

Sherman Thomas STEM Academy 2020-21 Reopening Plan



**Revised 12/8/2020
Board Approved 12/15/2020
Revised 3/23/2021
Board Approved 3/23/2021**

STA 2020-21 Reopening Plan

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INTRODUCTION/RATIONALE

While our county has been in the “purple” (most restrictive) tier, being open was not an option for secondary schools. Only elementary schools were eligible to apply for waivers. As of March 23, 2021 Madera County still remains in the purple tier.

Many requirements have changed in March. As of March 13, the threshold for moving tiers has become less restrictive, with 2 million people having received the COVID-19 vaccine in the “Vaccine Equity Quartile.” Currently, our positivity rate qualifies for the orange tier but our case rate is 1.3 over the required threshold to move to red. On March 20, the California Department of Public Health updated their “COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.” As of March 20, “Schools may reopen for in-person instruction for all grades K-12 in counties in all Tiers under the Blueprint for a Safer Economy if the county adjusted case rate is less than 25 per 100,000 population per day.” We do meet this requirement and thus are now eligible to reopen.

We have had numerous conversations with staff, parents, and students over the course of the past several months, and in December we presented a plan to our board, Sherman Thomas Charter Schools, that we believed best met the academic as well as social needs of our children, while also protecting student and staff safety. We felt it was a good plan and were hopeful to reach the red tier early into the new year.

We shared at our November STAff chat that until we can return to school as “normal” and run our program as it is designed (but with modifications), with all students on campus, we unanimously feel strongly that the best thing for our students, *academically*, is to remain in Distance Learning for all core instruction. Under our proposed hybrid model designed last summer, a shift from 100% Distance Learning to that hybrid model would have resulted in a loss of 50% instruction and students would be having to learn/work independently 50% of the week. For families who did not feel comfortable sending their children to campus, those students would be working close to 100% independently, with a brief daily office hour with their teacher.

That being said, we also shared at the November STAff chat that we feel what is best for the kids *socially and emotionally* is to be on campus. They need peer interaction.

Based on these conversations, we came up with a plan that we felt satisfied these needs. The problem is, the plan was written with the mindset that we would already be in red by now. Under our current board approved plan, we would need to be in Plan C for 4 weeks before discussing at a STAff chat whether we wanted to move to Plan B, which we would then be in for a period of time before discussing with parents and the board the feasibility of bringing the kids on campus more days.

With it being the end of March and us *just* becoming eligible to open, we feel we need to accelerate this plan, while still ensuring all safety precautions are being addressed.

OUR PROPOSAL

It is our desire to accelerate our previous plan and move more quickly through the plans, while still having a phased reopening.

Now that we are eligible to open, we can set some definitive dates for what we would like to be able to do as a school.

We would still like to start with Plan C: Challenge Day. Friday, April 9, would be our grand reopening. The following week, we would move to Plan B: Blended, with one class (grade level) having instruction on campus one day a week, and continuing to have whole school Challenge Days on Fridays. All plans are described in more detail later. We would continue that for the month of April. This plan allows us to finish the grade level standards in core subjects as strongly as possible.

In May, we would operate in Plan A: Awesome.

By April 29, all grade specific standards will have been covered and reviewed. In the month of May we are typically whole school for the entire month, working on various projects. We know we can set up the building in a socially distanced but still productive way for project based learning, because we've done it each year, with more students, for state testing. During these whole school days, students will spend part of the day inside and part of the day outside.

In all plans (C, B, and A) families that don't feel comfortable sending their children to school would have the choice to keep their children home and engaged in Distance Learning.

We shared all of this with our parents at our March STAff chat. Our plan had been to just have whole school days go until 12:15, but parents shared that this far into the year it might be hard to arrange transportation for that time of day, Monday-Thursday. They also recognized that picking up on a lunch shift might be easiest. They asked if we would consider giving parents the choice. We met as a teaching team and felt we could, so parents will have the choice of sending their child from 8:00am – 12:15pm or 8:00am – 3:30pm. They must, however, stick with their decision so we can best plan staffing and scheduling.

