



**YGNACIO VALLEY
CHRISTIAN SCHOOL**

2020 - 2021

**HEALTH +
SAFETY PLAN**

Ygnacio Valley Christian School
Preschool - 8th Grade Elementary School

Health + Safety Plan for Fall, 2020

School Plan + Parent Communication

Introduction

We have 55 students enrolled in YVCS. We do not have a labor organization.

The plan, which takes into consideration local and state regulations, and federal guidance, is based on the following general premises:

1. Prefer in-person teaching and learning over remote whenever it is safe to do so.
2. Prioritize student, faculty, and staff health, safety, and wellbeing.
3. Ensure hygiene- and health-related policies are research-based, clearly communicated, effectively implemented, and diligently enforced.
4. Promote practices and policies to reduce the risk of virus transmission and be responsive and flexible when facing changing circumstances.

What follows is Ygnacio Valley Christian Schools' plan to safely re-open from four different perspectives: instructional, behavioral, environmental, and operational.

We will be implementing a multi-level response and addressing the following areas:

- Cleaning and disinfection
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- Small, stable, cohorting
 - Entrance, egress, and movement within the school
 - Face coverings and other essential protective gear
 - Health screenings for students and staff
 - Healthy hygiene practices
 - Identification and tracing of contacts
 - Physical distancing
 - Staff training and family education
 - Testing of students and staff
 - Triggers for switching to distance learning
 - Communication plans

WEBSITE WHERE SCHOOL/DISTRICT REOPENING PLAN IS POSTED

www.yvcschool.org/health

Also included in Appendix A

PROMOTING BEHAVIORS THAT REDUCE SPREAD

Staff and Student Screening

Each day staff and students will be screened by an administrator for visible symptoms and checked in electronically each day by their parents, including a temperature check.

Parents and Staff will post daily check in on this [GoogleForm Link](#). Questions asked are for the temperature reading as well as a symptom checklist of: Cough, Sore Throat, Shortness of Breath, Chills, Body Aches, Headaches, Fatigue, Nausea or Vomiting. Should any of the preceding be present or if a child's temperature exceeds 100.4 degrees Fahrenheit, children are required to stay home.

Children using medicine for fever reduction are required to stay at home.

Please use the Decision Tree document for protocol to follow. Document is found in Appendix B

Preventative Staff Testing

On Site Health & Safety will be testing 100% of staff every 2 months and on an as needed basis.

When to Stay Home

This [Decision Tree](#) (Appendix B) will be consulted by both the Office Manager and families with questions about When to Stay Home vs When to Attend School.

While COVID-19 is present in the community, there will be in effect an addendum to the Student and Staff Handbook policies that provides that any student or staff member with a temperature of 100.4°F or above, either reported at home, or established at school through a temperature check, may not return to school without documentation from a healthcare professional that states the student or staff member is cleared to return or has tested negative for COVID-19 (providing testing is at the discretion of the healthcare professional) (See Appendix B).

The revision to the “stay home” policy is based on CDC materials and IDPH guidelines that include the following recommendations:

- Communicate with staff and students that any individual showing signs of illness, such as cough, shortness of breath, difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, must stay home.
- Students or staff with a temperature of 100.4°F or higher, or new respiratory symptoms (cough, sore throat, shortness of breath, significant congestion) must stay home until cleared by a healthcare provider (a negative COVID-19 test or alternative diagnosis) and be without a fever for at least 24 hours (without the use of fever-reducing medication such as Tylenol or Ibuprofen). The student or staff must provide documentation from the provider before returning to school.

If one of these is not provided, students/staff must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.

Siblings of a student with new respiratory symptoms (cough, shortness of breath, sore throat, significant congestion) or fever ($\geq 100.4^\circ$ F) must also stay home until an alternative diagnosis is made or negative result received.

- [Students or staff must stay home](#) if they have tested positive for, are awaiting test results or are showing COVID-19 [symptoms](#).

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- Students or staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours.
 - Students, staff and families must report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences. Information will be documented and shared with the school nurse or other appropriate personnel.

CDC information, including the handout [10 Things You Can Do To Manage Your COVID-19 Symptoms at Home](#) (See Appendix C), will be provided.

HEALTHY HYGIENE PRACTICES

At School

On the first day a child attends school on campus, the school will provide instruction to children on appropriate health and hygiene practices.

- Posters of good hand washing hygiene are posted in each lavatory and in prominent locations around campus.
- Hand washing is required after using the restroom.
- When hand washing is not feasible, approved hand sanitizer will be rubbed onto hands until dry.
 - Approved hand sanitizers will be readily available yet out of reach of children. Disinfectants used meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.
- YVCS will ensure adequate supplies of soap, tissues, face coverings and hand sanitizers. An additional sink has been installed outdoors, along with hand sanitizers installed in every classroom.
- Repeated reinforcing proper practices such as coughing and/or sneezing into a tissue or their elbow, washing of hands immediately after, and not touching their face.
- No shared food or drink
- Personal toys from home should be kept at home until further notice.

