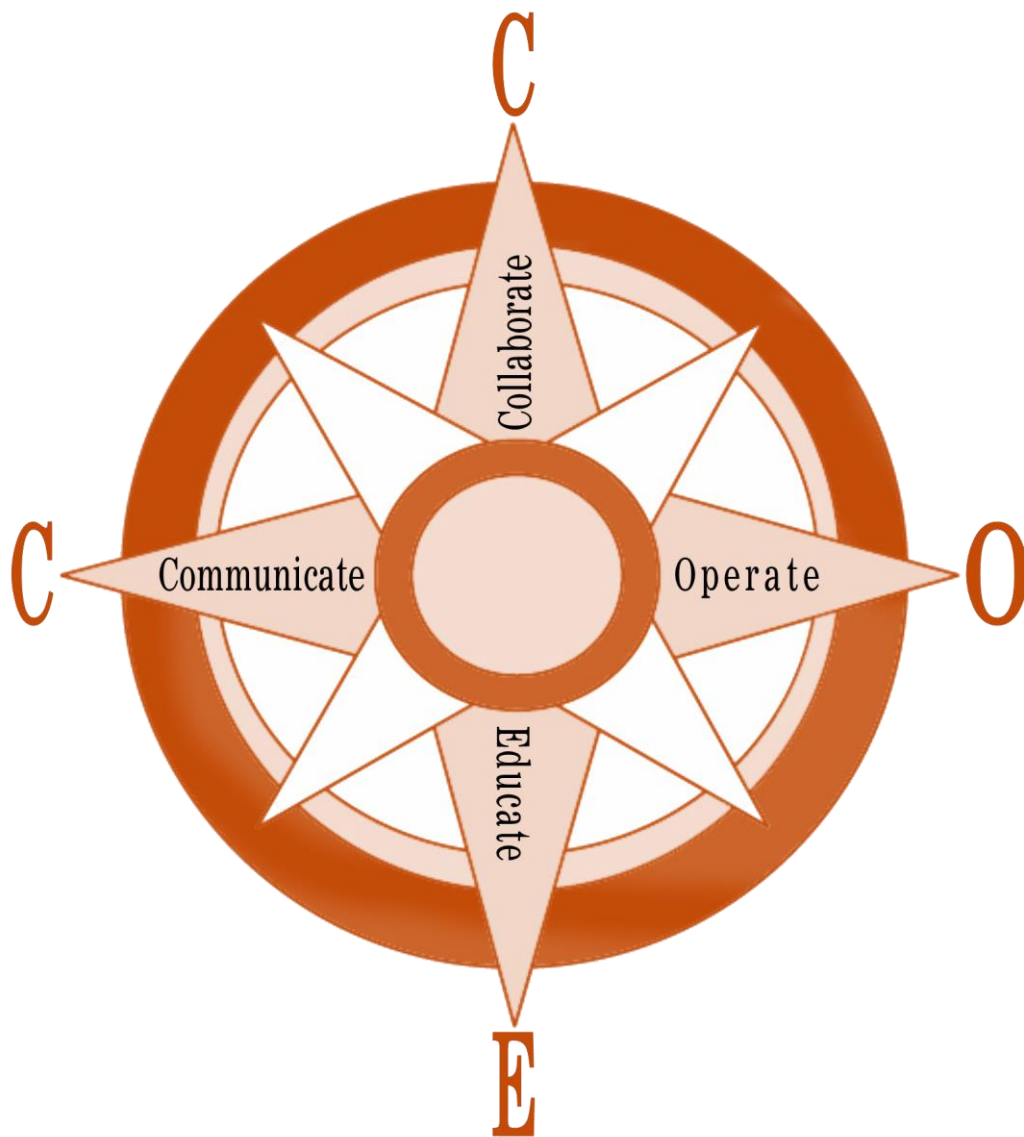



# CCOE- Educational Services Plan for Reopening 2020-21



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## Message from the Principal/Director of CCOE, Educational Services

On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California because of the threat of COVID-19. To protect public health, on March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health ordered all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors. This further led to the closing of schools in California.

