

Los Altos Christian Schools 2020-2021

Roadmap to School Reopening

In-person and On-Campus





Promoting Healthy Hygiene Practices

Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- ❑ Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- ❑ Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- ❑ Students and staff should wash their hands for **20 seconds with soap, rubbing thoroughly after application**. Soap products marketed as "antimicrobial" are not necessary or recommended.
- ❑ Staff will model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- ❑ Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- ❑ Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
- ❑ **Isopropyl** hand sanitizers are more toxic when ingested or absorbed in skin.
- ❑ Do not use hand sanitizers that may contain **methanol** which can be hazardous when ingested or absorbed.

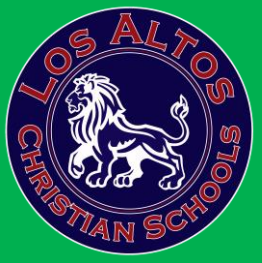


Promoting Healthy Hygiene Practices

- ❑ LACS will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

Person responsible: James Morace- Facilities and Security Director

- ❑ LACS provides the following PPE:
 - Surgical masks
 - Gloves
- ❑ Staff and students will be highly encouraged to be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities. (See flyer)



Promoting Healthy Hygiene Practices

Handwashing & Other Hygiene Measures

- ❑ **Teach students how to properly, for at least 20 seconds, wash their hands.** Use the training video below, and in-person modelling:
 - Key times to wash your hands: https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1533015330wash_hands.mp4
 - Key times to wash your hands poster- will be displayed in restrooms, classrooms and common areas:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/key-times-wash-hands-poster.pdf>
 - Did you wash you hands poster- will be displayed in restrooms, eating areas:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-wash-your-hands.pdf>
- ❑ **The sharing of supplies and equipment among staff and students** will be minimized to the extent feasible.
- ❑ Shared items will be **cleaned and disinfected** between uses.
- ❑ **Students' contact with high-touch surfaces will be** minimized to the extent feasible.
- ❑ Children under age 9 should only use hand sanitizer under **adult supervision**.



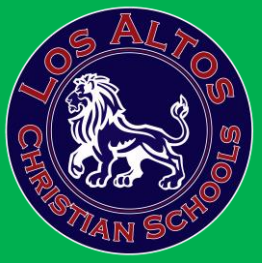
Promoting Healthy Hygiene Practices

Daily Handwashing/Sanitizing routines

- Upon **entering** school buildings.
- After using the **restroom**.
- After **playing outside and before returning** to the classroom.
- Before and after eating. **Teachers must allow enough time** for handwashing/sanitizing before you drop your students off for lunch.
- After **coughing or sneezing**.
- Regular cleaning and disinfecting of frequently **touched hard surfaces in your classrooms/office space**.
- Sanitize student desks at least once a day. Students can be trained to clean their own desks. Gloves will be available for cleaning.**

Handwashing & Other Hygiene Measures

- At least daily**, and more frequently if feasible, staff and teachers will clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets, drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books)
- Teachers must **schedule a daily cleaning** of their classrooms- focus on frequently touch surfaces.
- Admin and the facilities** crew will disinfect commonly used hard surfaces daily. (See attached cleaning schedules)
- Three **mobile handwashing** stations has been purchased for the playground.



Promoting Healthy Hygiene Practices

Restrooms/General High Touch Areas- Regular Cleaning Schedule

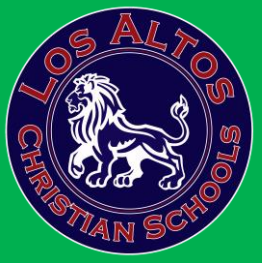
See attached cleaning roster- this roster will be completed daily to assure accountability and follow through.

Before 1st recess & after each recess and lunch:

- 9:55 a.m
- 10:20 a.m.
- 10:50 a.m.
- 12:35 p.m.
- 1:05 p.m
- 1:50 p.m

Persons responsible: James Morace, Facilities and Security Director

Clare Lee, Front Desk Receptionist



Promoting Healthy Hygiene Practices LACS

Food Services (School lunches will be suspended for the foreseeable future- no microwave will be available to warm up packed lunches)

- All food items and choices will be fully **boxed/bagged**.
- Packed lunches** are encouraged.
- No food can be **directly touched** by students-will be handed to students.
- Students will eat in the **gym, outside, or in classrooms**.
- Students **eat within their cohorts, with physical distance -25ft between cohorts**.
- Students will be encouraged to wear shields while they eat**.
- Staggered** start times for lunch.
- Packaged** cutlery, seasonings, sauces and napkins in single serve packages.
- Markings** on ground to prevent crowding.
- No sharing** of supplies and/or lunches among students.
- All students must wash/disinfect hands** before and after meals.
- Students will **line up and eat** within their cohorts
- Tables and chairs** will be washed/disinfected after each group
- Traffic flow** will be consistent with physical distancing standards.



Promoting Healthy Hygiene Practices LACS

Bathroom doors converted to “no-touch”:

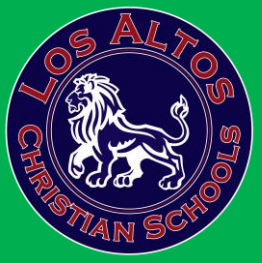


Trash cans and Kleenex placed in hallways for nose blowing, rather than in the classroom.

Plexiglas dividers are placed on teacher desks where and when appropriate.

U-shaped Plexiglas on student desks where 6ft distancing is not always possible.

Teacher desk is 6ft away from student desks. Marked off by tape on the floor.



Prevention Strategies: Ventilation

Ventilation:

- Teachers are asked to keep doors and windows open as much as possible throughout the day.
- Facilities are cleaned each night after students are no longer on campus.
- Air-conditioning systems have recently been serviced.
- Outdoor instruction is encouraged whenever possible.

**Staff and teachers must keep in mind that opening windows and doors would pose a health or safety risk to individuals using the facility (e.g., allowing in pollen or smoke or exacerbating asthma symptoms). If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems



Face coverings and other essential protective gear

STUDENTS

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 nd grade	Strongly encouraged**
3 rd grade – High School	Yes, unless exempt

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly.

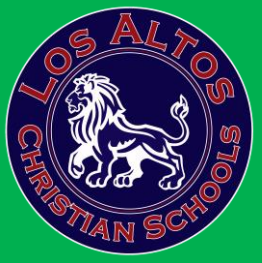
- A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.



Face coverings and other essential protective gear

Staff

- ❑ All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- ❑ Face **shields are not an acceptable alternative to face coverings unless** the face shield has an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar).
- ❑ **Face coverings with a clear panel are also acceptable for phonological instruction** or for use with students w/ special needs.
- ❑ Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.



Face coverings and other essential protective gear

Face Covers

1. Teachers and staff:

- All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.**

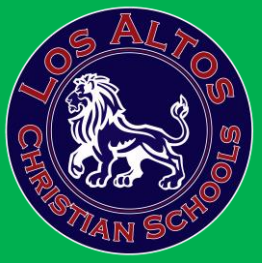
2. Students: **All students** (kindergarten through 10th grade) are required to wear cloth face coverings:

- while **arriving** and **departing** from school campus;
- in any area **outside of the classroom** (except when **eating, drinking**, during **recess** (Elementary students only) or engaging in **physical activity**)

****Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes.** Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.

3. Students/staff **excluded** from face covering requirements include:

- Anyone who has **trouble breathing** or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance
- Staff will not be allowed to have direct contact with students if they are unable to wear a face covering.**
- Students with **special needs** who are unable to tolerate a face covering. **Contact Lizette if this is the case.**



Face coverings and other essential protective gear

Face Covers

- ❑ **Elementary** students in grades K-2 are **encouraged**, but are not required, to wear a cloth face covering within their stable classroom cohort. A face shield is an acceptable alternative for children in this cohort who cannot wear masks properly.
- ❑ **Elementary students in grades 3-5, middle school and high school** students **must use cloth face coverings when in the classroom.**
- ❑ Teach students how to correctly wear a mask by using the following resources- these links will also be shared with families
 - How to safely wear and take off a face covering (poster): <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
 - How to safely wear and take off a face covering (video): https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/89048904faceMask_16x9.mp4
 - How to wear a mask (video): [https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1302130220_317296-How to wear a cloth face covering.mp4](https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1302130220_317296-How_to_wear_a_cloth_face_covering.mp4)
- ❑ Hang used masks on “desk hook in a labeled brown bag”-Elementary School Only
- ❑ If elementary students are outside the classroom where they are only with members of their stable cohort, cloth face coverings are not required.



