

Reformation Lutheran School  
COVID-19 Prevention/Reopening Plan  
2020-2021 School Year

Version 1.3

*Updated 08.21.2020*

*\*Changes temperature check requirement to 100°F, not 100.4°F*

This plan is subject to change as new or more government regulations are released.

Please continue to check on updates as they are made available.

## **1. Purpose & Communication**

Reformation places a high priority on the health, safety, and wellness of all our students and families. During the 2019-2020 school year our church and school campus was shut down along with others across the country and was quickly integrated into online distance learning. Reformation Lutheran School is committed to returning to campus for in-person learning as soon as it is safe and possible to do so. In order for our students to return to the campus, we need to provide set procedures that will help minimize sickness amongst our students, families, and staff, follow government guidelines with feasibility, and maintain a positive learning environment. Reformation Lutheran School realizes that the recommendations by the Center for Disease Control and Prevention are continuously changing, and we will continue to monitor the situation as time progresses.

This plan will be posted to the school website, and any relevant updates will be posted online also. Parents will receive the plan via email and printed copies will be available upon request in the school office. Families will be notified that if they need the plan translated into a language other than English, that translation will be provided to them by the school. Staff will be trained regarding the plan's directions during staff in-service in August 2020 and will be provided a printed copy during training.

This plan will be considered an Addendum to the 2020-2021 School Handbook and enforcement will be monitored by the Principal and the Board of Education.

Important operational information and notifications will be sent to parents via email using the school's established email service. Parents should confirm their correct and desired email address is on file with the school office. The school may also use an additional communication system (Grade Link) to send text and email messages.

### **1.1. Education & Training**

The school will provide resources, weblinks and handouts to both staff and families.

## Family Education

- Parents will receive COVID-19 resource materials including information about enhanced sanitation practices, physical distancing guidelines and their importance proper use, removal, and washing of face coverings, screening practices, how COVID-19 is spread, COVID-19 specific symptom identification, and preventing the spread of COVID-19. Resources will be those provided by the CDC, California Department of Public Health and other relevant sources. (Example, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

## Staff Training

- Staff will receive training and resource materials including information about enhanced sanitation practices, physical distancing guidelines and their importance proper use, removal, and washing of face coverings, screening practices, how COVID-19 is spread, COVID-19 specific symptom identification, and preventing the spread of COVID-19.
- In addition, staff will be provided:
  - COVID-19 specific symptom identification and when to seek medical attention.
  - The employer's plan and procedures to follow when children or adults become sick at school.
  - The employer's plan and procedures to protect workers from COVID19 illness.

## **2. Instructional Structure**

Reformation will allow students to return to the classroom once San Diego County is off the State/County Monitoring list for 14 consecutive days. We are adjusting school practices and procedures in accordance to the CDPH COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs document. We will maintain our typical Monday through Friday schedule. Teachers are prepared to facilitate distance learning for students who need that option or in the event we are no longer allowed to hold classes on campus.

### **2.1. Distance Learning**

Reformation will also offer an online option. This will serve families that are not comfortable with returning to in-person learning and to support students that will miss school due to any type of sickness. Teachers will be using a combination of streaming and recording the teacher's lessons and use Seesaw and Google Classroom to share those lessons with students. The recordings or streamed links will not be made public. Please see the Reformation Distance Learning Document for more details.

#### **2.1.1. When will Reformation move to Distance Learning?**

A classroom (cohort) will be required to stay home from school and participate in Distance Learning in the following circumstances:

- When the classroom has a teacher or student test positive for COVID-19, the classroom students must stay home from school for 14 days after the case was present at school. Distance Learning will take place during this time, as long as the teacher is physically able to facilitate the education.

The school including Grades K-8 will be required to stay home and participate in Distance learning in the following circumstances:

- School closure may be appropriate when there are multiple positive cases in multiple classroom cohorts or when at least 5% of the total number of teachers/students/staff are positive cases within a 14 day period.

### **2.1.2. Individual Student Distance Learning**

A student's family may request access to Distance Learning to continue educational progress when the student is unable to attend in person. Students may not be able to attend due to health concerns, familial circumstances or the necessity to self-quarantine.

