



2020-21 COVID-19 School Safety Plan

In response to the COVID-19 pandemic, OCCS has taken measures to increase safety and decrease the chance of infection in a variety of ways. **This information is subject to change in order to address the rapidly-evolving situation.** Please note that we understand there are a lot of different opinions about the necessity of children adhering to strict precautions. Our goal is to provide as close to a regular school environment as possible, with our top priority addressing the safety of our staff and students while being able to continue in-person instruction!

Facility Preparation:

- List of specific things that need to be cleaned/sanitized and thorough instructions given to janitorial staff
- Instructions and cleaning supplies for daycare/lunch staff
- Signage regarding social distancing, proper hand-washing practices, reminders of masks, not touching face, etc.
- Temperature check stations during morning drop off times
- Adequate supplies ordered
- Social distancing marked in lunch areas, chapel, and hallways
- Additional sanitizing stations around the campus.

Classroom Preparation:

- Maximum spacing possible between desks and dividers used, if inadequate spacing
- Appropriate supplies and instructions for teachers
- Signage in classroom regarding social distancing, hygiene, etc.
- Increased cleaning and sanitation scheduled
- Reduced shared space or close-contact activities
- Individual supplies instead of shared class supplies

Staff Preparation:

- COVID-19 testing protocol in place
- Health check procedures followed daily
- Training in school policy and procedures regarding COVID or any signs of illness.
- Training in child privacy procedures.
- Masks/facial coverings required

Student Preparation:

- Health check procedures followed daily
- Student training in proper handwashing and mask-wearing procedures
- Mask/facial covering requirements followed

Proposed Learning Plan for the 2020-2021 School Year**PHASE 1: IMMEDIATE PLAN****Option 1:**

- If possible, live in-person classes will be available five days per week.
- Safety measures implemented according to state and local guidelines
- Additional cleaning done by teachers and janitorial staff throughout day
- Half day weekly for staff in-service day to prepare for hybrid program

Option 2:

- Remote/distance learning primarily using Google Classroom, Zoom, and Loom
- Recommended that students attend on occasion to do testing; if not, supervised testing using Zoom only
- Remote students required to keep a C average (unless exception made due to severe learning disability) in order to continue in this program
- Students are required to have access to a computer and follow remote learning protocol.

Option 3:

- Traditional homeschool program, where parents provide for every aspect of their child's learning

PHASE 2: MODIFIED PLAN DUE TO FURTHER RISE IN CASES OR RESTRICTIONS**Option 1:**

- Live classes meet only 2 or 3 days a week (2 one week/3 next week or only 2 days a week and have a heavy cleaning day between)
- Struggling learners or those who need childcare might attend all days.

Options 2-3 remain available.

PHASE 3: STAY-AT-HOME ORDER RE-INSTATED OR OTHER EVENT RESTRICTING LIVE CLASSES

Only options 2 and 3 available.

FOR IN-PERSON CLASSES ONLY

***Prior to students arriving for in-person classes, families will need to have a signed waiver form on file, acknowledging that the family has read and understands the information in our OCCS Safety Plan, understands the options of learning available, and gives permission for their child(ren) to attend in-person classes.**

Daily Parent Responsibilities

- Observe child for signs of illness and complete the school questionnaire daily at school.
- Remain on campus until child has successfully passed through the health check station
- Provide your child with an appropriate mask
- Have emergency childcare plans in place should your child be unable to attend school due to suspected illness or temporary school closure (distance learning will continue should the campus be temporarily closed)
- If your child is exhibiting symptoms of illness, such as those below, your child will need to remain home until the child has been symptom-free without the aid of medication for at least 24 hours:

fever	headache	sore throat	diarrhea	fatigue
cough	nausea or vomiting		congestion or runny nose	
change in sense of smell or taste			difficulty breathing	

We know that these symptoms come up due to a variety of illnesses regularly, and that this could prompt difficulties with work schedules, but this requirement is to protect the health of our staff and students and to help us continue in-person instruction.

- Keep your child home for 14 days (including weekends) if anyone in the family has had recent contact with someone who has tested positive for COVID-19.
- Have correct contact information updated at all times and be available to pick your child up immediately should your child be sent to the office due to showing possible signs of illness at school. Parents should have a designated emergency contacts available to pick up a child if the parent cannot get to the school right away.
- Communicate with the school often. If your child stays home due to symptoms shown or contact with someone who has tested positive, we need to know this, so that we can

trace the contacts and watch for similar symptoms among that group. This information should be given to Miss Sheri or Mrs. Phillips, as the designated school liaison personnel.

Parents must follow these responsibilities in order for their child to continue in-person instruction at the school. Remote learning will take place any time a student needs to stay home and is well enough to participate remotely.

Access to Campus

For at least the first half of the year, parent access to the campus will be limited, which means parents will not generally have access to the yard, lunch areas, or classrooms.

We know that this is a very difficult change, and we did not make this decision lightly. Current data shows a higher rate of transmission between those aged 12 and older, and we want to do everything we can to protect the health of our students and staff and to continue in-person classes. If a family member tests positive or comes into contact with someone who has, there is less chance of a temporary school closure if that adult has not come onto campus.

We know that this is especially difficult for our youngest students whose families wish to see them go to their first day of school, so we will do our best to have our teachers take pictures and maybe even short videos of your child on the first day of school and throughout the year!

School start times, Entrance/Exit Procedures, Movement in the School

Parents MUST arrive earlier than last year to account for the extra time needed to pass through the health check station! We will do our best to make this process as brief as possible, but this will be a mandatory procedure.