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- Drinking fountains will not be used. Please supply your student with their own water bottles.
 - Parents will be reminded to discuss and remind their children the importance of social and physical distancing.

Each student and staff will have weekly training on the best practices for your school and community to communicate, educate, and reinforce personal protective behaviors to prevent the spread of COVID-19 in school and in the community.

Students 2nd grade and under will utilize these [Young Students Hygiene](#) training tools while 3rd grade and over including staff [Older Students + Staff Hygiene](#).

At Home

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

- Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

Cleaning Staff

Cleaning staff and others should [clean](#) hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

By law, 3rd Grade and older are required to wear a face covering in accordance with the CDPH Guidelines unless they are at-risk persons and exempt:

- All students will have clean masks or face shields available at school for their use.

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- Anyone occupying transitional areas and restrooms will be required to wear a face covering.
 - Students not exempt but refuse to wear a face covering when required will be excluded from campus learning. Online learning is provided as an alternative for all students.
 - Face coverings will not be required outside if social distance is maintained, but will be required when walking into and out of the school building.
 - As mask requirements loosen and schools are allowed more discretion, masks may be optional during certain times of the day, as local health orders allow.
 - We will not discourage any students that wish to wear face masks more frequently than stated above.

Proper use of Face Coverings

- Instruction provided on [How to Safely Wear and Take Off a Face Covering](#) including avoiding touching the face covering and one's eyes, nose and mouth, and washing hands before placing and after removing the face covering (See Appendix D).
- When not in use, face masks will be stored in a clean storage bag with the student's name.
- Instruction will be provided to students and staff and will be reminded not to touch the face covering.
- Instruction on how to wash a cloth face covering, including the recommendation to wash and thoroughly dry it after each use ([How to Wash a Cloth Face Covering](#)).
- It will be communicated to families and staff that when using a cloth or disposable face covering, it should be replaced if moist, dirty or torn, and disposable face coverings should not be worn for more than one day.

Exempt Individuals

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons who are seated for food or beverage, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from people.

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- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone and/or when they are able to maintain a distance of at least six feet from others.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

MAINTAINING HEALTHY ENVIRONMENTS

GENERAL

The following will be done in/(on) all buildings:

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families on the school's website, in weekly e-newsletters, in emails, and on the school's social media accounts.
- Utilize CDC print and digital resources on CDC's communications resources main page.

Sharing Objects

The following rules will be addressed with faculty, staff, students, and families:

- No sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas. There will be no sharing of lockers.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment)
- Limit use of supplies and equipment by one cohort of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids. If electronic devices must be shared, a cleaning protocol will be strictly followed and enforced.

CLEANING AND DISINFECTION

In accordance with the [CDC decision tool for Cleaning and Disinfecting](#).

Daily Cleaning

Staff members will be cleaning high touch areas multiple times a day while using face coverings and gloves.

- Frequently touched surfaces are defined as:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs

Teachers will have cleaning supplies for their use and student use.

- There are scheduled times when teachers and students will be responsible for cleaning their workspace. Generally when switching from one subject to another.
- Outdoor air will be introduced as much as possible during cleaning and disinfecting

Nightly Deep Cleaning

- Areas occupied during the day.
- Disinfecting products will be used that are approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and follow product instructions.
 - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

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- Cleaning products will be stored in cabinets that are inaccessible to students.

Periodic Deep Cleanings

A [UV Light](#), similar to link, will be used overnight in each classroom 2x per week recommended for 60 minutes for spaces up to 600sqft. Light will be used without persons present.

Staff Performing Cleaning

Cleaning staff and others should [clean](#) hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Cleaning and Disinfection after Persons Suspected/Confirmed to have COVID-19

If confirmed cases, [Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility](#)

Close off areas visited by the ill persons. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Open outside doors and windows and use ventilating fans to increase air circulation in the area.

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

Reopening Campus After Shutdown

Largest concerns are humidity and mold growth during shutdown as well as maintaining a healthy water supply.

Humidity:

Buildings containing staff and students will be tested periodically during shutdown with this [Digital Hygrometer Indoor Thermometer Humidity Gauge](#). If Humidity is detected proper remediation measures will be taken after source is located. [UV Light](#), similar to link, to be used in each classroom and in shared spaces.

Water:

Water will be run periodically on campus during shutdown to prevent water contamination.