Since the start of the COVID-19 (Coronavirus) outbreak, our County has taken a proactive approach to prepare for and carefully monitor potential positive cases in our community. Constant communication between the Colusa County Department of Public Health and CCOE has provided up to the date information in addition to guidance for schools.

We at CCOE-Educational Services realize the need for in person instruction to serve our students in small cohorts. With only having seven students enrolled in the S. William Abel Academy, maintaining a small class size will not be an issue. Furthermore, as the CCOE-Educational Services' Reopening Plan is developed and changed, our focus will always be guided by student and staff health and safety. This plan was developed with our student's learning and social well-being as a major priority. We will meet the health and safety guideline set for by the Department of Public Health, CCOE and CDE, to ensure that our staff and students are safe.

I appreciate the time and effort put forth by the task force to ensure that this reopening plan is a comprehensive approach to reopening the S. William Abel Academy and Educational Services. We look forward to serving the youth of Colusa County and providing customer service to our stakeholders.

Take care and stay safe,

*Lorilee Niesen*

# Introduction

## About the Task Force

The Colusa County Office of Education-Educational Services Reopening Plan Task Force convened for its initial meeting on July 16, 2020. The task force was organized by the Educational Services Department. The task force is represented by teachers, administrators, classified personnel, and prevention services staff. In addition, it is being developed with local partners and informed by guidelines provided from the Department of Public Health, Colusa County Department of Health and Human Services and the California Department of Public Health.



The objective of the task force was to review the state's guidance to develop recommendations specific to the Educational Services Department and provide direction for the upcoming 2020-2021 school year and beyond. The recommendations will assist Educational Services Department with reopening plans when school can resume face-to-face instruction. The task force explored, evaluated, and developed recommendations that will guide the LEA's reopening in consideration of the following:

- Local conditions to guide reopening decisions
- Plan to address positive COVID-19 cases or community surges
- Health and safety to include illness prevention, campus access, hygiene, protective equipment, physical distancing, cleaning, and disinfecting
- Instructional programming to include independent study, blended learning, social-emotional awareness, and expanded
- School services to include transportation and nutrition
- Communication and engagement to include teachers and staff, district partners, families, and the school community


This document was created with the most current assumptions and information. The document should be considered interim and will be updated as new data and practices emerge. Refer to the Colusa County website for the most recent information.

## Source Documents

This document is based on the following sources:

- California Department of Public Health (CDPH) Guidance: <https://covid19.ca.gov/pdf/guidance-schools.pdf>
- California Department of Education (CDE) Guidance: <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>





# Planning Recommendations for 2020-2021 School Year

As the Educational Services Department Reopening Plan is developed and changed, the focus will always be around student and staff health and safety. The development will also consider the student's learning and social well-being as a major priority. As schools reopen and considerations are made to meet the health and safety guidelines, the Educational Services Department will plan with a flexible approach as it begins with full time Distance Learning and transitions to a hybrid model of in-person instruction and distance learning. In order to reopen, the Educational Services Department must meet the California Department of Education's Checklist for Reopening Schools.

The checklist includes:

- Physical Distancing
- Healthy Hygiene Practices
- Health Screenings for Students and Staff
- Testing of Students and Staff
- Face Coverings and other Essential Protective Gear
- Cleaning and Disinfection
- Cohorting
- Entrance, Egress, and Movement within the School
- Identification and Tracing of Contacts
- Communication Plan
- Triggers for Switching to Distance Learning
- Staff Training and Family Education

# Planning Recommendations for 2020-2021 School Year (cont.)

## Sections in the Planning Recommendations

The CCOE- Educational Services Guidance is divided into the following sections:



