

Reopening & COVID-19 Mitigation Plan Template

School / District: University Preparation Charter School at CSU Channel Islands

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
Charmon Evans	Executive Director	UPCS	cevens@pleasantvalleysd.org	805-482-4608 805-312-6280
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*****NOTE THAT THIS DOCUMENT IS SUBJECT TO CHANGE AS THE SITUATION FLUCTUATES AND GUIDANCE CHANGES*****

Promote Healthy Hygiene Practices		
Describe your plan to:		
<ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene 		
Plan:	Person(s) responsible	Date of Implementation
<ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) UPCS will disseminate educational resource tools to staff, students, and families using a variety of platforms and media. The school will maintain a webpage dedicated to educating the community about COVID-19 preventative practices, symptoms, and regular updates from the CDPH, VCPH, and the CDE. The messaging will be provided in multiple languages and formats. Videos and infographics modeling handwashing, how to properly wear and care for face coverings, and hygiene will be posted across the campus and regularly shown on our school-wide daily news program. Teachers will have access to various online platforms that provide teaching resources to teach into these important practices of good hygiene and care. 	Veronica Solorzano Charmon Evans	August 17, 2020

In accordance with the [CDPH](#) guidance letter dated July 17, 2020, UPCS will require that all staff and students in grades 3-8 wear face coverings while on campus. This includes waiting in line to enter the campus, in the classroom, when leaving campus, anywhere on school campus when not eating or drinking. Face coverings 2 grade and below are highly recommended. UPCS will provide a cloth face covering for all students and staff. Special considerations will be given to young students, students with special needs, and those with medical conditions. Face shields will be provided to all staff members. Face shields are only **REQUIRED** for those that come into contact with other who exhibit symptoms. Face shields will be recommended for staff working with young children and students with special needs.

2. Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene

A regular routine of handwashing will be instituted in all classrooms. Students will wash hands upon arrival to school, before and after eating, after being outside and before and after using the restroom. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Teachers will model appropriate handwashing techniques and provide regular reminders. The E Wing portables are not equipped with sinks. We are adding three more portable handwashing stations to the two we currently have in the E wing for a total of 5 handwashing stations. Each classroom will be supplied with hand sanitizer in their classrooms, if age appropriate. Sanitizer must be rubbed into hands until completely dry.

Note: frequent handwashing is more effective than the use of hand sanitizers. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed. Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Intensity Cleaning, Disinfecting, and Ventilation		
Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.		
	Person(s) responsible	Date of Implementation
<p>Plan:</p> <p>Shared use of Equipment: Students will each be assigned their own personal set of school supplies, books, technology, manipulatives, etc. These supplies will either be taken home daily or will be stored in a personal cubby and will not be shared with other students. All personal items will be clearly labeled. When it becomes necessary to share equipment, use will be limited to small groups of students at a time followed by hand-washing and the sanitizing of equipment. Drinking fountains will not be accessible and students will be asked to bring water from home that can be refilled at the filling station if needed. The filling station will be cleaned regularly throughout the day. Bottled water will be made available to students and staff as needed. Staff will be provided with PPE and cleaning supplies necessary to clean shared equipment in the workroom and staff lounge.</p> <p>Use of EPA Products: EPA products from “LIST N” are registered for use against SARS-CoV-2 (COVID-19). These products will be used in accordance with directions given by the manufacturer and safe use recommendations from the EPA. Staff will pre-clean surface, allow for proper contact time based on label directions, wear gloves and wash hands after removing the gloves, and keep the products secure and out of reach of children.</p> <p>Schedule for Cleaning: The school campus will be cleaned and disinfected daily. Classrooms and shared student spaces will be undergo a deeper cleaning/disinfecting between groups on Wednesdays and Fridays. Staff will be provided with appropriate PPE to facilitate safe cleaning procedures. During the school day high touch surfaces will be cleaned regularly by assigned staff and teachers. These areas include: door handles, light switches, sink handles, bathroom surfaces, tables, counters, student desks, and chairs.</p> <p>Ventilation of Area During Cleaning: Products will be used in accordance to the label and proper ventilation including leaving doors or windows open and running the air conditioning. HVAC units will be programmed to maximize intake of fresh air and new filters will be installed that meet the CDC MERV 13 recommendation. These filters are rated to remove at least 90% of E3 particles, 85% of E2 particles, and 50% of E1 particles.</p>	<p>Veronica Solorzano Charmon Evans</p>	<p>August 17, 2020</p>

Implementing Distancing Inside and Outside the Classroom

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student / educator cohorts to minimize contacts. *(Include school / district bell schedules.)**
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*

** Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

Plan:	Person(s) responsible	Date of Implementation
<p>1. Arrival and Departure: Families will be assigned to a drop off area at either the side entrance of the school or the front entrance of the school. Social distancing markers will be placed on the ground for families that walk to school and car drop off will be encouraged. Families will be asked to arrive at staggered times to reduce traffic at entry points. Hallways will have directionality and social distancing markers painted on the ground to facilitate safe moving throughout the campus. Teachers will promptly open their classrooms once students are allowed on campus.</p> <p>2. Classroom size to maintain 6-foot distancing individuals, student/educator cohorts to minimize contacts: All classrooms have been measured and cohorts created to allow for proper social distancing and the minimizing adult to student interactions. All students will be 6 feet apart and facing the front of the classroom with the teacher and support staff also appropriately distanced from all students. The need for students to change classrooms during the day has been minimized in favor of the staff moving from room to room, as needed, to provide appropriate instruction and supervision. In some cases students will need to move to another classroom for specific services/classes. Transparent barriers will be available in classrooms as needed.</p> <p>3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction) Visitors to campus will be limited to essential services only. All visitors will be appropriately screened upon arrival and interaction with students and staff will be limited.</p> <p>Teachers will be encouraged to use outdoor space for teaching when appropriate. All social distancing and face covering requirements will still be applicable when learning outdoors.</p> <p>Assemblies and school activities will be done virtually.</p>	<p>Veronica Solorzano Charmon Evans</p>	<p>August 17, 2020</p>

<p>Lunches will be individually packaged</p> <p>The front office has been equipped with clear barriers where office staff may need to interact with families or staff. Barriers and distancing has also been considered for all office staff work stations.</p>						
Limit Sharing						
Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)						
<p>Plan:</p> <p>Educator Belongings: Staff will be encouraged to store their lunches in insulated containers in their own classrooms. If needed refrigerators will be available for use and will be cleaned regularly. For the use of shared items like microwaves, water refill stations, and ovens we have posted directions and supplies for disinfecting before and after use. Directions for proper social distancing and cleaning have been posted in all staff work rooms. Teachers have personally assigned school issued devices.</p> <p>Student Belongings: Students will each be assigned their own personal set of school supplies, books, technology, manipulatives, etc. These supplies will either be taken home daily or will be stored in a personal cubby and will not be shared with other students. All personal items will be clearly labeled. Students who bring food from home will store food in their own personal space or cubby. As much as is practicable, staff will not touch a student's food or personal items. Students will be asked to bring a refillable water bottle from home to be refilled at the refill station. Salad bars and share tables will be discontinued. Students will eat lunch in their own classrooms.</p>	<table border="1"> <thead> <tr> <th data-bbox="1226 425 1633 464">Person(s) responsible</th> <th data-bbox="1633 425 2001 464">Date of Implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 464 1633 1101">Veronica Solorzano Charmon Evans</td> <td data-bbox="1633 464 2001 1101">August 17, 2020</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Veronica Solorzano Charmon Evans	August 17, 2020	
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Train all Staff and Educate Families						
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness 2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA 						
<p>Plan:</p> <ol style="list-style-type: none"> 1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face 	<table border="1"> <thead> <tr> <th data-bbox="1226 1321 1633 1360">Person(s) responsible</th> <th data-bbox="1633 1321 2001 1360">Date of Implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 1360 1633 1429">Veronica Solorzano Charmon Evans</td> <td data-bbox="1633 1360 2001 1429">August 17, 2020</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Veronica Solorzano Charmon Evans	August 17, 2020	
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coverings, screening practices, prevention measures, and transmission of illness

STAFF: Prior to the start of school, all staff will be trained on COVID-19 specific symptom identification, physical distancing guidelines and their importance, proper use and care of face coverings, screening practices, prevention measures, and transmission of illness. These trainings will include live-virtual sessions as well as training modules to be completed online.

FAMILIES: Prior to a physical return to campus, UPCS will hold several Zoom sessions to educate families about COVID-19 symptom identification, preventative practices, screening practices, and transmission. The school will also continue to maintain a webpage dedicated to educating the community about COVID-19 symptom identification, preventative practices, screening practices, and transmission. The messaging will be provided in multiple languages and formats. Videos and infographics modeling handwashing, how to properly wear and care for face coverings, and best practices for good hygiene will be posted around campus and regularly shown on our school-wide daily news program.

2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

Staff will be trained on appropriate cleaning and disinfecting best practices as recommended by VCPH, CDPH, and the EPA. Staff will be provided with the appropriate materials to properly clean and disinfect: gloves, masks, micro-fiber cleaning clothes, gowns, eye protection, face shields, N95 masks as necessary.