Face coverings and other essential protective gear

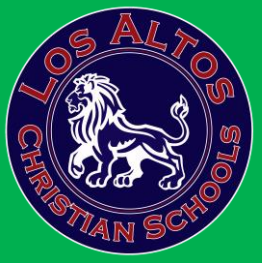
Face Covers- Teachers ONLY

Face shields are **not recommended as a replacement for face coverings** given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: during phonological instruction to enable students to see the teacher's mouth and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

Teachers are encouraged to wear masks and face shields when in the classroom, to minimize exposure risk.

Face Covers

- ❑ If a student arrives at school without a face mask, he/she will be asked to go to the office to obtain one before entering the classroom.
(Middle & High school)
- ❑ Students **without face coverings should maintain physical distance to the extent feasible.** (Elementary ONLY)
- ❑ If a student experiences **difficulty wearing** his/her face covering, **the individual will be allowed to remove his/her face covering for a short period of time.** If a student needs a break from wearing the mask, they may be given permission to step out for a few minutes or walk to the restroom. (Middle & High School)
- ❑ **Teachers may use face shields with an appropriate seal** during phonological instruction to enable students to see the teacher's mouth and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.
- ❑ Students and staff should be frequently reminded **not to touch the face covering and to wash their hands frequently.**



LACS Prevention Strategies: Classroom Settings-Physical Distancing

Elementary School

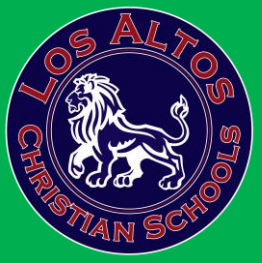
- ❑ **A HyFlex** option will be available to those students who are at high-risk, or for those families who do not feel comfortable with sending their student(s) to school. **These families can choose distance learning through live, synchronous instruction with teachers.** Cameras will be placed in classrooms for live lesson capturing.
- ❑ Students and staff will remain in **stable classroom cohorts** by keeping the same students and teacher or staff together for the entire school day, with the exception of co-curricular teachers.
- ❑ Students **will not mix** with other stable classroom cohorts, to the extent possible.
- ❑ **Teacher and staff desks will be at least six feet away from students** to minimize adult-to-child disease transmission.
- ❑ **Stable seating arrangements** for students will be assigned to ensure that close contacts within classrooms are minimized and easily identifiable.
- ❑ **Stable classroom cohorts will take priority over physical distancing or face covering use.**
- ❑ Students **will be spaced** as much as possible.
- ❑ **Suspend carpet** time activities, unless spacing between students can be ensured
- ❑ **Student belongings will be kept separate** so that students do not come in contact with other students' belongings.
- ❑ Students will be discouraged to bring materials to and from school. Essentials will remain at school to **limit cross- contamination.**
- ❑ **Live lesson streaming** will be available to those students who are at high-risk, or for those families who do not feel comfortable with sending their student(s) to school. Parents of these students can choose distance learning through live synchronous instruction with teachers.
- ❑ Use **non-classroom space** (outdoors, gym) for instruction, when possible and feasible.
- ❑ **Lockdown and earth quake drills** will be performed with physical distancing guidelines in mind.
- ❑ **Fire drills** will be suspended until further notice. Teachers will talk about fire drill procedures in the classroom.
- ❑ **Group/partner** work should be done with the same group/partner.



LACS Prevention Strategies: Classroom Settings

Middle School (6th grade)

- A HyFlex** option will be available to those students who are at high-risk, or for those families who do not feel comfortable with sending their student(s) to school. **These families can choose distance learning through live, synchronous instruction with teachers.** Cameras will be placed in classrooms for live lesson capturing.
- 100% online learning will only take place if an all-school closure is ordered by the state or the county.**
- Students will be spaced at least six feet apart, as far as possible. At the very least-** maximize the space between students' desks/seats.
- Stable seating arrangements** for students will be assigned to ensure that close contacts within classrooms are minimized and easily identifiable.
- Teacher and staff desks will be at least six feet away from students** to minimize adult-to-child disease transmission.
- Stable classroom cohorts** will be facilitated by having different teachers rotate into the classroom to teach different subjects, with the exception of some science classes, some math classes & electives.
- Live lesson streaming** will be available to those students who are at high-risk, or for those families who do not feel comfortable with sending their student(s) to school. Parents of these students can choose distance learning through live synchronous instruction with teachers.
- Use **non-classroom space** (outdoors, gym) for instruction, when possible and feasible.
- Lockdown and earth quake drills** will be performed with physical distancing guidelines in mind.
- Fire drills** will be suspended until further notice. Teachers will talk about fire drill procedures in the classroom.
- Group/partner** work should be done with the same group/partner.



LACS Prevention Strategies: Classroom Settings-Physical Distancing

Co-Curriculars

- ❑ **Students will be spaced at least six feet apart, as far as possible. At the very least-** maximize the space between students' desks/seats. Plexiglas barriers will be available in the Computer Lab and Art room.
- ❑ **Stable seating arrangements** for students will be assigned to ensure that close contacts within classrooms are minimized and easily identifiable.
- ❑ **Teacher and staff desks will be at least six feet away from students** to minimize adult-to-child disease transmission.
- ❑ **Stable classroom cohorts** will be facilitated by not having general education and LAD students mix (Elementary ONLY)
- ❑ **Live lesson streaming** will be available to those students who are at high-risk, or for those families who do not feel comfortable with sending their student(s) to school. Parents of these students can choose distance learning through live synchronous instruction with teachers.
- ❑ Use **non-classroom space** (outdoors, gym) for instruction, whenever possible.



LACS Prevention Strategies: Classroom Settings-Physical Distancing

Limit Sharing

- Each child's belongings will be kept separated and in individually labeled storage containers, cubbies or areas.
- Students bring in their own supplies. Textbooks and workbooks will not be shared by students.
- Students will bring in their own Art supplies, it will be kept in a sealed container until use- no sharing will be allowed.
- Computer keyboards will be covered by an easy to clean cover between uses.



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

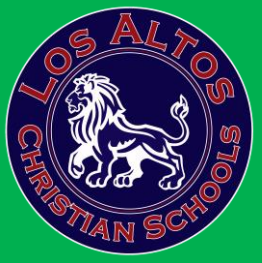
Lunches-Location rotation (Lunches will be eaten outside- on the hill, or in classrooms & gym during bad weather conditions)

- ❑ **Staggered lunches: See next slide-Cohorts will be seated 25ft apart**

- ❑ **Lunches in gym, classrooms and outside: Weekly rotation**
 - Kinder
 - 1st
 - 2, 2LAD

- ❑ **Lunches in gym, classrooms and outside: Weekly rotation**
 - 3, 3LAD:
 - 4, 4LAD:
 - 5, 5LAD:

- ❑ **Lunches in gym:**
 - 6, 6LAD,



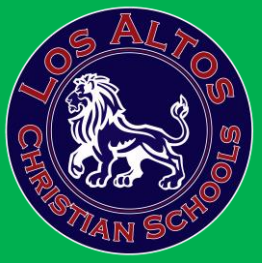
LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Food Services

Staggered start times for lunch- Wash hands/hand sanitize before teachers take students to lunch.

- ☐ Minimum amount of speaking will be allowed during lunch times.