COHORTING

Students will stay within their classroom, with the same staff members, for much of the day. Middle school students will have their Core Teachers come to their classrooms. There will be assigned seating in all classrooms to better facilitate contact tracing. Recess will be cohorted, with cleaning of the equipment performed between classes. Classrooms will be stocked with basic first aid supplies to limit visits to the school nurse or office. Students do not have lockers. YVCS does not have a food program or run a bus system.

Pods = Class

Students will remain in classes (pod), staggering time of breaks, and direct pick up using a walkie talkie and sending child to parent who remains in vehicle. Students have the same teacher stay with the same group of students. Elective subjects, such as PE and Spanish, have a teacher who will come to the Pod class and avoid all contact with students while wearing a face covering, or will be held outdoors. The largest class size at YVCS is currently 13 students in Kindergarten, as of August 22, 2020.

Current Enrolled Class Sizes

1st grade - 13

2nd grade - 12

3rd grade - 8 students

4th Grade - 5 students

5th Grade - 4 students

6th Grade - 7 students

7th Grade - 5 students

8th Grade - 1 student in person, 1 student Elected Full-Time Distance Learning

COHORT

At YVCS a cohort consists of classes that share hallways. See the **Appendix E** for Foot Traffic Flow for access of shared hallways and bathrooms.

There are 4 cohorts on our campus organized based on classroom locations.

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1. Kindergarten, 1st and 3rd grade - Shared outdoor hallway
 2. 2nd, 4th + 5th - Share stairway and hallway upstairs
 3. 6th-8th Grades - Shared outdoor hallway
 4. Staff - Separate entrance and stairway from elementary.
 5. After School Care

After School Care

For after-school care, CADPH and CDE guidance will be followed. The Instructional Plan provides additional information and details for all grade levels. Groups are being kept under 15 children.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

General

See the **Appendix E** for [Foot Traffic Flow](#) for access of shared hallways and bathrooms.

Elementary Students and their teachers will use Door A.

Door B will be used by staff, Middle School students using the restroom and visitors. There will be no visitors allowed on the premises without an appointment. Meetings with parents and staff will be held outdoors if the weather permits.

Students and Staff

To allow dispersed vehicle traffic and foot traffic, drop off is made available for students for 15 minutes prior to class starting at 8:30am. This will minimize both parent drop off congestion as well as minimizing persons passing through egress points. Children will be sent directly to their class with face coverings on, adults will remain in their vehicles and are prohibited from entering the campus at this time unless an appointment is made and check-in screening happens with the office staff.

Breaks and lunches will be staggered without mixing of cohorts.

Designated play space per grade.

Signage posted for Cohort Access and movement.

A face covering will be required in transitional areas where individuals in other cohorts will be encountered.

IDENTIFICATION AND TRACING OF CONTACTS

The office manager, Ari Navarrete, will be tracking all people entering campus and monitoring any cases. Her email is admin@yvc.school.org. Ari will perform contact tracing, using google doc form of who is on campus that parents and staff will complete each day.

[California Department of Health Contact Tracing](#) (Appendix F) will be followed:

If you are exposed to COVID-19:

- You'll get a call, text or email from your local public health department to inform you of this exposure.
- They will not share information about who may have exposed you. This information is confidential.
- You'll get free, confidential testing, regardless of income, health insurance, or immigration status.
- They will help you understand your infection risk. They'll tell you what to do immediately to prevent further spread.
- They will stay in touch to see if you develop symptoms.
- If you have symptoms, they will get you tested quickly. You will get resources to self-isolate.
- They may ask questions about the places you've been and the people you've spent time with.
- Your personal information is confidential and will not be shared. They will not ask about your immigration status.
- See this [CDC website](#) for more information and Frequently Asked Questions on Contact Tracing. This site includes Tips to Protect others around you, Support if you test positive or are in isolation or quarantine, mental health resources, childcare, medical care and housing for self-isolation.

If you test positive for COVID-19:

- You will get medical care, regardless of income, health insurance, or immigration status.

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- You will get advice on how to separate yourself from others to avoid spreading the disease.
 - You will be asked basic questions like your name and age, the places you've been, and the people you've spent time with.
 - Those people will be contacted and told they may have been exposed to COVID-19. They will be offered testing and medical care.
 - Your personal information is confidential and will not be shared. They will not ask about your immigration status.

PHYSICAL DISTANCING

While we recognize that close interaction, such as playing and socializing is central to child development, group activities, outdoor play, and other situations will be held in a way to accommodate social distancing with an emphasis on enhanced hygiene.