An On Campus Application has been sent to all families to determine the number of students who would be participating in on campus learning, and/or Distance Learning. All parents have completed the application and so we can work over spring break to make preparations and necessary facility, schedule, and staffing changes to be prepared for all phases.

We are excited to return to campus as soon as possible.

2020-21 BRIEF SUMMARY OF PLANS

Plan A: Back to Normal

A is for Awesome!

Students would be on campus five days a week, and while there would be extra focus (and time) for preventive health measures, such as extra time for hand washing, much of the program would be run as usual (previous years), but with masks and social distancing. This would only be happening in the month of May, which is when we typically do whole school instruction anyway. Parents would have the choice, Monday-Thursday, of sending their child 8:00am – 12:15pm, 8:00am – 3:30pm, or keeping them home for Distance Learning. Parents would have the choice to send their children on Fridays for the Challenge Days or to keep them home and do a Nest project.

Plan B: Hybrid - Blended Learning

B is for Blended

Under this plan, students would be on campus two days a week – one instructional day and one Friday, for a Challenge Day. Each grade would be assigned one day (8:00am – 2:45pm) to be on campus for core instruction (Math, Science, English, and History). Any student wishing to stay home (or needing to due to COVID-19 exposure) would do Distance Learning for the day of core instruction that they miss. They would still attend Science class through Zoom (everyone does Science through Zoom) and would need to check in with their teacher from 3:00pm – 3:30pm through Zoom to get any questions answered. They would need to complete all assignments for the day independently. All students who attended all classes for the week (in person and through Zoom) would be allowed to come to campus for Friday Challenge Day. Any student who is not allowed to participate in person, or who chooses to not participate in person, would do a Nest Project from the bank of options. This plan is discussed further later.

Plan C: Hybrid - Challenge Days

C is for Challenge Days

Under this plan, students who have attended all Zoom classes for the week have the option to come to school on Friday from 8:00am – 12:15pm for a Challenge Day (Nest Class). Parents/students would have the option to have their Raven stay home and choose a project from the bank of Nest options. While in Plan C, all Challenges would be held primarily outdoors. If it was necessary to go inside for part of the day, that would happen in small groups only to ensure social distancing of at least 6 feet at all times. While outdoors, students would be a minimum of 6 feet apart and wearing masks (as long as that is the mandate). If weather did not allow us to be outside (rain), then we would utilize multiple indoor spaces to ensure the 6 feet minimum of social distancing.

Plan D: Distance Learning

D is for Distance Learning

All students are doing *all* work from home. This would be in the event that our school is in a quarantine/isolation period, due to a positive COVID-19 test of student or staff or due to a federal, state, or local school closure. This approach will be discussed in detail in this plan.

MORE DETAILED EXPLANATION OF PLANS

The plans are discussed in the order of implementation. We are currently in Plan D, so it is described first. Our goal is to move to Plan C as soon as we are allowed to, so it is described second. The week after we are in Plan C, if it is April we would move to Plan B and if it is May we would move to Plan A.

PLAN D: DISTANCE LEARNING

The following is an excerpt from our Distance Learning plan distributed in July. It has been updated to reflect changes made throughout the first semester based on staff, student, and parent feedback. For the complete plan, please see principal Jamie Brock. We have been in “Distance Learning” since the start of the school year and will be for, at a minimum, the entirety of the first semester.

Zoom

Class Schedule

For the sake of consistency and to relieve confusion (a request from parents in the spring) we will have a universal schedule that all grades follow. All classes will take place on the Zoom platform. Please note, classes will start on time, but they may not go the full length listed. We will be building in some practice/homework time into the sessions and there may come a point on some days where students will be told they can leave unless they have questions. Each teacher will communicate with their classes where students can find the Zoom links.