Lunch Time Routines				
Grade	Hand sanitizing/hand washing; then leave classroom & eat	Done eating; start hand sanitizing then play	Stop playing; start handwashing/go to the restroom	Go back to class
Kinder	11:50	12:10	12:30 (Station 1)	12:35
1 st	11:50	12:10	12:30 (Station 2)	12:35
2 nd	11:50	12:10	12:30 (Station 3)	12:35
1/2LAD	11:50	12:10	12:30 (Station 1)	12:35
3 rd	12:20	12:40	1:00 (Station 1)	1:05
3LAD	12:20	12:40	1:00 (Station 1)	1:05
4 th	12:20	12:40	1:00 (Station 2)	1:05
4LAD	12:20	12:40	1:00 (Station 2)	1:05
5 th	12:20	12:40	1:00 (Station 3)	1:05
5LAD	12:20	12:40	1:00 (Station 3)	1:05



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Restrooms

- Staggered restroom use by groups of students to the extent practicable.
- Certain groups of students to use certain restrooms.
- Students must be encouraged to use restrooms during recess, or transition times.

During Recess: Elementary

- Restrooms in Burkhart: Used by K, 1, 1LAD, 3, 3LAD, 4,
- Restrooms near the gym: 2, 2LAD, 4LAD, 5, 5LAD
- Limit 3 students at a time

During Recess: MS

Restrooms near the gym: 6th.

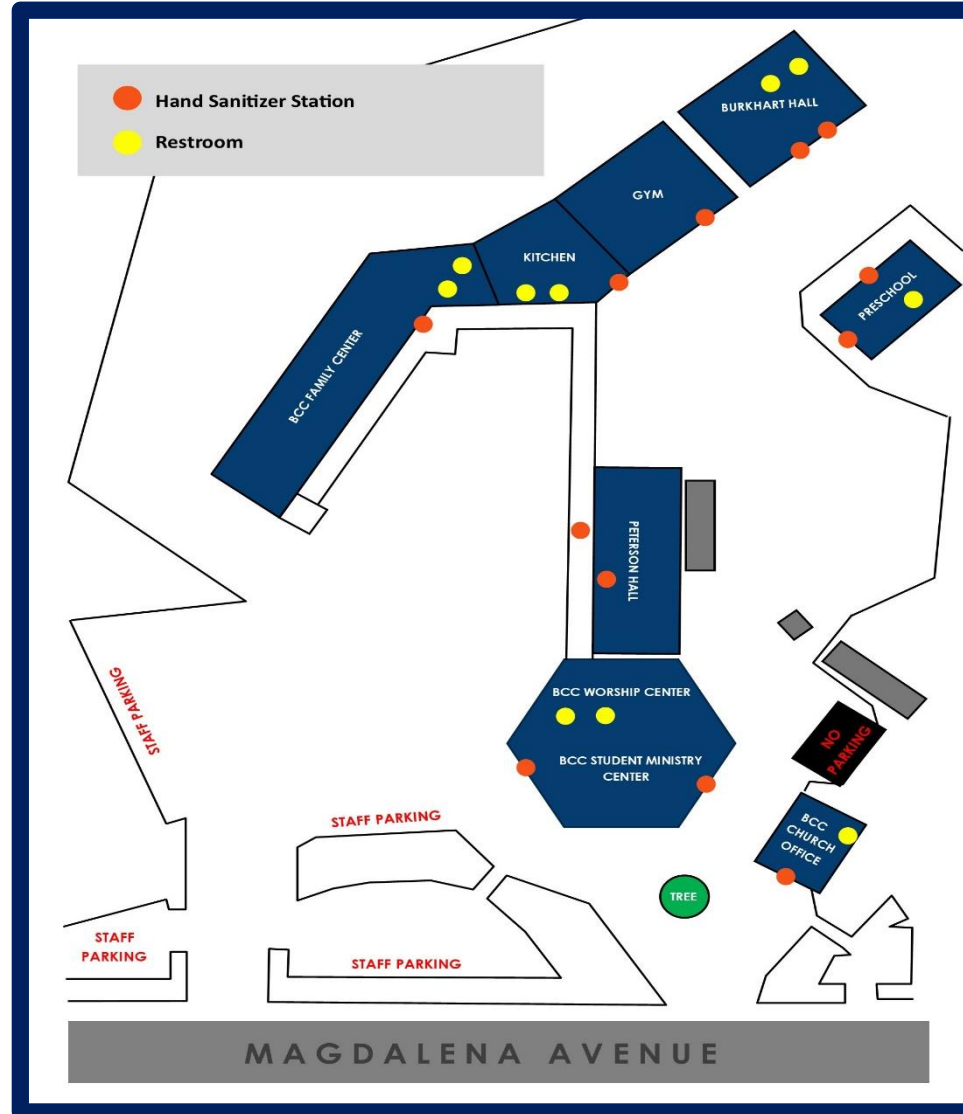
During Class time

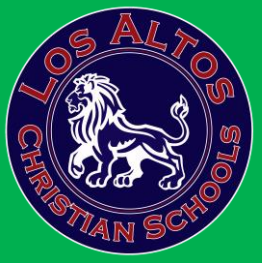
- All elementary: Burkhart- Students may NOT use the upstairs restrooms.
- All MS: Use restrooms near the gym
- All HS: Restrooms in Family Center



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Restroom & Hand Sanitizer Locations





LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Staff

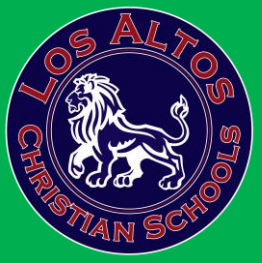
- Limited number** of staff who can be in the break room at a given time.
- Staff are **NOT allowed to eat** in break rooms.
- Must remain 6ft apart.**
- Eat **meals outdoors.**
- Conduct all staff meetings, professional development training and education, and other activities involving staff with **physical distancing measures in place, or virtually**, where physical distancing is a challenge.



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

The playground will be divided into the following six areas:

1. Large play structure
 2. Small play structure (Not for MS & HS) & picnic table area.
 3. GAGA Ball Pit area
 4. Basket ball court area
 5. Black top area 1
 6. Black top area 2
-
- Cohorts will follow a schedule for classes to rotate through all areas each week. See next pages
 - A class will have a designated area to play during all recesses on a given day.



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Recess Zone- Schedule Lower Grades K-2:

	Monday	Tuesday	Wednesday	Thursday	Friday
Large Play Structure	1st		1/2LAD	2nd	
Small Play Structure	K	K		1/2LAD	
GaGA Ball Pit	1LAD	1st	K	2nd	1/2LAD
Basket Ball Area	2nd	1/2LAD	1st	K	
Blacktop Area 1	1/2LAD	2nd		1st	K
Blacktop Area 2			2nd		1st



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Recess Zone- Schedule Upper Grades 3-5:

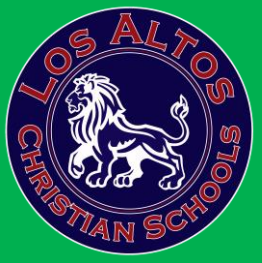
	Monday	Tuesday	Wednesday	Thursday	Friday
Large Play Structure	3 rd	5LAD	5 th	4 th	3LAD
Small Play Structure				5 th	
GaGA Ball Pit	3LAD	3 rd	5LAD		4 th
Basket Ball Area	4 th	3LAD	3 rd	5LAD	5 th
Blacktop Area 1	5 th	4 th	3LAD	3 rd	5LAD
Blacktop Area 2	5LAD	5 th	4 th	3LAD	3 rd