Because we have many students choosing remote learning and students arriving at various times between 6 AM and 8:30 AM according to our survey results, we will begin our year with a regular start time of 8:30 AM. If we find that there are more students arriving at the same time than our health check station can handle, we will reassess the situation and consider staggering start times.

Families arriving before 8:00 AM will need to check their child in with the daycare staff. Families arriving after 8:00 AM will be directed to the parking lot health check in station. **All parents must remain on site until their child's temperature is taken and approved.**

After 8:30 AM, the secondary health check station in the front office will be open. Please maintain social distancing while waiting to be checked!

After school, the primary exit for students in K-5th will be the main gate, while the primary exit for those in 6-12th will be the gate near the locker area.

Every year, our teachers practice classroom procedures, including how to properly line up and walk to and from class, and reminders for proper spacing will be included in these practices.

Masks and Face Coverings

All staff and students will be required to wear masks (or approved face shields, if needed) daily. When students are outdoors, they may remove their masks if they are socially distanced at least 6 feet.

We understand this is one of the most controversial precautions, but we are doing our best to put parents and children who are worried about the virus at ease as much as possible, and to take every precaution we can to maintain a safe campus. Though the health department does not require masks for K-2nd, we are requiring them as an extra precaution.

Limited exceptions could be made in accordance with California Department of Health and local health agency guidelines.

Students will have instruction on how to properly and safely put a mask on or take it off, and how to properly wear the mask.

Lunch Procedures

Hot lunches and snack bar items will still be available, and our staff will be using gloves and masks while preparing or serving food. Students may also bring their own food from home, but please keep in mind that the kitchen is unable to refrigerate or heat up food for students.

Because masks cannot be worn while eating, the lunch area will have signs guiding students to remain socially distanced while eating.

Elementary students may have staggered times or shifts for their lunches in order for adequate spacing and sanitation to take place between lunches.

Staff and Student COVID-19 Testing

In accordance with health guidelines, OCCS staff in contact with students will be tested quarterly (every 9-10 weeks) to ensure staff are not asymptomatic carriers of COVID-19, until further notice is given to the staff.

Students will not need to be tested to begin classes, but it will be recommended should symptoms arise or a member of the same household tests positive.

Orange County has set up a testing super-site at the Anaheim Convention Center where school staff and students can obtain free COVID-tests if unable to obtain one through their doctor. Appointments are required. They are making school personnel and students a priority at this time. Click here for more details. <https://occovid19.ochealthinfo.com/supersite>

Recess Time and Student/Cohort Interaction

We believe that recess time is an important part of the day, as it provides interaction and the opportunity to further develop proper social skills in children. For this reason, we will be allowing students to play games together with their cohorts (classmates). Students will be asked to wash their hands or sanitize first, and asked to wear their masks if these activities are done with less than 6 feet distance between each other.

Students will remain with a set group of cohorts as much as possible throughout the day.

Events, programs, and sports

Large events will be postponed or done virtually until health guidelines permit larger gatherings. Most sports have been moved to winter and spring seasons at this time, and more information will be given later.

Handwashing/Sanitizing Stations and Proper Hygiene Practices

Signs reminding our older students will be posted in each restroom. Younger grades will be instructed to wash their hands at specified times during the day. Hand sanitizer will be available at various locations where space is shared.

Teachers will provide instruction on best hygiene practices, including washing hands thoroughly for at least 20 seconds, keeping hands away from the face as much as possible, sneezing/coughing into a tissue, etc.

Cleaning/Sanitation

OCCS janitorial staff will be provided with appropriate cleaning materials and PPE equipment, as well as, a list of items and areas that are to be sanitized daily.

Teachers and Staff members will also be provided with appropriate supplies to do basic cleaning or sanitizing of commonly shared areas periodically throughout the day (between classes, recess, or lunches) when cohorts in an area change.

Communication

OCCS will utilize email as the primary means of communication with staff and families, regarding updates. Notification regarding a positive case on campus will be in the form of an email and text message or phone message.

Response and Procedures for Symptomatic or Positive Cases

In accordance with the California Department of Public Health guidelines, the following will be the steps taken should a student or staff member develop symptoms or come into contact with someone with a positive case. OCCS will strive to keep students from feeling embarrassed and will make confidentiality a priority in these situations.

If a student or staff member has COVID-19 symptoms:

- The individual will be sent home.
- Additional sanitizing will be performed in locations visited by individual.
- Testing will be recommended.
- The school and classroom will remain open.

If a student or staff member has close contact with a confirmed COVID-19 case (contact is someone who is less than 6 feet away for more than 15 minutes):

- The individual will be sent home.
- Additional sanitizing will be performed in locations visited by individual.
- The individual will need to quarantine for 14 days from last exposure.
- Testing will be recommended (but this will not shorten the 14 day period)
- The school and classroom will remain open.

If a student or staff member has a confirmed COVID-19 infection:

- The individual will be sent home and kept in a private area until such time.
- Disinfection and cleaning of primary spaces used will be done.
- The individual will remain home for 10 days from the onset of symptoms or test date.
- Identify close contacts for possible quarantine at home for 14 days.
- Testing will be recommended for contacts.
- School community will be notified of a known case.
- School will remain open.
- Health Department will be notified.

If a student or staff member tests negative after symptoms:

- Student may return to school 24 hours after symptoms have resolved with no medication given.
- School will remain open.

School closures could occur if there are multiple cases in multiple cohorts or when at least 5% of the total school population are cases within a 14-day period. The length of this closure would be in compliance with the local health department's guidance, but could extend up to a 14-day period.