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:15 Science	9:30-10:15 Science	9:30-10:15 Science	9:30-10:15 Science	9:30-11:00am Office Hour
10:30-12:00 ELA/History	10:30-12:00 ELA/History	10:30-12:00 ELA/History	10:30-12:00 ELA/History	
1:00-2:30 Math	1:00-2:30 Math	1:00-2:30 Math	1:00-2:30 Math	
2:30-3:30 Study Hall		2:30-3:30 Study Hall		

Cameras

It is expected that all students will have their cameras on for the entirety of class. If there is a reason for the camera to be off, a parent needs to communicate that reason with the teacher. We want to have face to face interaction with the students – it strengthens our teaching when we can see the responsiveness of students. We can see who “seems to get it”, who looks distracted, who looks lost, who looks confused, who looks engaged, who looks bored, etc - all of these things are crucial to quality teaching. We also want for peers to have face to face encounters. It is far from ideal, but better than nothing. Kids need to be with kids. That can’t happen right now, but we can at least give them some face time. Lastly, legally we are required to have live interaction with students on a daily basis. If the camera is off, we technically don’t

know if the student is even in the room. Please talk to your children about this so they are prepared for class ahead of time.

Microphones

If there are other people around, the student should have their microphones off, so as to not be a distraction to the rest of the class. If they aren't turning off their mic, the teacher might mute them. There may be times when the teacher will automatically mute the entire class, to help with distractions. When called on by the teacher, a student needs to answer, preferably through their mic (not chat). It is difficult for the teacher to monitor the chat conversation while teaching, so hearing a response is much more effective. There will be times for chat responses as well. Basically, the student needs to respond to a question when addressed by the teacher (even if it's to say they don't know), as they would in a regular class.

On Topic

Our time is limited with the kids. It might seem like big blocks of time, but in reality we are losing a lot of valuable instruction and practice time. It is vital that students are not intentionally a distraction. We will try to build in some breaks during class – either for random conversations, or group stretching, silly jokes, etc. That being said, when the teacher is actually teaching, students need to only be responding to what the teacher is addressing. They should not be having off topic conversations in the chat, playing with toys, putting things on their screens, visiting with someone in the household, etc. If they are off topic and/or causing a distraction, the teacher will ask them to stop and remind them of appropriate behaviors. If it continues they may be removed from the class for that session. If they are removed, parents will be contacted later that day. It is not our desire to remove any students from any Zoom sessions, but our classroom management strategies are limited in this format (ie. we can't remove the distracting item).

Be Prepared

Students need to come to class prepared. They should have any supplies they need for that class (books, journals, assignments, etc.). This includes being on a computer, so they can interact with Google Classroom for assignments and activities. They should also always have paper, to take any notes they need, regardless of the class. Lastly, they should always come to class with any questions they have. We will be reminding the kids of this and teaching them these skills, which will help them in the long haul. Now that they are living in a world where they are having to do more on their own and there are things like "office hours," they need to learn to write questions down, as they have them, so they remember to ask when they see their teacher and can get specific help on problems, particularly in math.

Attendance

Monday-Thursday

Students are strongly encouraged to attend all three of their classes each day. They are required to attend at least once a day. Legally, we are required to have live interaction with students every day. If we don't see a student in a day, our front office will be calling to make sure everyone is okay. If you know your child will not be able to attend class for the day,

because they are sick, please call the office by 9:00am to let the office staff know (similar to what you would do for a typical day) so the teacher can be notified, and you aren't contacted later. If they do not come to class and are not able to complete and submit any work for the day, they will be marked absent.

Fridays

On Fridays there is not a Zoom "class" but there is still an Office Hour. Students need to check in at some point during that window (9:30am – 11:00am). That class will just be one big class, with all students and all teachers. This is a great time to see friends from other classes and have more student driven peer interaction. Fridays will be the day each week where students do their elective course work (The Nest). Students may coordinate with friends to be on at the same time so they can say hi to each other and maybe even work a little on whatever they are doing together. We can set up a break out room for them to be able to collaborate. If students are stuck on anything (any subject), they should come with questions. Again, students are required to show up at some point in this window and if they do not, the front office will be calling home. If you know your child will not be able to attend class for the day, because they are sick, please call the office by 9:00am to let the office staff know. If they do not come to class and are not able to complete and submit any work for the day, they will be marked absent.