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

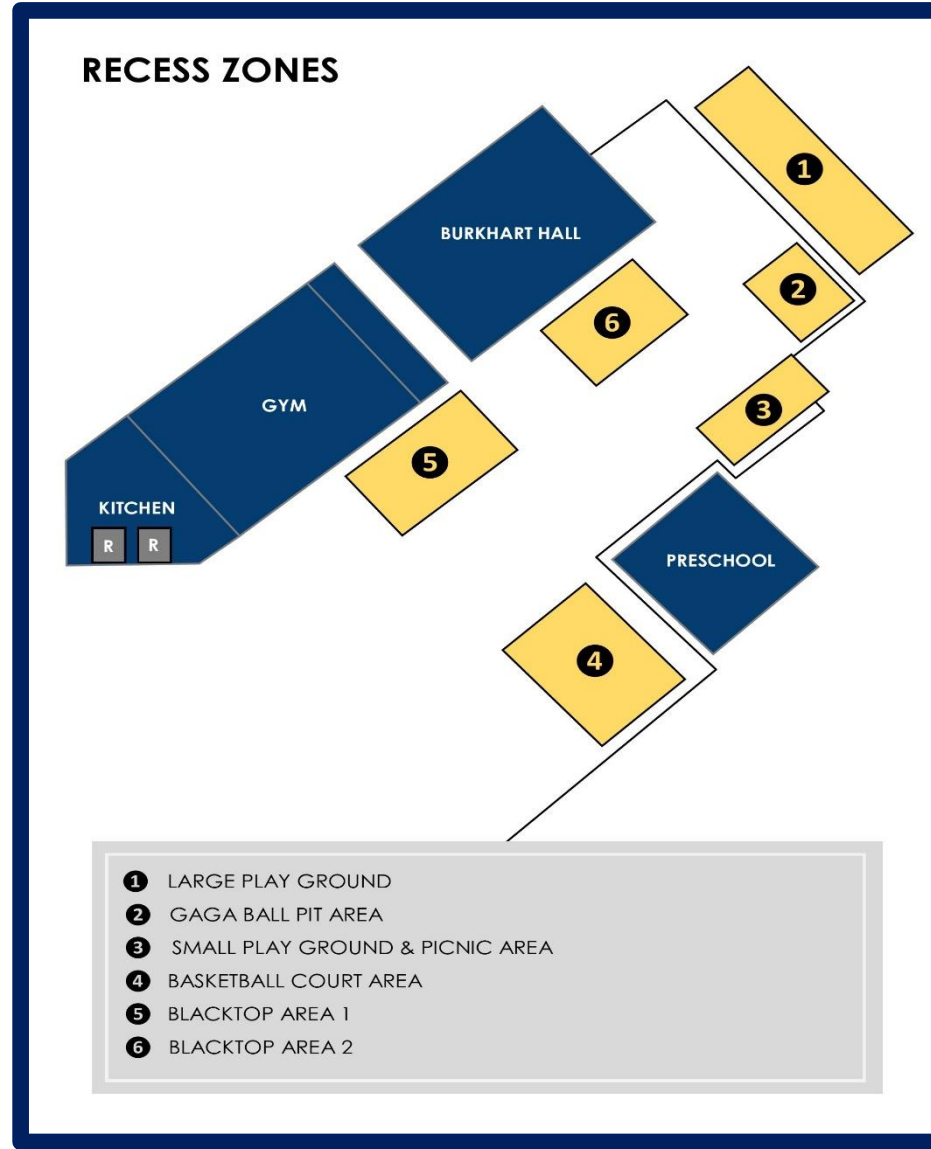
Recess Zone- Schedule 6th grade:

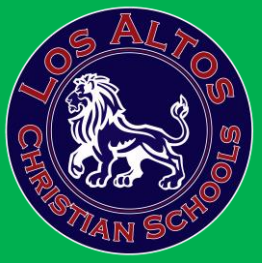
	Monday	Tuesday	Wednesday	Thursday	Friday
Large Play Structure	6 th				6LAD
Small Play Structure					
GaGA Ball Pit	6LAD	6 th			
Basket Ball Area		6LAD	6 th		
Blacktop Area 1			6LAD	6 th	
Blacktop Area 2				6LAD	6 th



LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Recess Zones





LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Hallways

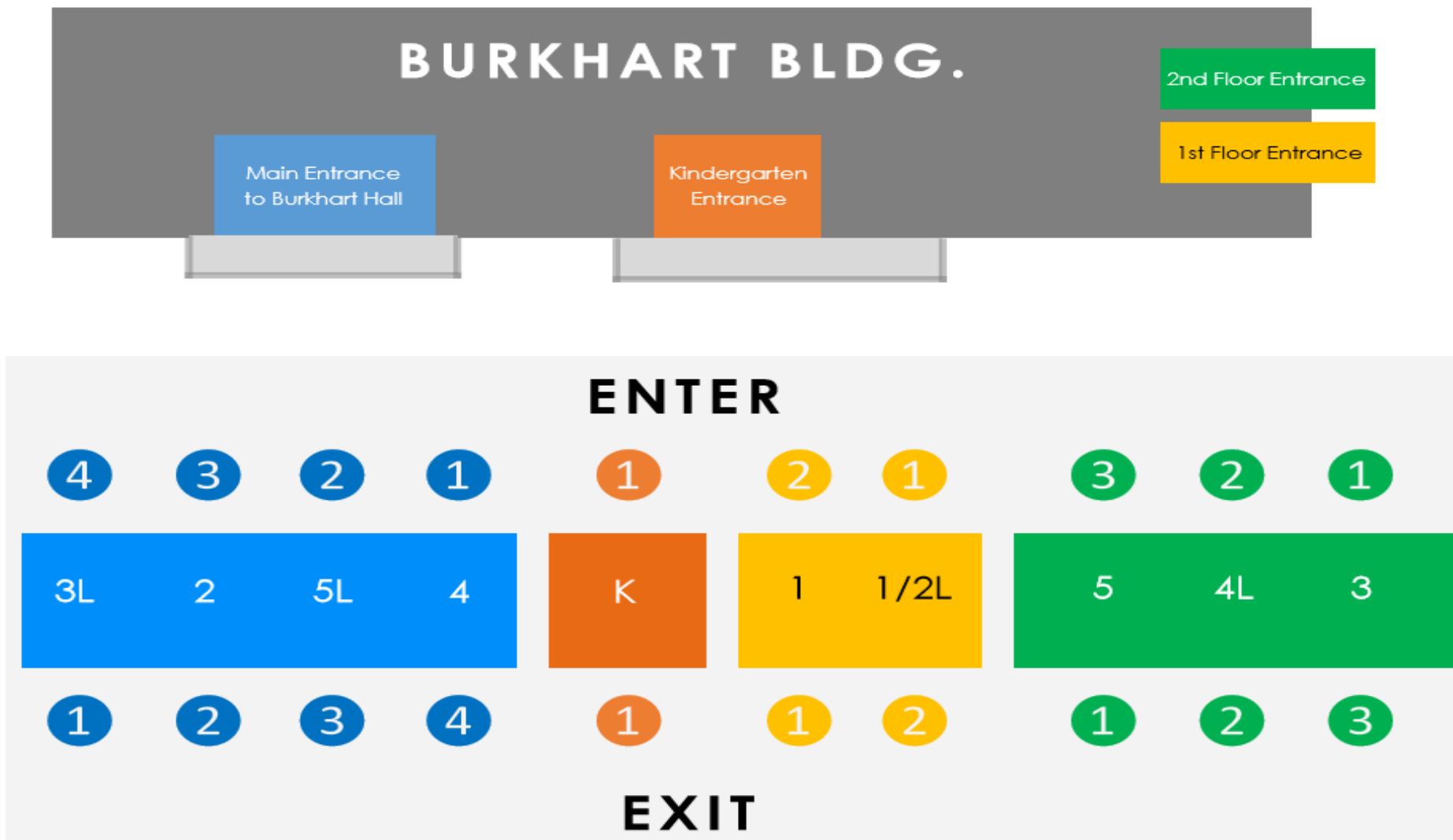
- Congregated movement through hallways** will be **minimized** as much as practicable.
- Designated** entrances and exits.
- Staggered** passing times- **Arrange with co- teachers** to leave classrooms 1-2 minutes early/late to avoid bottle necks in the hallways.
- Designated** one-way walking/passage areas- only if needed.