All staff will receive the appropriate trainings in line with job responsibilities as they relate to cleaning, disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons and privacy laws related to HIPAA-FERPA.

Check for Symptoms - Screening Staff, Students, and Visitors

Describe your plan to:

1. Screen all students, staff, and visitors entering school facilities
2. Monitor students and staff throughout the day for signs of illness
3. Support ill students and staff to remain at home without fear of reprisal

Plan:	Person(s) responsible	Date of Implementation
<p>1. Screen all students, staff, and visitors entering school facilities: UPCS will practice active screening. As students and staff enter the campus, they will be screened:</p> <ul style="list-style-type: none"> • Temperature check, with no touch temporal or forehead thermometers, to ensure that they do not have a temperature over 99.5 degrees Fahrenheit and with a orally 100.4 Fahrenheit. • Screening Questions: Have you or anyone in your home experienced COVID-19 symptoms in the last 24 hours or tested positive for COVID-19. <p>If any of these screening measures is “positive” the student or staff will be referred to the health tech for further screening and evaluation. To maintain student/staff privacy, the screenings will be done with a privacy barrier or extra distance between the line and the screening area. To avoid large gatherings, there will be multiple, assigned entry points to campus and two screening stations at each entry. Students and staff will be required to wash their hands as they enter the classroom or for E wing students they will wash at one of the portable hand washing stations before entering the classroom. Visitors to campus will be limited to essential services only.</p> <p>2. Monitor students and staff throughout the day for signs of illness Teachers and staff will monitor students throughout the day and if symptoms develop the student/staff will be separated from others right away, and will go to the isolation room with the health tech for further screening. UPCS contracts health services with Pleasant Valley School District and will utilize their screening protocol, as we contract health services with PVSD. If necessary the family will be notified immediately to come and pick up the child from school or if symptoms require immediate medical attention the district nurse and emergency medical assistance will be notified. Signs to watch for include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell.</p>	<p>Veronica Solorzano Charmon Evans</p>	<p>August 17, 2020</p>

<p>3. Support ill students and staff to remain at home without fear of reprisal Staff who are affected by COVID-19 and need to isolate at home will be supported by the school with a substitute. Teachers will coordinate as teams to support one another if at home isolation is required.</p>		
<p>Plan for When a Staff Member, Student, Visitor Becomes Sick</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Include health office procedures for ill students 2. Involve HR for ill staff and visitors 3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email 		
<p>Plan:</p> <p>1. Health office procedures for ill students</p> <p>Every school will have a primary isolation room that can hold three people (which includes the staff member caring for the persons) allowing for 6 foot distancing. This area needs to be approved by Executive Director and the District School Nurse. If more than two children or staff members are showing signs of COVID-19, they would be placed in a secondary isolation area in the Multi-Purpose Room (MPR). The MPR would have an area in the back, near bathrooms and sink, designated and cordoned off with room dividers or panels. Stackable, plastic chairs would be available in this location so that up to 10 students/staff members could be isolated at a time, with social distancing (6 ft) between each person.</p> <p>A video will be created to show students what a staff member might be wearing if they are helping someone who is in isolation.</p> <p>Items that need to be in an isolation room are:</p> <ul style="list-style-type: none"> Phone Plastic chairs Thermometer Disposable water bottles <p>If a diabetic student is to be isolated, their complete kit of supplies will be taken to the isolation area.</p> <p>A box that is lockable (large) would be kept in this area that holds all of the necessary PPE for staff who will be providing supervision.</p> <p>Any student exhibiting symptoms should immediately be given a disposable surgical mask. Classrooms will have masks available. Staff should notify the school health</p>	<p>Person(s) responsible</p> <p>School district VCPH liaison Charmon Evans Cyndie Cole</p>	<p>Date of Implementation</p> <p>August 17, 2020</p>

office of the student and determine if the student is able to walk her/himself to office. (This would only be done for grades 4-8, all other students would be escorted.)

These symptoms are:

Fever or chills, cough, new loss of taste or smell, Fatigue Muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new confusion, persistent pain/pressure in the chest, inability to wake or stay awake, shortness of breath or difficulty breathing

Multisystem Inflammatory Syndrome (MIS-C) is a possible complication/condition children may get. There are some children who have had COVID-19 or been exposed to someone who has had COVID-19, that develop MISC-C. If you have a student with; rash, sore neck, abdominal pain, seemingly more tired than normal, or a swollen red tongue, in an abundance of caution isolate this student and send home.