- Any transitional activities, (i.e. moving between classrooms, going to the restroom) will require individuals to wear proper face coverings.
- Classrooms will be set up with spacing between individual desks of 4-6 feet. Protective shields will be implemented for teachers or between desks as needed.
- When using spaces other than desks, carpet squares, mats or other age appropriate visuals will be used for spacing.
- Children will eat in open air allowing for distancing between each student while seated at the tables. Tables will be disinfected before and after lunch.
- Breaks and lunches will be staggered to eliminate cohorts sharing spaces.
- Children will social distance throughout the daily activities, including in lines.
- Cohorts will no longer be combined indoors for elective subjects. Elective instructors will come to each classroom to teach the lesson or the instruction will take place outdoors.

Modified Classroom + Campus Layouts

Ygnacio Valley Christian Schools' volunteers, staff and teachers are modifying classroom configurations to increase distancing consistent with social distancing requirements. Strategies that have been implemented include facing all desks in the same direction in rows, versus in small clusters and utilizing all of the classroom space by removing excess furniture in order to further separate desks and tables.

Physical Barriers and Guides

- Within bathrooms, a plastic flexible screen may be placed between sinks. Similarly, partitions have been placed in the buildings' main offices, and are available for use in classrooms.
- Physical guides, such as tape on floors and signs on walls, will be used to ensure that staff and students remain at least 6 feet apart in lines and at other times. Guides on the floor will create "one way routes" in hallways.

Gatherings, Visitors and Field Trips

Ygnacio Valley Christian Schools will restrict external groups or organizations from using buildings on the campus.

Visitors and volunteers will be limited, subject to a Symptom Screening and physical distancing measures must be maintained. A log of visitors, indicating locations visited, will be kept by the Office Administrator in the event contact tracking is needed.

Teachers will be encouraged to pursue virtual activities in place of field trips.

Weekly chapel will occur in classrooms rather than in the Fellowship Hall.

STAFF TRAINING AND FAMILY EDUCATION

Staff has undergone training for COVID-19 by On Site Health & Safety. All families have received guidelines and will be signing an agreement to follow guidelines. Additional regular training and reminders will be given weekly, and then bi-weekly, and finally monthly, as measures become more routine.

Educational materials are made available on the [YVCS Health + Safety](#) page to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices

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- How COVID-19 is spread
 - COVID-19 specific symptom identification
 - 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.
 - For workers, 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. Consider conducting the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

Training + Tools used by YVCS

As more become available they will be posted with links of the [YVCS Health + Safety Page](#)

- [Recognizing the Signs and Symptoms of COVID-19](#)
- [Locations for COVID-19 Testing Sites](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [Kindergarten through 3rd Grade Hygiene](#)
- [Decision Tree for Symptomatic Individuals](#)
- [Specific Guidance for Face Coverings](#)
- [California Department of Health Contact Tracing](#)
- [CDC When to Get Tested](#)
- [How to Wash A Face Mask](#)

Please see the YVCS website Health page for links to the above resources and for the latest information.

www.yvcschool.org/health

Recognize Signs and Symptoms

Employees and students will be required to perform a daily temperature check, screening for symptoms and history of exposure each morning at home, before arrival to school. A user-friendly electronic form with clear directions will be used for this screening.

Clear information and easy-to-follow instructions will be provided to families, along with messaging that strongly stresses the importance and necessity of completing this daily screening. If a family does not have a thermometer, Ygnacio Valley Christian School will take the temperature of the staff or student. Ygnacio Valley Christian School will educate families about how to properly take the temperature, how weather and liquids can affect the measurement, and the importance of understanding each person's individual baseline temperature. Parents will be asked to begin taking their child's temperature daily two weeks before school begins in order to establish this baseline and become adept at taking a temperature.

If a student or staff member has not completed the daily check, and arrives onto campus, a temperature check using a touchless thermometer and a health screening/exposure history will be completed by the office staff member. Appropriate cleaning of the thermometer and hygiene practices will be followed. If the student has symptoms, he or she will immediately be isolated to the designated quarantine space to wait to be picked up by a parent or legal guardian. If the staff member has symptoms, he or she will be sent home. If the student or staff member is found to have a temperature of 100.4°F or higher, that individual may not return to school without presenting documentation from a healthcare professional that states the student or staff member is cleared to return or has tested negative for COVID-19 (providing testing is at the discretion of the healthcare professional).

On Campus Visitors, including Parents

Any visitor to campus must undergo a temperature check using a touchless thermometer and a screening for symptoms and exposure history by the school nurse or office staff member. If the visitor has a temperature of 100.4°F or higher, symptoms or recent exposure to someone with COVID-19, he or she will not be allowed to remain on the property.

Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

If a student is being sent home due to fever or respiratory symptoms, he or she will immediately be placed and monitored by staff in the designated quarantine room within the building until he or she is picked up by a parent or legal guardian. Cleaning and disinfecting

practices will be followed in the student's classroom and the quarantine room. A similar process will be followed for a staff member that is experiencing symptoms.