Daily Check-In Form

All students are expected to complete a digital daily check-in form, which is located in their Google Classroom, in the mornings *before* 9:00am. It will not take long to complete. The idea is to help them evaluate how they are feeling and to come up with a personal work plan for the day. It will also allow the teachers to have a quick pulse on how everyone is feeling – emotionally, physically, and academically and any concerns they have. This will also count as a form of attendance and an assignment in the Nest, worth one point each day. Due to the nature of this assignment, it will not be accepted late, and so if a student does not submit it by 9:00am, they will not receive credit. The only exception would be if a student is sick and the parent calls the office by 9:00am to let the school know that their child will be absent for the day. In that case, the assignment would be exempted (so no effect on the Nest grade) for the day and your child would be marked absent.

Absences

Per SB 98, LEAs "shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three schooldays or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited to, verification of current contact information for each enrolled pupil, daily notification to parents or guardians of absences, a plan for outreach from the school to determine pupil needs including connection with health and social services as necessary, and, when feasible, transitioning the pupil to full-time in-person instruction." Even if your child participates in online activities and therefore is not marked absent, you will be contacted every day that we do not actually see your child (unless your child's computer does not have a camera, in which case audio would substitute for video). If your child is marked absent for three days in a week, meaning they were not at class or did not complete and submit any work on a school day,

parent, teacher, and administration will meet (this could be virtually or in person, depending on circumstance) to come up with a reengagement plan.

Classes

It is strongly encouraged that your child attend all classes. Part of class time will be spent doing homework problems, so the benefits of going to class are not only to receive instruction from your child's teacher on new concepts and material, but also get specific help on homework or practice problems. We are also tracking attendance, as required by law. Your child is *encouraged* to attend all core classes and *required* to attend *at least one a day*, or someone from the office will be calling home to check in (unless you called by 9:00am to say your child would be absent due to illness).

Science

Science class will be happening every day, Monday – Thursday, from 9:30am – 10:15am. During that time, teachers will be providing instruction and assignments on the National Middle School Next Generation Science Standards. Students should expect to have work to complete outside of class that could include but is not limited to research, assignments, projects, videos, reading, etc. One of the most common assignments that the “lecture” class will have (all new students and students that did not show mastery on that specific unit last year) is copying their journal, which serves as our “textbook resource.” Mrs. Reed and Miss Neufeld teach all students science, with one teacher working with the “lecture” class and one with the “research group.” The teachers will be sharing where to find the Zoom links for class (there will be one link for lecture and one for research). Students will know which group they are in at the beginning of each unit.

English/History

English/History class will be happening every day, Monday – Thursday, from 10:30am – 12:00pm. During that time, teachers will be providing instruction and assignments on grade level California Common Core state standards for English Language Arts and/or the California History-Social Science Framework. Students should expect to have work to complete outside of class that could include but is not limited to research, assignments, projects, videos, reading, etc.

Mathematics

Math class will be happening every day, Monday – Thursday, from 1:00pm – 2:30pm. During that time, teachers will be providing instruction and example problems on grade level California Common Core state standards. Students should expect to have additional practice problems, outside of class, as well assignments that could include watching additional teaching videos and/or copying notes into a math journal. Students may also at times be assigned individualized remedial practice to address learning gaps.

Physical Education

Every Friday students will get a P.E. log that needs to be completed for the week. Students are required to complete 200 minutes of physical activity per week. We would recommend that students space that out (ie. 50 minutes 4 times or 40 minutes 5 times), but they do not have to. An example of a way that they might get 200 minutes at one time would be going on a hike with the family. We will be providing a list of suggested activities to choose from. The log must be signed/verified by a parent. Students will earn 20 points per week for their log, based on the minutes completed. For example, 200 minutes would be a 20/20, 180 minutes would be an 18/20, 60 minutes would be a 6/20, etc. Students receive a score of 10% of the minutes they completed. If a student is sick, please contact your child's teacher, and with a doctor's note/verification we can exempt days/minutes for the period stated by the doctor. P.E. minutes can be done on the weekend, but they may not "roll over" from one week to the next (if your child does 300 minutes in one week they can't count 100 for the next). The idea is for students to be physically active on most days – for their physical and emotional health. We must have the P.E. log (hard copy) in order for your student to earn any credit. We will not accept them more than one week late. This is the way P.E. will be done in both our Distance and Blended Learning program.