## **3. Health and Wellness Procedures**

### **3.1. Screening and Prevention**

We will engage in both Passive Screening and Active Screening for accessing the school campus. We will ask families to limit the number of family members who arrive at Reformation to drop off and pick up students. Please limit nonessential visitors. Students and staff will be asked to screen themselves before leaving home for school and will be screened upon arrival.

- Passive Screening: Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100 degrees Fahrenheit, observe 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. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.
- Active Screening: Engage in symptom screening as students enter campus, consistent with public health guidance, which includes visual

wellness checks and temperature checks with no-touch thermometers as needed (check temperature to ensure temperatures below 100 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.

Any member of the Reformation community (student, parent, caregiver, visitor or staff) showing symptoms of COVID-19 (reference CDC and CDPH guidelines for symptoms) will not be permitted on campus.

All students and staff must wash or sanitize hands when they enter campus and throughout the school day.

### **3.2. COVID Testing and Responses to Contacts**

#### **3.2.1. Ongoing Testing for Teachers and Staff**

School staff will be routinely tested to detect asymptomatic infections, including teachers and any other school employee that may have contact with students or other staff. All staff will be provided directions to available testing sites and information regarding payment for tests and/or instructed to contact their primary care provider. All staff will be tested over 2 months, 50% every month to rotate which staff members are tested over time.

#### **3.2.2. Testing in Response to Symptoms**

Any student or staff who experiences COVID-19-like symptoms is recommended to seek COVID testing and share test results with the school. While awaiting results, students and staff are asked to remain out of school until symptoms have resolved.

### **3.3. Response to COVID-19 Positive and Negative Tests**

Reformation will follow the recommended actions and communications here, as directed in the CA Department of Public Health document entitled *COVID-19 and Reopening In-Person Learning: Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020)*:

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>Send home</li> <li>Recommend testing (If positive, see #3, if negative, see #4)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>No Action needed</li> </ul>
2.	Close contact <b>(†)</b> with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14-day quarantine)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts <b>(†)</b>, quarantine &amp; exclude exposed contacts (likely entire cohort <b>(††)</b>) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 3 days after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification if prior awareness of testing</li> </ul>

**(†)** 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.

**(††)** A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

- Parents should communicate with the school if a student has had contact<sup>†</sup> with someone that has tested positive for COVID, or if someone in the family has tested positive for COVID.
- If a staff or student has close contact<sup>†</sup> with a confirmed COVID-19 case, they should stay home and quarantine 14 days from the last exposure. It is recommended that they be tested. The school will notify school families (identity will be kept private), but school will remain open.
- If a staff or students test negative for COVID-19 after symptoms,

- May return to school 3 days after symptoms resolve
- School/classroom will remain open.
- If a staff or student tests positive for COVID-19,
  - Local public health department will be notified by the school Principal or Vice Principal
  - Separate student or staff from school for 10 days from symptom onset or test date
  - Classroom cohort will shift to distance learning for 14 days after the case was present at school while infectious. Classroom cohort will be encouraged to self-isolate during this time.
  - The school will notify school families (identity will be kept private), but school will remain open.
  - It is recommended that cohort families get tested for COVID and follow quarantine guidelines if tested positive.
  - The school areas will be closed off for 24 hours and then the classrooms and bathrooms will be professionally cleaned and disinfected.
- School closure may be appropriate when there are multiple positive cases in multiple classroom cohorts or when at least 5% of the total number of teachers/students/staff are positive cases within a 14 day period.

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes.

### **3.4. Tracing and Reporting Exposures**

Incidents of possible exposure will be documented and tracked. Local health officials, staff and families will be immediately notified of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The Principal, Vice Principal and Office Manager will work together for reporting and notification. San Diego County Public Department should contact the Principal for any communications.

## **4. School Day Procedures for COVID-19 Prevention**

### **4.1. School Arrival/Drop-Off**

Classrooms will be open at 8:00am (earlier than previous years). This will allow extra time for arriving and dropping students off. School will begin at 8:30am.

Drivers will enter either the front parking lot (off Mt. Abernathy Ave) or the rear parking lot (using the driveway alongside the church building) depending on the grades of the students being brought to school. Drivers will pull up to a designated zone and students will exit vehicles. Drivers will then be asked to proceed and leave the campus. Please refer to the detailed Drop Off & Pick Up Process document (Appendix A). We ask that parents avoid congregating on school grounds to assist us in limiting exposure within the Reformation community.