If an ambulance needs to be called, the school nurse or office staff will alert 911 that the individual may have COVID-19.

TESTING OF STUDENTS AND STAFF

Testing of staff and volunteers will be done by On Site Health & Safety, using the lab Clinical Reference Laboratory, CLIA# 17D2073338. 25% of staff will be tested every two weeks/100% will be tested every two months.

If a sibling of a student is out and waiting for clearance, the siblings of the students also need to stay home until medical clearance is given.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

The following has been presented to parents of YVCS. This response plan is required and provided by the CA Department of Public Health.

Confirmed Case, One Cohort

In Event there is a confirmed Case in one cohort, plan #3 will be taken and that Cohort will be moved to Distance Learning until the Steps are followed below.

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

(†) 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. Cohorts at YVCS are: Kindergarten, 1st and 3rd Grade; 2nd, 4th and 5th Grade; and 6th-8th Grade; YVCS Office Staff

Multiple Cohorts + Confirmed Case = Complete Campus Shutdown

The entire YVC School will be moved to complete distance learning when there is more than 1 case in multiple cohorts at school within a 14-day period, or 5% of the school population.

Teachers will have their lesson plans available online, and in full, every week. If a student is doing distance learning only, the school will make reasonable accommodations and provide additional support for that student. Because of the nature of the pandemic, teachers will be prepared to transition to full online distance learning should it become necessary.

COMMUNICATION PLANS

Ygnacio Valley Christian School will continue to have regular communication with the Contra Costa County Health Department and the CDE, and other relevant organizations, to be aware of local or state regulatory agency policies related to group gatherings.

Notifications will be sent out to the School community in accordance with the [Reopening In Person Learning](#) chart once there has been a student or staff member who has been in close contact with an individual with a confirmed case of COVID-19.

School wide text message alerts, robo calls, and emails are all set up to be able to send out emergency alerts. We have an ongoing website and page dedicated to Health and Safety. www.yvcschool.org/health This link will be updated and emails as well as social media posts will be sent to parents with updates when changes have happened. Communication will be consistent with privacy requirements of FERPA and HIPPA.

- Any child that is absent and has an illness involving a fever, coughing, or stomach illness with diarrhea and/or vomiting will need a doctor's note to return to school.
- There will be no discrimination against students (or whose families) were or are diagnosed with COVID-19 or are perceived at risk.
- Staff and students who have had close contact with a person with COVID-19 are encouraged to stay home.

Appendix Table of Contents

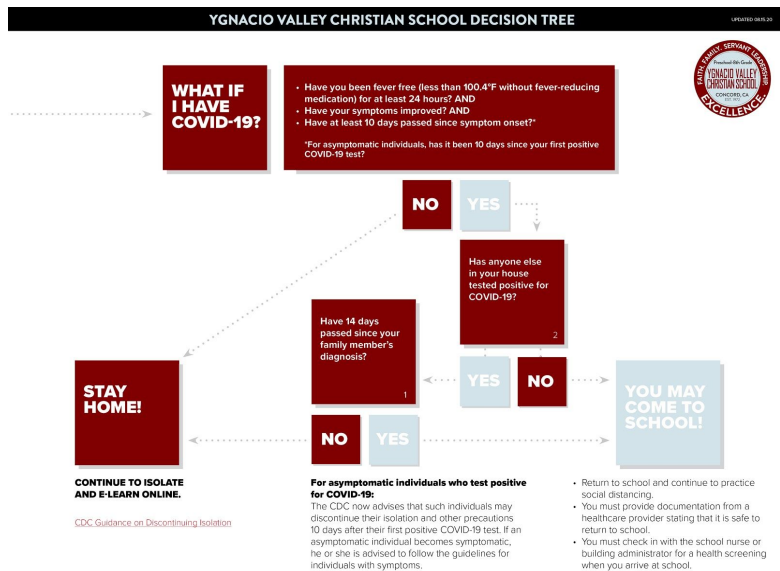
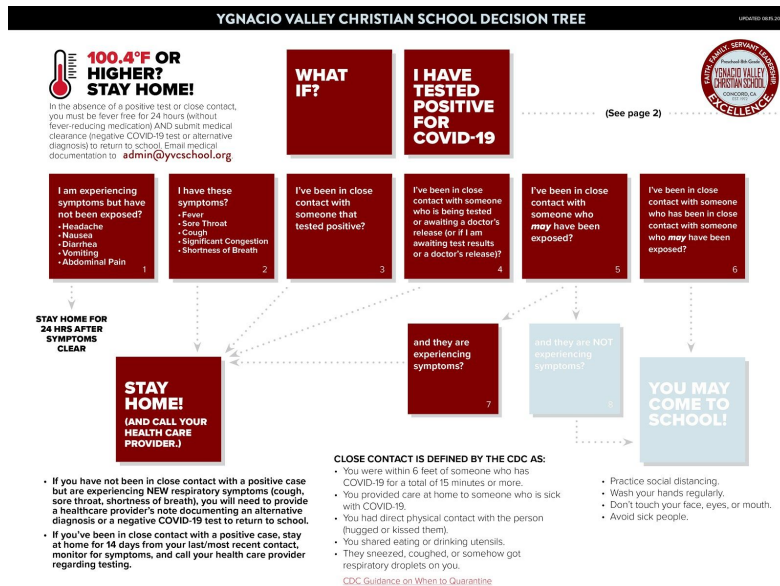
- A. YVCS Health + Safety Plan
- B. When to Stay Home Decision Tree
- C. [10 Things You Can Do To Manage Your COVID-19 Symptoms at Home](#)
- D. [How to Safely Wear and Take Off a Face Covering](#)
- E. Foot Traffic, Egress
- F. [California Department of Health Contact Tracing](#)
- G. Additional Campus Signage
- H. Resources Consulted