The Nest

This is our elective course that all students take. The Nest focuses on technology, professionalism, college and career exploration, problem solving, critical thinking, investigative exploration and research, hands on projects, the arts, and scientific inquiry.

Semester 1: During semester 1, there were several options that were posted in Google Classroom for students to select from that focused on various activities and skills. All assignments had a writing component. It was *recommended* that students spend Fridays doing their Nest assignment (which should take approximately four hours), but they could do it over the weekend or any other time if they chose a project that required adult assistance and that is when the adult is available. Some projects were due on Fridays by 4:00pm and some on Mondays by 8:00am. Regardless of the time they were planning to do their project, they had to check in with their teacher during the Friday office hour of 9:30am – 11:00am in Zoom and complete the Daily Check-in Form by 9:00am.

Semester 2: For semester 2, while in Distance Learning, we will have a two hour class on Fridays for students to attend with a homework assignment to be completed by midnight that should take approximately two hours.

Grading

We will be following a traditional grading scale in all subjects (A=90-100; B=80-89; C=70-79; D=60-69; F=59 and below) no matter what form of learning we are in as a school.

PLAN C: HYBRID – CHALLENGE DAYS

Monday – Thursday

Monday through Thursday students would continue to work as they do during Distance Learning. All core classes will be happening at the same time and in the same way. Please refer to the Distance Learning section above for details.

Fridays

On Fridays, students would have the opportunity to come on campus to participate in a Challenge Day. The challenges will all be designed to be done individually or in a group, but while maintaining a minimum of six feet of social distancing.

Students would be outside for almost the entirety of the day (8:00am – 12:15pm) and so they would need to dress accordingly (ie. sweatshirt, sunscreen, hat, etc.) and bring a water bottle. They would be allowed to go inside, to use the restroom, in small groups (3-4 students) at designated supervised times.

In order to participate in an on campus Challenge Day, the student needs to have attended all classes for the week. Our office will call the parents of any students NOT eligible to participate on Thursday after math class (after 2:30pm). If a parent does not wish to send their child to campus, a student does not feel comfortable being on campus, a student is not eligible to participate, the student is exhibiting any COVID-19 symptoms, or the student has recently been exposed to anyone who has tested positive to COVID-19 they will need to complete a Nest project from the bank of options. This will also reduce the number of students who will be on campus for a Friday.

Students participating in a Challenge Day will be required to be in Friday school uniform. This would be a STA, STCS, or STCHS school shirt, college, or military t-shirt. It could also be a *solid* black, green (any green), white, or gray shirt with a collar (it can have buttons). Pants/shorts/skirts/dresses must be solid black, gray, green, or blue and be in good repair. Denim and trouser fabric is acceptable. No athletic wear is allowed.

Any student not in uniform, refusing to wear a mask, exhibiting any COVID-19 symptoms, or not complying with social distancing rules will be required to leave campus immediately. They will wait in the office, or outside with staff supervision, until their ride can pick them up.

Regular pick up/drop off will still be happening from 7:00am – 2:00pm. All students who participate in a Challenge Day will simply get their work when they come that day (before leaving for the day).

PLAN B: HYBRID – BLENDED LEARNING

This plan is the same as the Plan C: Hybrid – Challenge days with the addition of one “core” day being on campus.

Monday – Thursday

Three out of the four days, students will still follow Plan D: Distance Learning. Classes will be at the same time and conducted the same as they are in Distance Learning. In addition, each grade will have one day they are designated to be on campus for instruction from 8:00am – 2:45pm. Students can be dropped off from 7:45am – 8:00am and need to be picked up from 2:45pm – 3:00pm.

Monday

All students participate in Distance Learning.

Tuesday

6th Grade is on campus.

7th and 8th grade participate in Distance Learning.

Wednesday

7th Grade is on campus.

6th and 8th grade participate in Distance Learning.

Thursday

8th Grade is on campus.

6th and 7th grade participate in Distance Learning.

Science

All students, regardless of whether or not they are on campus will do Science through Zoom at the same time. This will allow Ms. Reed and Miss Neufeld to continue to team teach whole school science.