Designated Entrances

- Main entry to Burkhart: 3LAD, 2nd grade, 5LAD, 3rd & 4LAD grade **ONLY**
- Downstairs (side) door in Burkhart: 1st grade, 1/2LAD **ONLY**
- Kinder- Use classroom door to the outside **ONLY**
- Upstairs door in Burkhart: 5th & 4th grades **ONLY**
- MS & HS: 6th – use the stairs closest to Wendy's room



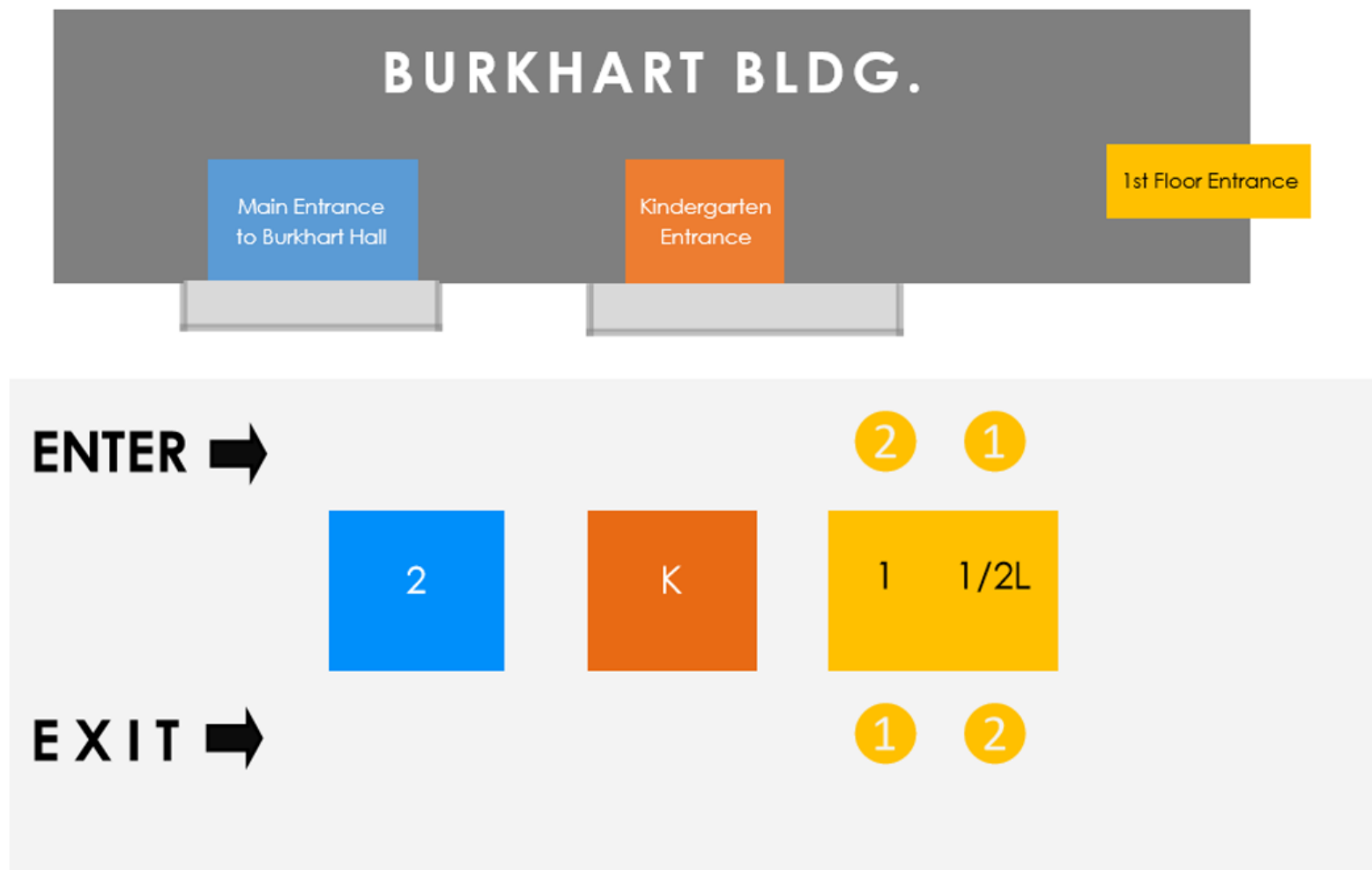
LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing





LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Lower Elementary Recess

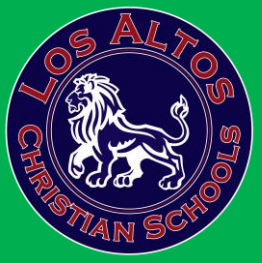




LACS Prevention Strategies: Non-Classroom Settings-Physical Distancing

Upper Elementary Recess





LACS Prevention Strategies: Drop Off

Drop Off

- Parents and students **remain in their car**.
- Parents must turn in student **health screening declaration**.
- Students with **symptoms (not due to another known cause) or a fever of 100 °F** will not be admitted to the campus.
- Student may **get out of the car** and walk to his/her class' line, once health checks are complete.
- Students will **line up with physical** distance between each student. Student will be standing on a marker.
- Designated routes for entry and exit**. See diagram on next page(s).
- Parking during school hours (8:00-3:30) **will only be allowed in the small, outer parking** lot, closest to Magdalena Ave.



LACS Prevention Strategies: Pick Up

Pick-Up

- All students must **remain seated until they are called** to the pick-up area.
- Students will be picked-up under the **bridge- please** see diagram.
- Parents remain in their car.**
- Arrive for pick-up at **3:15 p.m. or later**, if you are picking up an elementary and middle or high school child.



LACS Prevention Strategies: Drop Off & Pick Up

Drop Off & Pick-Up for Kindergarten & 1st During the first week of on-campus instruction

- A single parent or caregiver **will be** allowed on the blacktop in front of Burkhart Hall for a special 8:45 a.m. drop-off.
- Kindergarten and 1st grade parents **will not be allowed** on the blacktop before 8:45 a.m.