If a parent wishes to park their car and come talk with the Principal or visit the school office, they may do so after they have gone through the Drop-off Zone. Please park in the front parking lot to enter the school office.

School will end as usual at 3:00pm and the pick-up timeframe will be extended to 3:30pm.

Students will be picked up in a similar manner to which they were dropped off for school. Please refer to the detailed Drop Off & Pick Up Process document (Appendix A). We ask that parents avoid congregating on school grounds to assist us in limiting exposure within the Reformation community.

#### **4.2. Classrooms as Cohorts**

To reduce possibilities for infections, students will remain in their classroom cohort, including recess and lunch. Non-essential visitors and volunteers will be limited. The following actions are being taken by Reformation to promote social distancing and cleanliness as much as our facilities allow to minimize the possible spread of COVID-19:

#### **4.3. In-Classroom Procedures**

- Students will be instructed regarding proper preventative hygiene practices, including handwashing, hand sanitizing, limiting facial touching, facial coverings, coughing and sneezing, etc.
- Tape and other physical reminders will be placed throughout campus to educate and encourage social distancing.
- Desks will be spaced apart as much as the classroom allows. Desks will all be facing the same direction to minimize face to face interaction. Markers will be placed on classroom floors to promote distancing and keep desks in place.
- Staff will instruct students in ways that will minimize movement in both indoor and outdoor spaces that are developmentally appropriate.
- In instances where group work is developmentally beneficial for students, extra preventative measures will be taken. (ie. Clear partitions between students)
- Students will eat lunch within their own cohorts either in their classroom or outside on the picnic tables with limited number of students at each table.
- Windows and doors will be open throughout the day, even when air conditioning is needed.

- Students will be encouraged to wash hands and use hand sanitizer frequently throughout the day. Hand sanitizer will be available in every classroom. Hand washing will be done in the student bathrooms.
- When a student leaves the room, they must wash/sanitize their hands upon re-entering the classroom.
- Teachers and their desks will be distanced at least 6 feet away from student desks.
- Teachers are required to wear a face mask during hours of instruction. Face shields may be used by a teacher when it is pedagogically and developmentally appropriate for the lesson and a cloth face mask cannot be used.
- Chapel worship will continue on Wednesday mornings. Each classroom cohort will stay in their rooms as chapel will be live streamed using Reformation's YouTube channel. The teachers will display the recording in their classroom and any singing of songs will take place outside.
- Any activities with classroom cohorts involving singing will take place outdoors. Choir, which would involve mixing cohorts, will not be offered.
- Teachers will implement procedures for turning in assignments to minimize contact.

#### **4.3.1. Sharing of Classroom Materials**

Students will have their own individual school supplies and will be encouraged not to touch another student's belongings. Students will not share items unless they wash/sanitize their hands before and after usage of manipulatives or learning materials.

#### **4.4. Out-of-Classroom Procedures (Recess, PE, Field Trips and Extracurriculars)**

- Recess times will be scheduled so that each classroom has their own outside space with no interaction with other classrooms. (ie, utilizing the back lot and the grass areas separately)
- Outdoor space will be maximized for activities when practicable.
- Playground equipment (football, basketballs, jump ropes, etc.) will remain separated according to classroom.
- PE will be carried out with physical distancing of at least 6 feet and with a classroom cohort.
- Hand Sanitizer Stations have been installed around campus.
- All field trips have been canceled until further notice.
- Communal activities (Yearbook, Choir, etc.) will be limited or not permitted where practicable. Other student activities are being considered that would reduce student contact but provide community and enrichment opportunities.



#### **4.5. Campus Movement of Students, Teachers and Staff**

- Classroom entry and exit will be determined to reduce places where students pass in close proximity (e.g., in the new classroom building, front and back classroom doors will be utilized to reduce hallway traffic).
- Staff will instruct students in ways that will minimize movement in both indoor and outdoor spaces that are developmentally appropriate.