Parents need to be able to pick up their child within an hour of being notified or arrange for one of the emergency contacts listed on the student record to pick the student up. If one child is picked up for symptoms of COVID-19, all siblings need to be picked up at the same time and self-quarantine.

For those students that do not have a usual source of care, PVSD will coordinate with the Ventura County Public Health (VCPH) Public Health Nurse (PHN) to arrange for same day testing through the Public Health Lab (PHL) by contacting 805-981-5101.

UPCS will identify measures to have a cadre of substitute teachers and staff for emergency absences.

School policies must be flexible to allow for alteration to standards when responding to new information. This document may be revised frequently.

Once a student/staff member with COVID-19 symptoms has left the campus, their belongings (books, computer, writing utensils) should be gathered and bagged by the custodian wearing PPE. It should then be stored in an isolated area that no staff or students can access.

2. Involve HR for ill staff and visitors

Staff will receive information on leave policies and the expansions to FMLA and dependent care through December 2020 due to COVID-19. An employee who contracts COVID-19 from exposure to a fellow employee or student with confirmed

<p>COVID-19, would contact Company Nurse for Workers' Comp. Supervisors need to be sure this is offered to employees.</p> <p>Staff will adhere to specific work schedules and location of duties to be performed. If staff schedule or location varies, they will notify HR. All visitors will be tracked through a sign-in/sign-out process and must be screened upon entry through the front office. If a visitor becomes ill or reports to the school that they have become infected, HR will help to trace the locations and people that the visitor interacted with while on campus.</p> <p>3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email</p> <p>The district liaison will be supported by administration and office staff to meet all the requirements as outlined in the VCPH guidance. There will be two liaisons assigned: Charmon Evans, Executive Director UPCS and Cyndie Cole, District Nurse PVSD</p>						
Maintain Healthy Operations - Surveillance and Reporting						
Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.						
<p>Plan:</p> <p>UPCS will actively track presumptive and confirmed cases of COVID-19. PVSD has created an individual Google forms for UPCS to record students/staff members who present symptoms while at school and for students/staff members who report symptoms, have a positive COVID-19 test result, or exposure to someone with COVID-19. The form will then feed into a log that can be viewed by certain staff (i.e. site Executive Director, Directors, district nurse, and other necessary health office support staff)</p> <p>When there is an individual with a confirmed COVID-19 test, UPCS will coordinate with VCPH to determine who should be considered as a close contact. A close contact is someone who was within 6 feet of an individual for a sustained period of time (15 minutes) in the 48 hours prior to onset of symptoms or if no symptoms, 48 hours prior to having the test administered. This includes contact that occurred while wearing face coverings.</p> <p>Staff/students who are identified as a close contact of a confirmed COVID-19 will be assessed for symptoms and then told they have been exposed to someone who tested positive using a script. They should be sent home and quarantined for 14 days from last exposure that the confirmed case was present at school while infectious. Testing should be recommended. A negative test will not shorten the quarantine.</p>	<table border="1"> <thead> <tr> <th data-bbox="1226 709 1633 743">Person(s) responsible</th> <th data-bbox="1633 709 2009 743">Date of Implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 743 1633 1422">Veronica Solorzano Charmon Evans</td> <td data-bbox="1633 743 2009 1422">August 17, 2020</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Veronica Solorzano Charmon Evans	August 17, 2020	
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For students/staff who become symptomatic while at school and students/staff who report an absence, school staff will follow up with phone calls and report information to the Executive Director.

Office staff will give the symptomatic staff member/parent the list of free test sites and encourage them to see their doctor, however office staff will not make a determination if testing is warranted.

The logs and absences will be monitored daily to watch for trends and patterns.

Attendance Monitoring:

School sites will closely monitor attendance of students and staff and report findings to the Executive Director. The following are the protocols for monitoring:

If a student/staff member reports an absence due to COVID-19-like symptoms, document symptoms, fill out the Google form called “Student/Staff Member Reports COVID-19 Symptoms/Diagnosis” and submit it. A script for getting COVID-19-like information will be provided.

Siblings of a student with COVID-19-like symptoms or diagnosis should be marked excused while they are required to quarantine for 14 days. If they then become symptomatic and/or test positive for COVID-19, they should be marked as illness.

Follow Up On Student/Staff Member with COVID-19 Symptoms:

There should be a daily follow-up by the attendance clerk and/or health tech to determine status of student/staff member including if they followed up with a medical professional and what the result of that was.

Workers’ Comp:

Any employee who contracts COVID-19 from exposure to a fellow employee or student with confirmed COVID-19, should contact Company Nurse for Workers’ Comp. Supervisors need to be sure this is offered to employees.