Appendix A:

INSERT School YVCS Health and Safety Plan

Appendix B: When to Stay Home

Should I send my child to school? Please consult these documents: [Decision Tree](#) Page 1
[Decision Tree](#) Page 2 - Thumbnails pictured below.



Appendix C: 10 Things to Manage Symptoms at Home

10 things you can do to manage your COVID-19 symptoms at home

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

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



CS 315822-A 05/11/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix D: How to Properly Wear a Face Covering

How to Safely Wear and Take Off a Mask

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

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE A MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



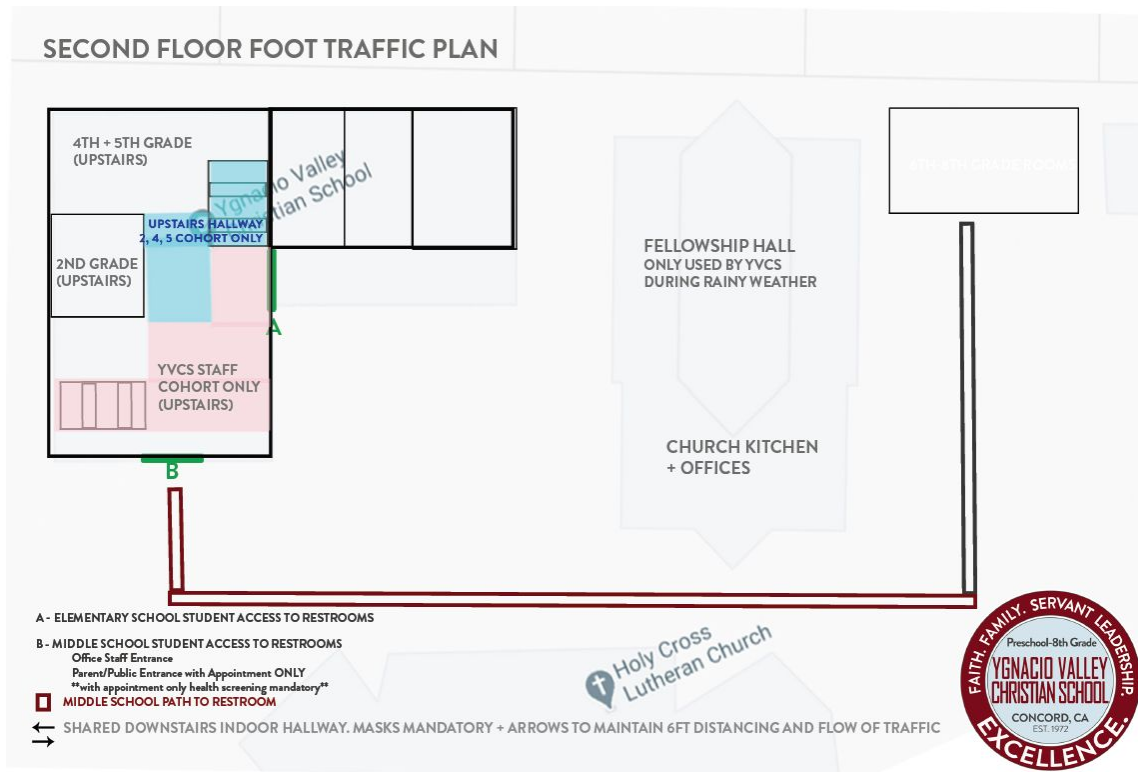
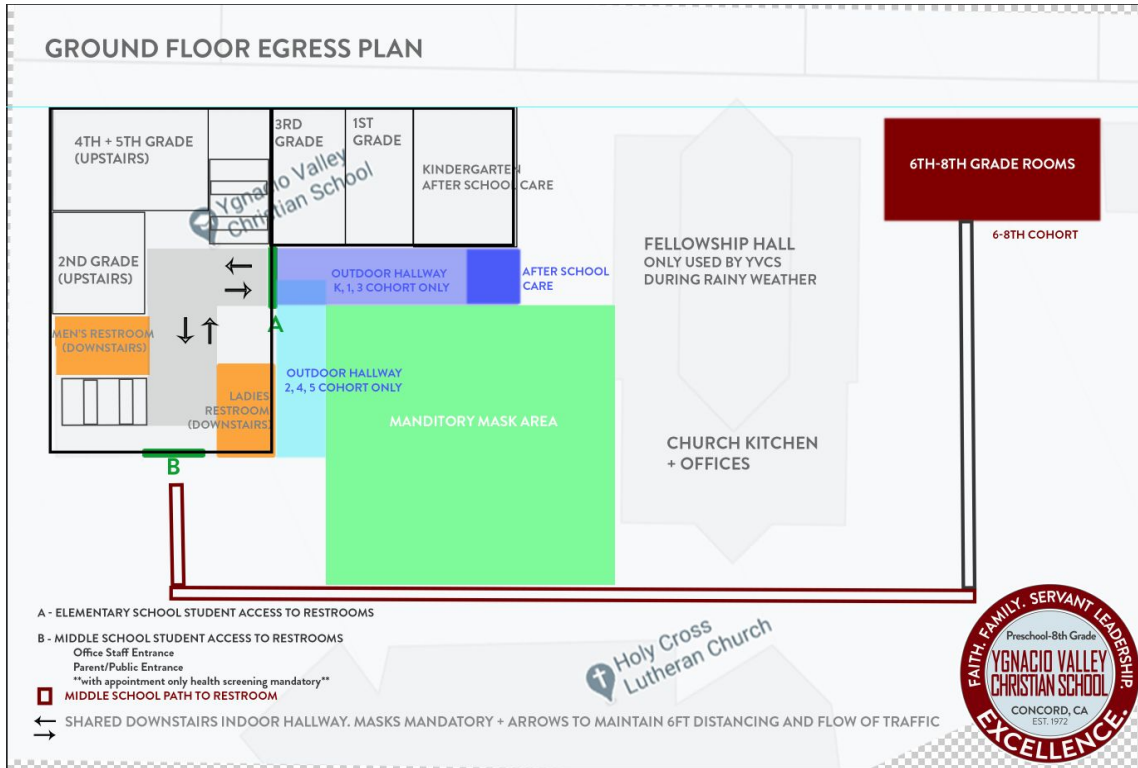
CS 314681 08/19/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix E - Foot Traffic, Egress and Movement