Don't Come on Assigned Day

If your child is absent on their assigned day to be on campus, for whatever reason, they will need to do the work for the day independently. They will be required to check in with their teacher from 3:00pm – 3:30pm. This will be a time for them to ask clarifying questions. They will need to follow the weekly plan to know what is happening that day and use resources to help them understand the material.

Friday

Following Plan C: Hybrid – Challenge Days

PLAN A: Awesome – 5 Days a Week

Under this plan, all students can be on campus 5 days a week. Monday-Thursday will be more academic in nature and Fridays will still be Challenge Days.

We would not start this plan until May. All teachers will be done with grade specific standards and review by April 29. In the month of May we are typically in a whole school mode for the entire month, working on various projects. We can set the building up effectively and with social distancing for this whole school plan, because we do it every year for state testing and end of year projects. It's not conducive to teaching grade specific standards, but it works great for projects touching on a broader range of standards, which is what we normally do at that time of year.

Time

Parents will have the choice of sending their child every day from 8:00am – 12:15pm or 8:00am – 3:30pm. Students can be dropped off from 7:45am – 8:00am and should be picked up from 12:15pm – 12:30pm or 3:30pm – 3:45pm. Any student not arriving or departing during that window will need to be signed in/out by an adult in the office.

Distance Learning: Monday – Thursday

For those students/parents who are choosing to have their child continue to learn through Distance Learning, they will be given assignments, similar to (and at times the same as) what students are working on in class. All students participating in Distance Learning will need to "meet" (through Zoom) with a teacher (it might not be their own) daily. Once we know the number of students who will be participating in Distance Learning, we will determine the time and duration daily meetings take place.

Students who come on campus daily, but leave at 12:15 instead of 3:30, will have an assignment/project to work on in the afternoon.

If a student is participating in on campus instruction, but are simply absent (due to illness or other excused reasons) they will need to speak with their teacher to find out what they missed.

Fridays

Student/parents can choose to be on campus for Challenge Days or work from home on a Nest project. See Plan C: Challenge Days for more information.

Almost the entirety of the rest of the document is language/procedures STA has been directed to include in the plan to stay consistent as an organization. The majority of the remainder of the document is consistent with the language/procedures used by Sherman Thomas Charter School (Tk-8) and Sherman Thomas Charter High School (9-12) in their reopening plans, as presented to the Sherman Thomas Charter Schools Board on October 1 and November 17, respectively.

SAFETY PROCEDURES FOR ON-CAMPUS INSTRUCTION Plans A, B, and C

Entrance/Exit and Movement

1. Students enter through the main gate after going through a health self-check starting at 7:45am.
2. Students exit through the main gate at the end of the day, which varies depending on if we are in Plan A, B, or C.

Campus Access

Campus access will be limited to staff, students, parents/guardians on official business only (no volunteers and visitors on campus).

- All events, including community information nights, STAff chats (for parents, staff, and other stakeholders) and family nights, will be held virtually
- All field trips, while in Plan A, B, C, or D are canceled
- School facilities will be closed to outside groups, except the outdoor area to the landlord, with pre-approval. If picnic table area is used, the landlord agrees to handle janitorial of the area (sanitizing tables) before and after use.
- Protocols for accepting deliveries safely will be utilized

Protective Equipment

1. Face Coverings: Face coverings guidance was developed in accordance with the CDPH guidelines. All students in grades three through twelve are required to wear a face covering, unless exempt. If a student or staff member does not have a face covering, one will be provided to them. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face-covering under CDPH guidelines and refuse to wear one provided by the school. Staff is required to comply with face-covering guidance in accordance with CDPH guidelines.
2. Face Shields: Face shields do not replace a face covering, but are encouraged to be worn in conjunction with a face covering. This is optional.
3. Partitions: If students are working indoors and six feet of distance is not feasible (this could occur under Plan B), students would work at a table that is divided by a partition.

WELLNESS PROMOTION

Daily Health Survey for Staff, Guests, and Students

STA students and staff will be required to do a Daily Health Survey to screen for symptoms of COVID-19 prior to arriving on campus. Once students and staff arrive on campus, a Daily Health

Survey will be conducted. Student and staff temperature could be taken at any time throughout the time on campus. Staff and students are asked to stay home when they are feeling unwell or if they have come into close contact with an individual who tested positive for COVID-19.