#### **4.6. Face Masks and Coverings**

- All students must have a face cover that covers the nose and mouth on their person every day
- [Information will be provided](#) to all students and families on proper use, removal, and washing of cloth covers.
- Face masks for students in grades K-2 is strongly encouraged.
- Face masks or coverings for in grades 3-8 will be required unless a medical exemption is provided by a doctor.
- Face coverings may be removed when students are outdoors and practicing social distancing. (ie, recess, lunch, and outdoor instruction)
- Faculty members are required to wear a face mask during hours of instruction. Face shields may be used by a teacher when it is pedagogically and developmentally appropriate for the lesson and a cloth face mask cannot be used.
- Face masks should not be scary or inappropriate pictures or symbols. Please refer to the school uniform policy for similar guidelines. Reformation branded face masks may be available for purchase.
- If a student forgets a face covering or an inappropriate face covering is worn, Reformation will provide the student with an appropriate face covering.
- Reformation is required to exclude student from campus if they are not exempt from wearing a face covering under CPDH guidelines and refuse to wear one provided by the school.

#### **4.7. Bathroom Procedures**

- Bathrooms will be sanitized multiple times throughout the day or immediately after a classroom cohort bathroom break.
- Hand washing signs will be placed in all bathrooms that promote proper technique, and hand sanitizer dispensers have been installed at the bathroom entrance/exit.
- At the end of each day, a contracted janitorial service will thoroughly clean all bathrooms.

## **5. Campus Cleaning Efforts**

Reformation School strives to meet high cleanliness standards and will maintain a high level during the school year.

- At the end of each day, a contracted janitorial service will clean desks and tables, chairs, and other shared furniture
- At least daily if not more often: door handles, light switches, handrails, sink handles and restroom surfaces
- Playground equipment will be cleaned routinely.
- Outdoor tables and benches will be cleaned routinely.
- Cleaning will occur when students are not present in the classroom or area and spaces will be allowed to air out before students return, whenever possible
- Drinking fountains will be inaccessible but the water bottle filling station will be available. Please provide refillable water bottles for students every day.

### **Additional Reformation Documents Referenced**

*Appendix A – Student Drop Off and Pick Up Procedures*

*Appendix B – Reformation Lutheran School Distance Learning Plan*

## **14 Criteria for the San Diego County Elementary School Waiver Application**

**1. Webpage: The schools' reopening plan is posted on school/district webpage.**

<http://reformationschoolsd.org/schoolinformation/20202021schoolyear/>

**2. Distance Learning: School plan(s) should describe how school will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model.**

A student's family may request access to Distance Learning to continue educational progress when the student is unable to attend in person. Students may not be able to attend due to health concerns, familial circumstances or the necessity to self-quarantine.

**3. Physical Distancing: The school(s) plans describe how space and routines will be arranged to allow for physical distancing of students and staff.**

Tape and other physical reminders will be placed throughout campus to educate and encourage social distancing.

Desks will be spaced apart as much as the classroom allows. Desks will all be facing the same direction to minimize face to face interaction. Markers will be placed on classroom floors to promote distancing and keep desks in place.

Teachers and their desks will be distanced at least 6 feet away from student desks.

**4. Stable Cohorts: The school(s) plans describe how students will be kept in small, stable, groups with fixed membership.**

To reduce possibilities for infections, students will remain in their classroom cohort, including recess and lunch. Non-essential visitors and volunteers will be limited.

Students will eat lunch within their own cohorts either in their classroom or outside on the picnic tables with limited number of students at each table.

Recess times will be scheduled so that each classroom has their own outside space with no interaction with other classrooms. (i.e., utilizing the back lot and the grass areas separately)

**5. Face Covering & Other Essential Protective Gear: The school(s) plans describe how California Department of Public Health's face covering requirements will be satisfied and enforced.**

All students must have a face cover that covers the nose and mouth on their person every day

Information will be provided to all students and families on proper use, removal, and washing of cloth covers.

Face masks for students in grades K-2 is strongly encouraged.

Face masks or coverings for in grades 3-8 will be required unless a medical exemption is provided by a doctor.

Face coverings may be removed when students are outdoors and practicing social distancing. (ie, recess, lunch, and outdoor instruction)

Faculty members are required to wear a face mask during hours of instruction. Face shields may be used by a teacher when it is pedagogically and developmentally appropriate for the lesson and a cloth face mask cannot be used.

Face masks should not be scary or inappropriate pictures or symbols. Please refer to the school uniform policy for similar guidelines. Reformation branded face masks may be available for purchase.