Appendix F: CDC Contact Tracing

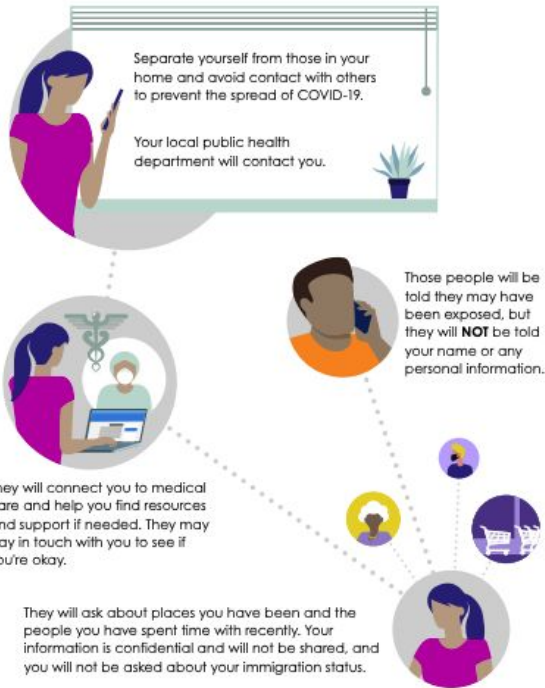
Helpful [Contact Tracing information](#) here



Contact tracing is a simple, confidential process that has been used by public health departments for decades to slow the spread of infectious disease and avoid outbreaks. The more people who answer the call, the more lives and jobs California saves.

HOW DOES CONTACT TRACING WORK?

If you test positive for COVID-19:



If you have been in contact with someone who has tested positive for COVID-19:



To learn more, visit californiaconnected.ca.gov



Appendix - Additional Campus Signage

**CORONAVIRUS
(COVID-19)**



WELCOME

FACE COVERINGS REQUIRED.
Non-medical masks, scarves, bandanas
and cloth are permitted.