People with COVID-19 have a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. COVID-19 symptoms include but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body pain
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

HYGIENE AND HEALTH PRACTICES

Hand Hygiene

- We will strive to ensure optimal healthy hygiene practices, including hand washing or the use of hand sanitizer. Hand hygiene will be taught to students and included as a daily practice for students and staff.
- Several handwashing locations are available throughout the inside of the building.
- Hand sanitizing dispensers will be located throughout the campus (inside and outside) where sinks and other hand washing facilities are not readily available, including but not limited to, entry to the property. All classroom “areas” have hand sanitizer at the entrance/exit. Students, staff, and individuals in the educational setting will be encouraged to wash hands or use 60% ethyl fragrance-free hand sanitizer often:
 - After blowing your nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - Before and after recess and/or eating a snack
 - Before and after providing care or contact with another person who needs assistance (e.g. child)
 - Before putting on and after removing gloves
 - After touching frequently touched areas (e.g. doorknobs, handrails, shared computers)
 - Every time a student enters and exits the classroom

Preventive Measures

- Preventive measures will be posted in high-traffic areas that will educate students and staff and serve as reminders of ways to prevent the spread of COVID-19.

- Ongoing education on preventative measures, such as avoiding touching their face and their hands as much as possible, maintaining social distancing, coughing and sneezing etiquette, mask usage, and reporting illness, will be provided to students and staff.
- Encourage individuals to avoid close contact with people who are sick.
- Staff, students, and other individuals on campus will be instructed not to come to work or school if they are feeling ill.
- Staff and students will conduct Daily Health Surveys to ensure they do not have signs of COVID-19 or to help identify exposures.

CLEANING/DISINFECTING

Intensify Cleaning and Disinfection in Accordance with CDC/CDPH/CDE Guidance:

1. Clean and disinfect Frequently Touched Surfaces (FTS) within the educational setting using EPA approved disinfectants.
2. Follow instructions on the label to ensure safe and effective use of the product.
3. Frequently Touched Surfaces are identified and cleaned more frequently. Examples include:
 - a. Door knobs/handles
 - b. Light switches (unless electronically sensed)
 - c. Tables
 - d. Student and teacher desktops
 - e. Chairs
 - f. Sink faucets and handles
 - g. Water refill stations. Water fountain spigots will be closed.
 - h. Restroom surfaces and knobs.
 - i. Shareable technology such as: copy machines and phones
 - j. Playground equipment
 - k. Shared objects
 - l. Counters that students frequently touch (office, library)
4. Follow manufacturer’s guidelines for correct application and use of the EPA approved disinfectants. Keep products out of reach and away from students.
5. Take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease, lead accumulation, and other diseases associated with standing water.
6. Cleaning duties are assigned based on the work and area and job title:

Who?	What?	When?
Teachers	Frequently touched surfaces within the classroom	Daily
Classified Office Staff	Frequently touched surfaces within the office	Daily and after each visitor (surfaces they touched)
Classified Lunch Staff	Designated eating area	Before and after each person eats

Custodial Staff	Per site wide cleaning plan: specifying common areas and FTS	Daily or in accordance with the site wide cleaning plan
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IDENTIFICATION AND TRACING OF CONTACTS

Staff and students who may have or have been exposed to or have come in close contact with COVID-19 are to notify the office before coming to school. Office staff will follow procedures and guidelines recommended by the Madera County Health Department provided by the Fresno County Department of Health.

STAFF AND FAMILY EDUCATION

Resources for staff and families regarding COVID-19 and procedures regarding COVID-19 are provided through our communication app Remind, on our website, and through email.

Staff Education

- Training and information will be provided to all staff members and students on proper use, removal, and washing of cloth face coverings
- Training students and staff on hand washing practices will be conducted
- Staff was trained on COVID-19 protocols, Mandated Reporting, Bloodborne Pathogens, Proper Hygiene Practices, and more.

Family Education

- Communications regarding the importance of wearing a mask, proper hygiene practices, and social distancing
- Flyers and messages sent home
- Posted on school website
- Flyers and posters at school
- Teachers will include in lessons

Sherman Thomas Charter Schools
Testing of Students and Staff and Triggers for School Closures

All schools within our organization are operating under these same parameters.