If a student forgets a face covering or an inappropriate face covering is worn, Reformation will provide the student with an appropriate face covering.

Reformation is required to exclude student from campus if they are not exempt from wearing a face covering under CPDH guidelines and refuse to wear one provided by the school.

**6. Cleaning or Disinfection: The school(s) plans describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.**

Bathrooms will be sanitized multiple times throughout the day or immediately after a classroom cohort bathroom break.

Hand washing signs will be placed in all bathrooms that promote proper technique, and hand sanitizer dispensers have been installed at the bathroom entrance/exit.

At the end of each day, a contracted janitorial service will thoroughly clean all bathrooms.

Reformation School strives to meet high cleanliness standards and will maintain a high level during the school year.

At the end of each day, a contracted janitorial service will clean desks and tables, chairs, and other shared furniture

At least daily if not more often: door handles, light switches, handrails, sink handles and restroom surfaces

Playground equipment will be cleaned routinely.

Outdoor tables and benches will be cleaned routinely.

Cleaning will occur when students are not present in the classroom or area and spaces will be allowed to air out before students return, whenever possible

Drinking fountains will be inaccessible but the water bottle filling station will be available. Please provide refillable water bottles for students every day.

**7. Entrance, Egress, and Movement Within the School: The school(s) plans describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.**

Classrooms will be open at 8:00am (earlier than previous years). This will allow extra time for arriving and dropping students off. School will begin at 8:30am.

Drivers will enter either the front parking lot (off Mt. Abernathy Ave) or the rear parking lot (using the driveway alongside the church building) depending on the grades of the students being brought to school. Drivers will pull up to a designated zone and students will exit vehicles. Drivers will then be asked to proceed and leave the campus. Please refer to the detailed Drop Off & Pick Up Process document (Appendix A). We ask that parents avoid congregating on school grounds to assist us in limiting exposure within the Reformation community.

If a parent wishes to park their car and come talk with the Principal or visit the school office, they may do so after they have gone through the Drop-off Zone. Please park in the front parking lot to enter the school office.

School will end as usual at 3:00pm and the pick-up timeframe will be extended to 3:30pm.

Students will be picked up in a similar manner to which they were dropped off for school. Please refer to the detailed Drop Off & Pick Up Process document (Appendix A). We ask that parents avoid congregating on school grounds to assist us in limiting exposure within the Reformation community.

**Campus Movement of Students, Teachers and Staff:**

Classroom entry and exit will be determined to reduce places where students pass in close proximity (e.g., in the new classroom building, front and back classroom doors will be utilized to reduce hallway traffic).

Staff will instruct students in ways that will minimize movement in both indoor and outdoor spaces that are developmentally appropriate.

**8. Health Screenings for Students and Staff: The school(s) plans describe how students and staff will be screened for symptoms of Coronavirus Disease 2019 and how ill students or staff will be separated from others and sent home immediately.**

**Screening and Prevention**

We will engage in both Passive Screening and Active Screening for accessing the school campus. We will ask families to limit the number of family members who arrive at Reformation to drop off and pick up students. Please limit nonessential visitors.

Students and staff will be asked to screen themselves before leaving home for school and will be screened upon arrival.

**Passive Screening:** Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100 degrees Fahrenheit, observe 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. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.

**Active Screening:** Engage in symptom screening as students enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers as needed (check temperature to ensure temperatures below 100 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.

Any member of the Reformation community (student, parent, caregiver, visitor or staff) showing symptoms of COVID-19 (reference CDC and CDPH guidelines for symptoms) will not be permitted on campus.

**9. Healthy Hygiene Practices: The school(s) plans describe the availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.**

Students will be instructed regarding proper preventative hygiene practices, including handwashing, hand sanitizing, limiting facial touching, facial coverings, coughing and sneezing, etc.

Students will be encouraged to wash hands and use hand sanitizer frequently throughout the day. Hand sanitizer will be available in every classroom. Hand washing will be done in the student bathrooms

Hand Sanitizer Stations have been installed around campus.

Bathrooms will be sanitized multiple times throughout the day or immediately after a classroom cohort bathroom break.

Hand washing signs will be placed in all bathrooms that promote proper technique, and hand sanitizer dispensers have been installed at the bathroom entrance/exit.