Thank you.

For more information please visit:
www.coronavirus.cchealth.org/

YGNACIO VALLEY
CHRISTIAN SCHOOL

**CORONAVIRUS
(COVID-19)**

**YGNACIO VALLEY
CHRISTIAN SCHOOL**

**PREVENT
THE SPREAD**



STAY HOME IF
YOU'RE SICK



WASH HANDS
FOR 20 SECONDS



WEAR A FACE
COVERING OR MASK



STAY AT LEAST
6 FT APART

PROTECT YOURSELF AND OTHERS.

Thank you.

For more information please visit:
www.coronavirus.cchealth.org/

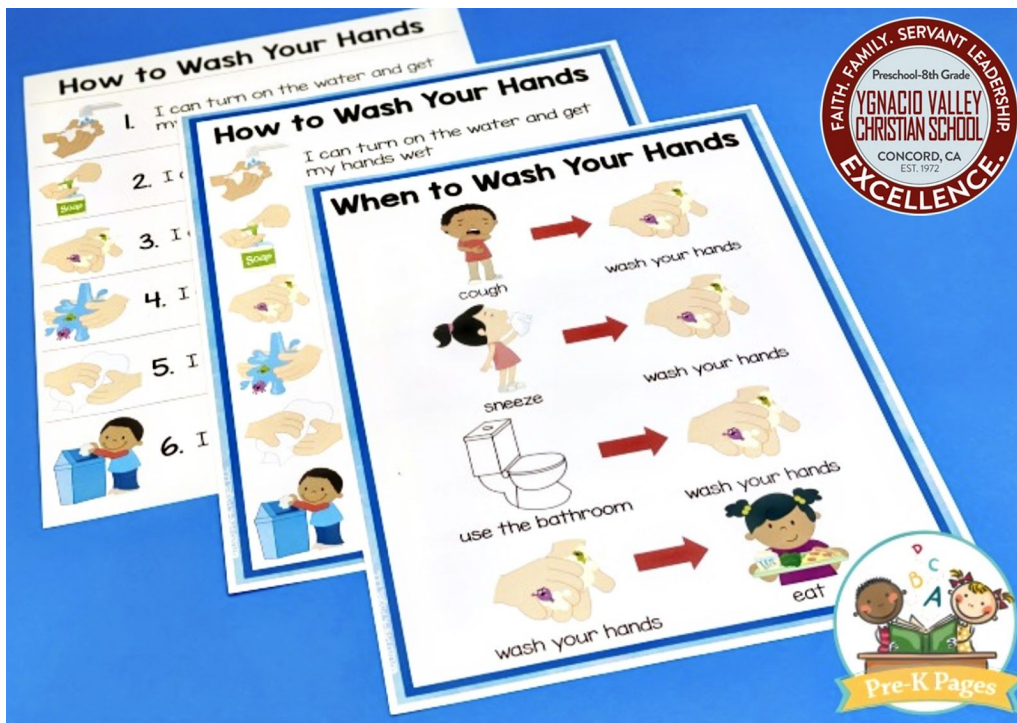


The illustration shows a young girl with dark skin and braids, wearing a light blue face mask and a yellow t-shirt with a white heart. She is holding a book titled "Pre-K Pages" which features several pages with illustrations and text. The pages include:

- A page with the text "ough in my elbc" and an illustration of a child coughing into their elbow.
- A page with the text "I can tell my teacher if I feel sick" and an illustration of three children, one of whom is coughing.
- A page with the text "say good-bye to my family outside." and an illustration of a family saying goodbye to a child who is leaving in a car.
- A page with the text "Adults tak at school t stay healthy" and an illustration of an adult and a child in a classroom setting.

In the bottom left corner, there is a circular logo for Ygnacio Valley Christian School with the text: "FAITH. FAMILY. SERVANT LEADERSHIP. EXCELLENCE." and "Preschool-8th Grade YGNACIO VALLEY CHRISTIAN SCHOOL CONCORD, CA EST. 1972".

Appendix : Age Appropriate Health + Safety Guides



Appendix H: Resources Consulted

- [CDC Schools and Childcare COVID-19 site](#)
- [CA Department of Public Health](#)
- [COVID-19 INDUSTRY GUIDANCE: Schools and SchoolBased Programs](#)
- [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#)
- [Contra Costa County Office of Education](#)
- [Contra Costa County Alerts](#)
- [Contra Costa Health Services Coronavirus](#)
- [Building Reopening after Prolonged Shutdown](#)
- [Timothy Christian School](#) - school in IL with exemplary Health and Safety task force and distance learning program.
 - [Health and Safety Plan](#)