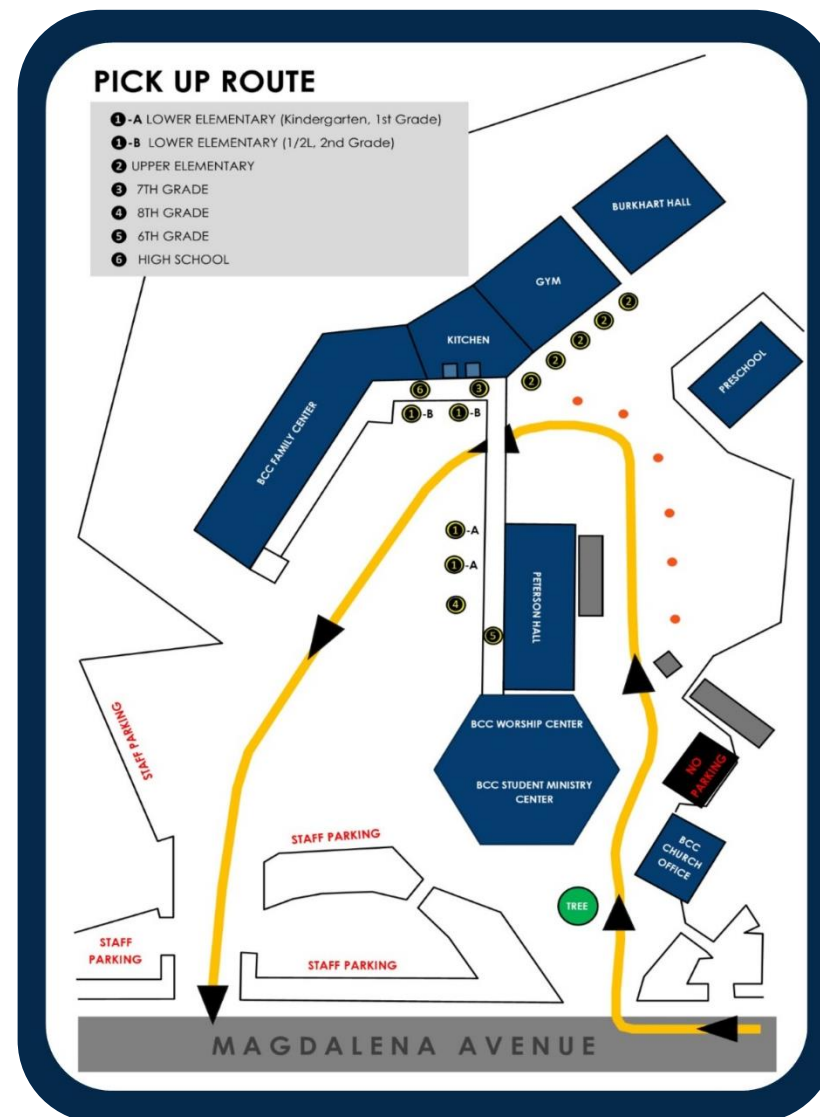
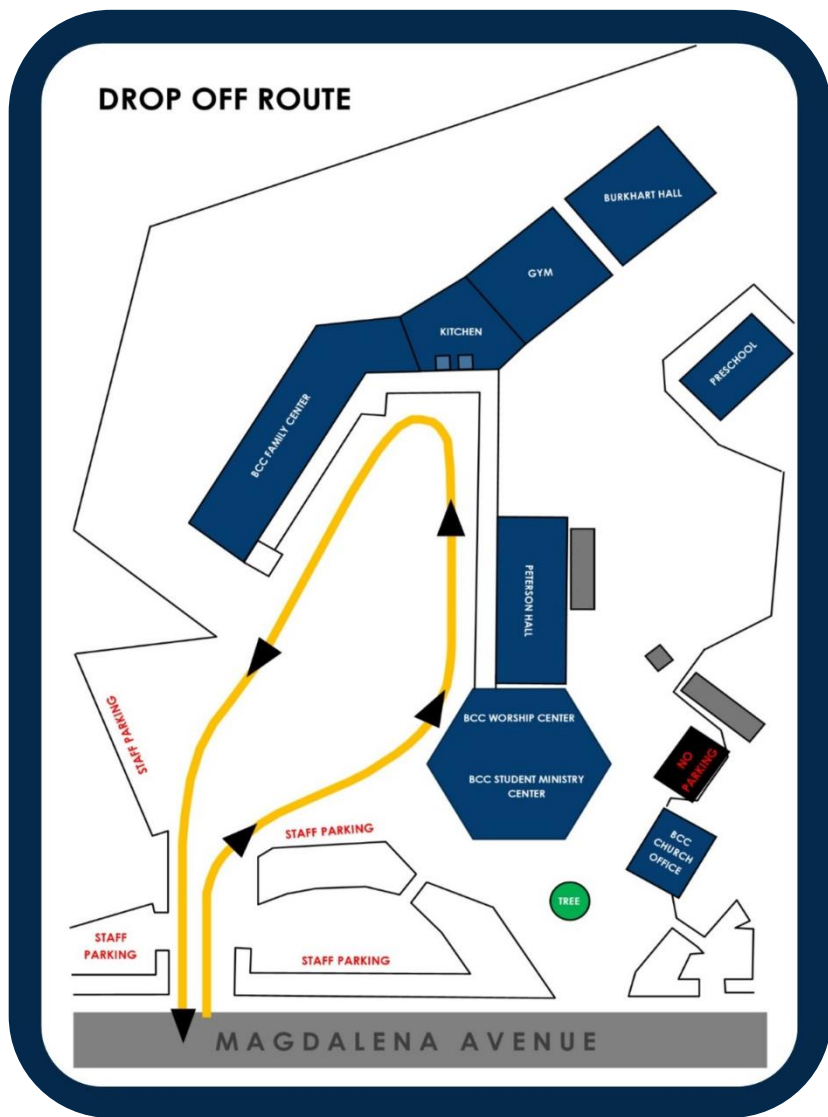


LACS Prevention Strategies: Staggered Pick-Up

Grade	Scheduled pick-up (M,T,Th,F) *Please arrive at the latest scheduled pick-up time, if you have more than one child.	Scheduled pick-up (W) *Please arrive at the latest scheduled pick-up time, if you have more than one child.
Kinder	2:45	1:55
1 st	2:45	2:05
2 nd	2:45	2:05
1/2LAD	2:45	2:05
3 rd	2:50	1:50
3LAD	2:50	1:50
4 th	2:55	1:55
4LAD	2:55	1:55
5 th	3:00	2:00
5LAD	3:00	2:00



LACS Prevention Strategies: Drop Off & Pick Up





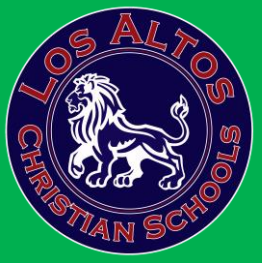
LACS Prevention Strategies: Physical Distancing

School Events

- ❑ The following LACS events will be held **via Zoom**:
 - August LAD Conferences, if requested by the teacher or parent.
 - Back-to-School Night
 - Visitor Days
 - Middle & High School Meet-the-Teacher-Night
 - Daily staff devotions
- ❑ Chapels: one to two cohorts will be allowed to congregate live in the sanctuary while other students join via Zoom.
No visitors will be allowed (See attachment)
- ❑ Back-to-School BBQ & Other PAWS & BCC Sponsored Events (TBD)
- ❑ Friday flagpole will be limited to rotation of cohorts
- ❑ Parent Volunteer Training: Will be rescheduled.

The following Middle School fieldtrips have been rescheduled:

- ❑ Science Camp: March 1-5, 2021
- ❑ Kidder Creek: May 16-21, 2021
- ❑ East Coast Trip: May 23-30, 2021



LACS Prevention Strategies: Outside Visitors

Visitors & Volunteers

- No volunteers** will be allowed for the foreseeable future.
- Temperature checks** for all visitors at the front office.
- All visitors must check in at the office and complete **a screening questionnaire**.
- No parent will be allowed to **pass the front desk**.

Service Providers

- Only **necessary service providers, such as educational professionals and therapists** will be allowed on campus.



LACS Prevention Strategies: Outside Visitors

Health Screening for Staff, Students and Campus Visitors

The questions below must be answered daily.

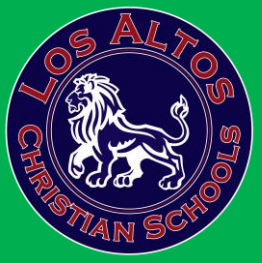
A person who answers 'Yes' to any of these questions will NOT be allowed to enter the school facility.

- ❖ Within the last 14 days have you been diagnosed with COVID -19 or had a test confirming you have this virus?
→ **Yes- Stay home and seek medical care and testing**

- ❖ Do you live in the same household, or have you had close contact with someone who in the past 14 days has been in isolation for COVID -19 or had a test confirming they have the virus? Close contact is less than 6ft for 15 minutes or more.
→ **Yes- Stay home and seek medical care and testing**

- ❖ Have you had any or more of these symptoms today or within the past 3 days?
 - Fever
 - Cough
 - Shortness of breath
 - Trouble breathing
 - Loss of taste or smell→ **Yes- Stay home and seek medical care and testing**

- ❖ Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
 - Chills
 - Night sweats
 - Sore throat
 - Muscle/body aches
 - Headache
 - Confusion
 - Vomiting
 - Diarrhea→ **Yes- Stay home and seek medical care and testing**



LACS Prevention Strategies Train & Educate Staff & Families

Training and Topics

Clear, age-appropriate communication about COVID-19 and what to expect when children and youth return to school will occur in advance of school campus reopening. In addition, it will be important that regular updates be provided to children and their parents/caregivers throughout the school year. Since the closure in March, LACS has communicated regularly with updates to the entire school community.

Most required training to start the school year will be done via online platforms. Classes will include COVID-19 Safety Training, Mandated Reporter, and Harassment Prevention. Any additional training will be conducted in spaces where six-foot distancing can be observed. All employees will receive training both virtually and in person to ensure all are educated regarding new COVID safety guidelines. Additionally, signage will be placed across campus and in classrooms as reminders.

Training topics will include: face covering usage, removal and washing, COVID-19 symptom prevention, identification, and minimizing spread, physical distancing, procedures on campus to protect children and adults from contracting the virus, protocol in the case of a positive COVID-19 test, and policies for students and employees when sick. Parents, staff and faculty are also required to read through the school reopening plan. Parents, staff and faculty will be required to sign a document to acknowledge that they have read, they understand and are willing to abide by the school reopening protocols.

Teachers will also dedicate classroom time to cover the following topic regularly with their students:

- Face covering usage, removal and washing,
- COVID-19 symptom prevention
- Protocols and procedures

Links to training videos are provided in the school weekly newsletter.