The California Department of Public Health (CDPH) issued guidance on what measures should be taken when a student, teacher or staff member has symptoms of illness, has had close contact with someone who tests positive for COVID-19 or who is diagnosed with COVID-19. In addition, all staff will be encouraged to test Bi-monthly in order to prevent asymptomatic spread.

Communication Plan for after COVID-19 Case occurs

Example 1: Symptoms of Illness

Scenario	Action*	Communication
<p>A student or staff member has a fever (100.4 or higher) and/or exhibits COVID-19 symptoms (e.g. chills, cough, etc.) which cannot be otherwise explained with pre-existing conditions such as seasonal allergies.</p>	<ul style="list-style-type: none"> - Send home student or staff if at school - School/classroom remains open -Recommend testing through a health care provider or Madera County Testing Site. If COVID-19 test is positive, see scenario 3. If COVID-19 test is negative, see scenario 4. - If no test is performed, the student/staff may return to campus after at least 24 hours have passed since resolution of fever without the use of fever reducing medicine, other symptoms have improved, AND at least one of the following has happened: <ul style="list-style-type: none"> - A healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition - A healthcare provider has confirmed an alternative named diagnosis - At least 10 days have passed since symptom onset. 	<p>No action needed</p>

Example 2: Close Contact/Exposure**

Scenario	Action*	Communication*
A student or staff member has been in close contact with someone who tests positive for COVID-19.	<ul style="list-style-type: none"> - Student or staff report information to school administration - Send home if at school - Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations - Recommend testing 5-7 days from last exposure (but will not shorten 10 day exclusion if negative) - School/classroom remain open 	<ul style="list-style-type: none"> - Consider school community notification of a known exposure. No action needed if exposure did not happen at school setting.

Example 3: Student/Staff Member Test Positive for COVID-19

Scenario	Action*	Communication*
A student or staff member test positive for COVID-19	<ul style="list-style-type: none"> - Notify the LHD (Madera County Department of Public Health) - Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. - Identify school contacts**, inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group***) from school for 10 days after the last date the case was present at school while infectious - Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion) - 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 known case (if still in Distance Learning, just cohort) - Notification of persons with potential exposure if case was present while infectious

Example 4: Negative COVID-19 Test

Scenario*	Action*	Communication*
A student or staff member tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition	<ul style="list-style-type: none"> - May return to school after 24 hours have passed without fever and symptoms have started improving - School/classroom remain open 	Consider school community notification if prior awareness of testing

*These descriptions were changed after the December 15 board approval of this document, to align with the “COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year” document released by the California Department of Education in partnership with the California Department of Public Health on January 14, 2021.

**A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

***In some situations, (eg. when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

Quarantine vs Isolation:

Quarantine is for people who have been exposed to COVID-19, and who could become infected and spread the disease to others. Quarantine is for 14 days from last known exposure.

Isolation is used for people who are currently infected and able to spread the disease and who need to stay away from others in order to avoid infecting them. Isolation should continue until:

- At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications; AND improvement in symptoms; AND
- At least 10 days have passed since symptoms first appeared.

OR, if asymptomatic,

- At least 10 days have passed following specimen collection.

Exposure/Close Contact:

A close contact is someone who has been within six feet of the positive person while they were infectious for 15 minutes or more, even if one or both people were wearing face coverings. This also includes living in the same household as a sick person with COVID-19, caring for a sick person with COVID-19 or being in direct contact with secretions from a sick person with COVID-19 (e.g. being coughed on, kissing, sharing utensils, etc.) COVID-19 positive persons are considered infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID-19 if they never had symptoms).

Guidance on School Closure:

The CDPH guidance outlines multiple scenarios for continued safety measures should school staff or students be symptomatic, be exposed or test positive for COVID-19.

- An individual school site would close for distance learning if at least five percent of the student body and staff are diagnosed with COVID-19 within a 14-day period.
- A superintendent should close the entire school district if a quarter of its schools have been closed due to COVID-19 cases within two weeks.