**10. Identification and Tracing of Contacts: The school(s) plans describe the 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 Coronavirus Disease 2019.**

Incidents of possible exposure will be documented and tracked. Local health officials, staff and families will be immediately notified of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The Principal, Vice Principal and Office Manager will work together for reporting and notification. San Diego County Public Department should contact the Principal for any communications.

**11. Staff Training and Family Education: The school(s) plans describe how staff will be trained, and families will be educated on the application and enforcement of the plan, adhering to linguistic needs of the community.**

Parents will receive the plan via email and printed copies will be available upon request in the school office. Families will be notified that if they need the plan translated into a language other than English, that translation will be provided to them by the school. Staff will be trained regarding the plan's directions during staff in-service in August 2020 and will be provided a printed copy during training.

This plan will be considered an Addendum to the 2020-2021 School Handbook and enforcement will be monitored by the Principal and the Board of Education.

**Education & Training**

The school will provide resources, weblinks and handouts to both staff and families.

**Family Education**

Parents will receive COVID-19 resource materials including information about enhanced sanitation practices, physical distancing guidelines and their importance proper use, removal, and washing of face coverings, screening practices, how COVID-19 is spread, COVID-19 specific symptom identification, and preventing the spread of COVID-19. Resources will be those provided by the CDC, California Department of Public Health and other relevant sources. (Example, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

**Staff Training**

Staff will receive training and resource materials including information about enhanced sanitation practices, physical distancing guidelines and their importance proper use, removal, and washing of face coverings, screening practices, how COVID-19 is spread, COVID-19 specific symptom identification, and preventing the spread of COVID-19.

In addition, staff will be provided:

COVID-19 specific symptom identification and when to seek medical attention.

The employer's plan and procedures to follow when children or adults become sick at school.

The employer's plan and procedures to protect workers from COVID19 illness.

**12. Testing of Students and Staff: The school(s) plans describe how school officials will ensure that students and staff who have symptoms of Coronavirus**

**Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections. At a minimum, schools will direct staff to contact their primary care provider or community testing site for testing.**

School staff will be routinely tested to detect asymptomatic infections, including teachers and any other school employee that may have contact with students or other staff. All staff will be provided directions to available testing sites and information regarding payment for tests and/or instructed to contact their primary care provider. All staff will be tested over 2 months, 50% every month to rotate which staff members are tested over time.

Any student or staff who experiences COVID-19-like symptoms is recommended to seek COVID testing and share test results with the school. While awaiting results, students and staff are asked to remain out of school until symptoms have resolved.

**13. Triggers for Switching to Distance Learning: The school(s) plans describe the criteria the superintendent will use to determine when to physically close the school.**

Reformation will also offer an online option. This will serve families that are not comfortable with returning to in-person learning and to support students that will miss school due to any type of sickness. Teachers will be using a combination of streaming and recording the teacher's lessons and use Seesaw and Google Classroom to share those lessons with students. The recordings or streamed links will not be made public. Please see the Reformation Distance Learning Document for more details.

When will Reformation move to Distance Learning?

A classroom (cohort) will be required to stay home from school and participate in Distance Learning in the following circumstances:

When the classroom has a teacher or student test positive for COVID-19, the classroom students must stay home from school for 14 days after the case was present at school. Distance Learning will take place during this time, as long as the teacher is physically able to facilitate the education.

The school including Grades K-8 will be required to stay home and participate in Distance learning in the following circumstances:

School closure may be appropriate when there are multiple positive cases in multiple classroom cohorts or when at least 5% of the total number of teachers/students/staff are positive cases within a 14 day period.

**14. Communication Plans: The school(s) plans describe how the Superintendent(or Equivalent) will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements**



**such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).**

Important operational information and notifications will be sent to parents via email using the school's established email service. Parents should confirm their correct and desired email address is on file with the school office. The school may also use an additional communication system (Grade Link) to send text and email messages.

If a staff or student has close contact† with a confirmed COVID-19 case, they should stay home and quarantine 14 days from the last exposure. It is recommended that they be tested. The school will notify school families (identity will be kept private), but school will remain open.

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Incidents of possible exposure will be documented and tracked. Local health officials, staff and families will be immediately notified of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The Principal, Vice Principal and Office Manager will work together for reporting and notification. San Diego County Public Department should contact the Principal for any communications.