LACS Prevention Strategies Train & Educate Staff & Families

Training Videos:

Enhanced sanitation practices

https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/40774077clean_disinf_home.mp4

Physical distancing guidelines and their importance

<https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/23942394socialDistance.mp4>

Proper use, removal, and washing of face coverings

https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/89048904faceMask_16x9.mp4

https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1302130220_317296-How_to_wear_a_cloth_face_covering.mp4

https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1533015330wash_hands.mp4

Screening practices – See LACS Screening Questionnaire

How COVID-19 is spread

<https://www.cdc.gov/coronavirus/2019-ncov/videos/stop-spread/COVID19-Stop-the-Spread-of-Germs.wmv>

<https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/72107210stop-spread-germs.mp4>

COVID-19 specific symptom identification

<https://www.cdc.gov/video/socialmedia/symptoms-2.mp4>



LACS Prevention Strategies Train & Educate Staff & Families

Training Posters:

Class Rules

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-class-rules.pdf>

Enhanced sanitation practices

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/key-times-clean-home-poster.pdf>

Physical distancing guidelines and their importance

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/key-times-social-distance-poster.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-keep-space-when-outside.pdf>

Proper use, removal, and washing of face coverings

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/key-times-wash-hands-poster.pdf>

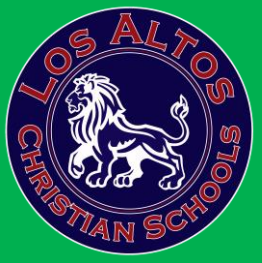
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-wash-your-hands.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young-Mitigation-recommendations-resources-toolkit.pdf>

Coughs and Sneezes

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf



LACS Prevention Strategies Train & Educate Staff & Families

Training Posters:

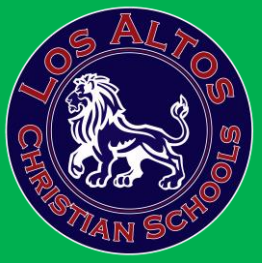
How COVID-19 is spread

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-germs-go-for-a-ride.pdf>

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf

COVID-19 specific symptom identification

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>



LACS Prevention Strategies Train & Educate Staff & Families

Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-stay-home-when-sick.pdf>

Contact Tracing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Contact-Tracing-Infographic-FINAL.pdf>



LACS Monitoring Strategies: Health Screenings-Checks for signs & symptoms

All employees, students and volunteers must be self-screened for COVID-19 prior to arriving on campus.

Students

- ❑ Parents **must screen students** for COVID-19 symptoms before arriving on campus for school or extra-curricular activities.
- ❑ Parents must check their child to ensure they **are fever free and observe for symptoms as outlined below**.
- ❑ Daily parental health screenings will be completed.
- ❑ **Students must be kept at home if they have symptoms** consistent with COVID-19 or if they have had close contact with a person diagnosed with or suspected to have COVID-19. Students who are kept at home will be able to live stream their classes. Students will therefor keep up with their academics.
- ❑ Parents must **notify the administration** if they are keeping their child at home due to potential or confirmed COVID-19 related illness.
- ❑ As needed the school will perform **visual wellness checks** and ask all students about COVID-19 symptoms within the last **3 days** and whether anyone in their home has had COVID-19 symptoms or a positive test.
- ❑ LACS will perform **daily temperature** checks. This will be done, **before the child leaves** his/her car.
- ❑ All staff and employees will be involved in this process to ensure efficiency.
- ❑ Students or staff with any identified COVID-19 symptoms and/or a temperature of **100°F or higher** will be sent home immediately **until testing and/or medical evaluation has been conducted**.



LACS Monitoring Strategies: Health Screenings-Checks for signs & symptoms

Employees & Visitors

- ❑ Employees and volunteers should **self screen themselves for COVID-19 symptoms before arriving** on campus.
- ❑ Daily health screenings will be completed on paper, or via an online App.
- ❑ Employees should ensure they **are fever free, and observe themselves for COVID-19 symptoms** as outlined above.
- ❑ Employees should **stay home** if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed or suspected to have COVID-19.
- ❑ **Employees should notify administration immediately** if they are staying home due to potential or confirmed COVID-19 related illness.
- ❑ As needed the school will perform **temperature checks, visual wellness checks and ask all employees and volunteers** about COVID-19 symptoms within the last 3 days and whether anyone in their home has had COVID-19 symptoms or a positive test.
- ❑ Students or staff with any identified COVID-19 symptoms and/or a temperature of **100°F or higher** will be sent home immediately **until testing and/or medical evaluation has been conducted.**



LACS Monitoring Strategies: Health Screenings-Checks for signs & symptoms

Attendance/Sick Leave Policy- During the Covid-19 Pandemic

In the event an instructional staff member must quarantine due to a sick family member, the instructional staff member may:

- Teach their class(-es) via Zoom video conferencing. If this option is selected, the teacher will provide the instruction and grade the assignments. A substitute will be assigned to the class to monitor students. The cost of a substitute will be covered 100% by the school. Sick leave days will not be deducted from the employee.
- Request a substitute to be hired for the time period needing to be quarantined. The classroom teacher will provide five (5) days of lesson plans and be available to discuss with the substitute instruction, students' progress, etc. In this situation, sick leave days will be deducted and pay will reflect this choice.



LACS Monitoring Strategies: Health Screenings-Checks for signs & symptoms

Health Screening for Staff, Students and Campus Visitors

The questions below must be answered daily.

A person who answers 'Yes" to any of these questions will NOT be allowed to enter the school facility.

- ❖ Within the last 14 days have you been diagnosed with COVID -19 or had a test confirming you have this virus?
→ **Yes- Stay home and seek medical care and testing**

- ❖ Do you live in the same household, or have you had close contact with someone who in the past 14 days has been in isolation for COVID -19 or had a test confirming they have the virus? Close contact is less than 6ft for 15 minutes or more.
→ **Yes- Stay home and seek medical care and testing**

- ❖ Have you had any or more of these symptoms today or within the past 3 days?
 - Fever
 - Cough
 - Shortness of breath
 - Trouble breathing
 - Loss of taste or smell→ **Yes- Stay home and seek medical care and testing**

- ❖ Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
 - Chills
 - Night sweats
 - Sore throat
 - Muscle/body aches
 - Headache
 - Confusion
 - Vomiting
 - Diarrhea→ **Yes- Stay home and seek medical care and testing**



LACS Monitoring Strategies: Monitoring Staff & Student Absenteeism

Absenteeism

- ❑ Daily attendance will be taken. Staff and student absenteeism will be recorded and tracked. Reason (symptoms and type of illness) for absence will be recorded. (See attachment)

- ❑ The Head of Schools, Mrs. Cathy Robinson will be responsible for the following actions:
 - Coordinate the documentation and tracking of possible exposure
 - Notify local health officials, staff and families in a prompt and responsible manner
 - Require staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.



LACS Monitoring Strategies: COVID-19 Testing & Reporting

Testing of All Staff and Faculty

- School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff.
- LACS staff will be tested periodically, as testing capacity permits and as practicable.

All staff will be tested over a ONE month period.

- 50% of staff will tested every 2 weeks,
- 100% every month to rotate testing of all staff over time

LACS Staff and Faculty Covid-19 Testing

Who will pay for the testing of school employees?

School employees would either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an [emergency regulation](#) to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at [community testing sites](#) throughout the state.

<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>



LACS Monitoring Strategies: COVID-19 Testing & Reporting

Students and staff must get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

Positive test results

- ❖ Parents/guardians **MUST** notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.

Negative test results

- ❖ Symptomatic students or staff who test negative for COVID-19 **MUST** remain home until at **least 72 hours after resolution of fever (if any) and improvement in other symptoms.**
- ❖ **Asymptomatic non-household** close contacts to a COVID-19 case should remain at home for a total of **14 days** from date of last exposure even if they test negative.
- ❖ **Asymptomatic household contacts** should remain at home until **14 days after** the COVID-19 positive household member completes their isolation.
- ❖ Documentation of **negative test results must be provided** to school administration.
- ❖ In lieu of a negative test result, symptomatic students and staff will be allowed to **return** to work/school **with a medical note by a physician that provides an alternative** explanation for symptoms and reason for not ordering COVID-19 testing.
- ❖ Testing sites: www.sccfreetest.org.