Return to School by Student/Staff Member with COVID-19 Symptoms:

Parents/Staff will be given a handout with free test sites and encouraged to get tested.

If student/staff test positive for COVID-19:

• Students/Staff who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- o At least 10 days have passed since symptoms first appeared. And at least 24 hours have passed with no fever without use of fever reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath). If no symptoms, must stay home for at least 10 days since test date and/or according to physician recommendation.

If student/staff tests negative or is diagnosed with another illness:

- Stay home until three days after the symptoms resolve. They will need to provide the negative test result or alternate diagnosis in writing from the primary care physician.
- Upon return to school the student/staff member should wear medical masks and practice meticulous hand hygiene and social distancing.
- Based on public health recommendations: quarantine and retesting may be necessary for student/staff with positive COVID-19 contact exposure.
 - Temperature/symptom checks would be taken twice per day

Students/Staff Members with COVID-19 symptoms that are not confirmed, but have been confirmed as a close contact to someone positive to COVID-19, may return if the following conditions are met:

- At least 14 days have passed since symptoms first appeared and at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath).

Any student or staff member who is absent from school/work due to illness **must check in to the main office before returning to classroom/work station.** The student/staff member must be assessed and approved to return by the appropriate personnel (someone trained on active assessment for COVID-19 symptoms). Once approved, they may return to their classroom/work station. **No student or staff member should go directly to the classroom/work station when returning from an absence.**

For students/staff who become symptomatic while at school and students UPCS will conduct daily absence verification of symptoms, enter the information into the student information system, and report weekly COVID or influenza-like illness (ILI) absenteeism

<p>for staff and students utilizing the VCPH surveillance survey. UPCS will report absenteeism rates immediately to VCPH if more than 10% of staff and students are out in a single day at any school site. The two designated school district liaisons will work with the VCPH PHNs on contact tracing for confirmed COVID-19 in a student, teacher, or staff member. School district liaisons will attend training on contact tracing by VCPH. VCPH will designate two Public Health Nurses (PHNs) from the Communicable Disease Program to address issues that arise in the schools due to COVID-19. District liaisons will use the SharePoint site, maintained by the Public Health Nurses, (PHNs), with disease specific protocols and guidance documents as a reference point for updated guidance.</p>		
<p>Consideration for Partial or Total Closure</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Communicate with VCPH prior to any school closure* 2. Communicate school closures with families and staff 3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction* <p><i>*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH</i></p>		
<p>Plan:</p> <ol style="list-style-type: none"> 1. Communicate with VCPH prior to any school closure UPCS will be in regular contact with VCPH and monitor state and local orders. When a student, teacher, or staff member test positive for COVID-19 and exposes others at the school, UPCS will consult with VCPH. Any partial or full school closure would be made in close consultation between VCPH and the Executive Director and in consultation with PVSD nursing staff. 2. Communicate school closures with families and staff When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps: <ul style="list-style-type: none"> • In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. • Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. Close contact is defined as within 6 feet for longer than 15 minutes. • Additional close contacts at school outside of a classroom will quarantine at home. 	<p>Person(s) responsible</p> <p>Veronica Solorzano Charmon Evans</p>	<p>Date of Implementation</p> <p>August 17, 2020</p>

<ul style="list-style-type: none"> • Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfecting. • Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community. • Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave, Workers’ Comp and Unemployment Insurance, as applicable for public local educational agencies. • Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. • Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue. • Maintain regular communications with the local public health department. Based on local health department recommendations, the students and most staff should be dismissed for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19. <p>3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction</p> <p>All UPCS students will be issued a school device, headphones, and a carrying case for distance learning. When participating in in-person instruction students will bring the device to school and take it back home daily along with other learning materials issued by the school to support distance learning. A students program and teacher will remain the same whether in distance learning or in-person instruction. All students will have access to 100% digital learning when isolated due to exposure or when school closure occurs. Teachers will “live” stream instruction to students participating in distance learning.</p>		
Strategic Recovery Planning Team (Optional)		
Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.		
Plan: The UPCS administrative team will regularly review this plan and make changes that are warranted based on current conditions, changes in guidance from the VCPH, CDPH,	Person(s) responsible Charmon Evans Veronica Solorzano	Date of Implementation August 17, 2020

CDE, VCOE, and the CDC. UPCS will consult regularly with PVSD, our chartering authority and provider of our health care support services.	Darlene Hale Rebecca Kruse Cyndie Cole	
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Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date).

COE Internal: Date Received: _____ Date Reviewed: _____ Date sent to VCPH: Date of confirmed receipt by VCPH:
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This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.