Maintenance in regards to the ASHRAE guidance.
- If opening windows poses a safety or health risk to persons in the facility, alternatives will be considered (i.e., maximizing central air filtration for HVAC systems, using filters with a minimum of efficiency reporting value (MERV) of at least 13.
- Installing portable high-efficiency air cleaners, upgrading the air filters to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in classrooms, office and other spaces will be implemented, as needed.
- If the ability to properly ventilate indoor instructional spaces becomes an issue, outdoor instruction will be utilized, assuming poor air quality conditions are not evident.

## 19. Consultation

*Please confirm consultation with the following groups:*

### Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Association of Sonoma County Office of Education (ASCOE)      Date: 1/25/21

Name: Service Employees International Union (SEIU)      Date: 2/03/21

### Parent/Students and Community Organizations

Date Consulted/Notified: 2/24/21