LACS Response to Suspected or Confirmed Cases and Close Contacts

Staff, students or visitors at LACS will be transported home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- ✓ LACS has an **isolation room** for **anyone who exhibits COVID-19 symptoms**. This room will exclusively be used for COVID 19 cases. A secondary room will be used to deal with other issues, such as scrapes and bruises.
- ✓ Any students/staff exhibiting symptoms WILL **immediately be required to wear a face covering and wait in the “sick room” area until they can be transported home or to a healthcare facility**, as soon as practicable.
- ✓ **911** will be called if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.



LACS Response to Suspected or Confirmed Cases and Close Contacts

Confirmed COVID-19 Case(s) Response:

- ❑ School administrators will **notify** the County of Santa Clara Public Health Department **immediately of any positive COVID-19 case** by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214.
- ❑ **All staff and families** in the school community of any positive COVID-19 case **will be notified** while maintaining confidentiality as required by state and federal laws.
- ❑ **All areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off**, and not be used before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
- ❑ For **elementary** schools and other settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to **get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.**
- ❑ For **middle and high school**, and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A **close contact** is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing **around 7 days** after the last exposure to the case and should remain quarantined at home for **14 days.**
- ❑ **For all settings:** Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- ❑ **No actions need to be taken** for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.



LACS Response to Suspected or Confirmed Cases and Close Contacts

When to Return to Campus after Testing

Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can **return 72 hours after resolution** of fever (if any) and improvement in symptoms:
 - Documentation of a **negative test result** should be provided to school administrators.
 - **In lieu of a negative test result**, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return **14 days after** the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends **14 days after the case's isolation period ends**.



LACS Response to Suspected or Confirmed Cases and Close Contacts

What are the criteria for school closure:

- ❑ **Multiple cases in multiple cohorts** at LACS or when **at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period**, depending on the size and physical layout of the school.

Reopening for in-person learning, after school closure:

LACS will reopen after 14 days and if the following have occurred:

- ❑ Cleaning and disinfection
- ❑ Public health investigation
- ❑ Consultation with the local public health department

Staff & Faculty Resources:

- ❑ Labor laws, Disability Insurance, Paid Family Leave and Unemployment Insurance: <https://www.labor.ca.gov/coronavirus2019/#chart>
- ❑ 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: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Communication

Several letter templates have been made available by the Santa Clara County Department of Health, which will be used to communicate to parents, staff and faculty if and when we have a COVID-19 case.



Quality Academics: Technology

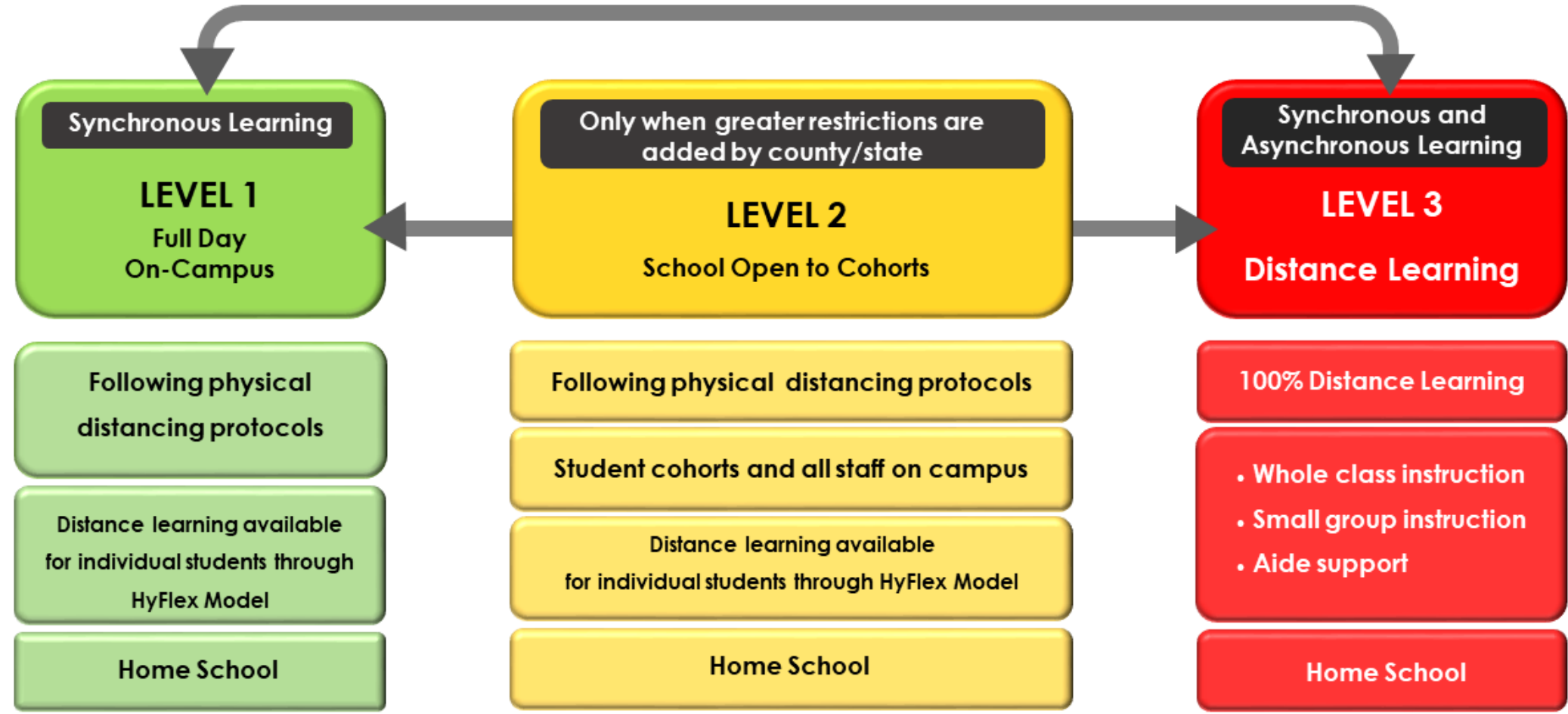
As we look forward to a successful return, the importance of the reliability, efficiency, and accessibility of technology cannot be overstated. As such, LACS has invested heavily in hardware and software solutions. We have worked hard to identify clear priorities which are defined as follows.

- The primary software systems of **RenWeb, GSuite and Seesaw** will be used to deliver and manage teaching and learning content. The interface of those systems will be standardized as much as possible to simplify the student and parent interface.
- **Zoom will be the exclusive video conferencing** system used for teaching and learning. Zoom has an important feature that allows small group break out rooms to allow more effective student engagement and collaboration and will allow small group student work even when members of a small group are accessing the classroom remotely.
- LACS has **increased our Internet bandwidth** to accommodate the increased demand due to providing remote, live access to classrooms every day.
- **Cameras and microphones** will be used in every classroom to allow students and teachers to access live classroom activities.
- **Lessons will not be recorded.** Remote learning students must join classes in real time.



Quality Academics

LACS School Reopening Roadmap 2020-2021





Quality Academics

DISTANCE LEARNING THROUGH A HYFLEX MODEL

- This option will be available to those students who are at high-risk, or for those families who do not feel comfortable with sending their student(s) to school. These students can choose to be distance learners through live synchronous instruction with teachers. Cameras will be placed in classroom for live lesson capturing.

COHORTS

- Stable groups of students.

HOMESCHOOL

- Homeschooling, also known as home education, is the education of children at home. Home schooling is usually conducted by a parent, tutor, or an online teacher. If possible and practical students may join for in-person co-curricular classes. Curriculum will be provided with an long-term pacing guide for the year. No access to lecture capturing or in-class instruction.





Quality Academics

SYNCHRONOUS LEARNING

- Synchronous learning occurs when the teacher and pupils interact in different places but during the same time.

ASYNCHRONOUS LEARNING

- Asynchronous distance learning occurs when the teacher and the pupils interact in different places and during different times.

100% DISTANCE LEARNING

- LACS will go back to the model we used for distance learning during the 4th quarter/3rd trimester, if a complete school closure is mandated by the state or county.