1. Implementing Social Distancing



6. Check for Signs and Symptoms of COVID-19



2. Physical Activities



7. Plan for When a Staff Member, Child or Visitor Becomes Sick



3. Healthy Hygiene Practices



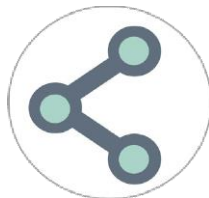
8. Maintain Healthy Operations



4. Cleaning, Disinfection, and Ventilation



9. Considerations for Partial or Total Closures



5. Limit Sharing



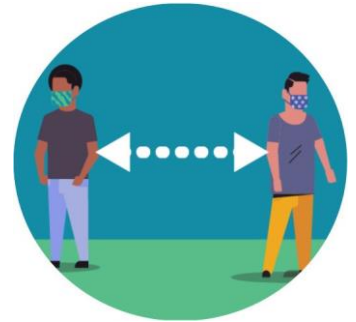
10. Train All Staff and Educate Families



# 1. Implementing Social Distancing

In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (privacy boards, clear screens, floor markings, colored signs, etc.) to indicate where staff and students should stand.
- Reconfigure office spaces and staff break rooms to decrease maximum capacity for conference and meeting areas.
- Restrict or close common areas and provide an alternative where physical distancing can be practiced, if needed.
- Open windows and maximize space between students and between students and the driver on the school vehicle where practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.



## Classroom Space

- Due to the small student population, students will remain in the same space and in groups that remain small and consistent with the same teacher or staff with each group.
- The Educational Services Department will minimize movement of students and teachers or staff as much as practicable.
- Maximizing space between seating and desks will be accomplished by maintaining six feet of distance between students to the extent possible and by markings on classroom floors to promote distancing. Separation of students by study carrell desks will also minimize face-to-face contact.
- Instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces are provided on the Entrance and Egress Plan on page 17.
- Procedures for turning in assignments to minimize contact will also be implemented.

## Non-Classroom Spaces

- The school will not allow communal activities where practicable.
- When applicable, the school will consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Congregate movement through the outside corridor will be minimized and will not be an issue due to the small student population of seven students.
- Meals will be served individually plated or bagged. Students will avoid sharing of foods and utensils.

## 2. Physical Activities

### Physical Activity and Athletic Equipment

- There will be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- All athletic equipment, including balls, will be cleaned after each individual use and prior to the next PE time or activity.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.
- Students will maintain 6 feet or greater social distancing when exercising.

### Weight Rooms

- Weight equipment will be wiped down thoroughly before and after an individual's use of equipment.
- Resistance training should be emphasized as body weight, weight machines, and free weights do not require a spotter.
- Free weight exercises that require a spotter cannot be conducted while honoring physical distancing norms. Safety measures in all forms must be strictly enforced in the weight room.





### 3. Healthy Hygiene Practices

In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

- Reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
  - ◊ Remind students to cough/sneeze inside a tissue or their elbow.
  - ◊ Students and staff will wash or sanitize their hands before and after entering the classroom; after eating; after coughing or sneezing; 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, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
  - ◊ Staff will model and practice handwashing or sanitizing.
  - ◊ Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
  - ◊ Ethyl alcohol-based hand sanitizers are preferred and will be used.
- Develop routines enabling students and staff to regularly wash/sanitize their hands.
- Students, parents and staff will wear face coverings unless Cal/OSHA standards require respiratory protection.
- Food service workers must use gloves and facial coverings.
- Information will be available to all staff, students, and families on proper use, removal and washing of face coverings.
- CCOE-Educational Services will ensure adequate supplies are made available to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and students.
- CCOE will provide requested PPE to staff.



## 4. Cleaning, Disinfection and Ventilation

In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

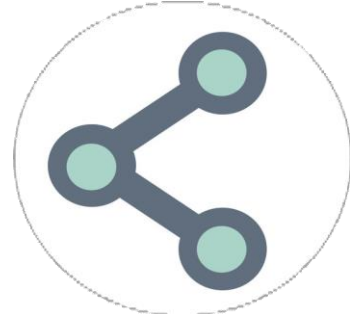
- Suspend or modify use of site resources that necessitate sharing or touching items.
  - ◊ For example, suspend the use of drinking fountains and instead encourage the use of disposable cups or reusable water bottles.
- Staff will clean and disinfect frequently touched surfaces within school and on the school vehicle at least daily and, as practicable.
- The school vehicles will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant spray, paper towels, and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Frequently touched surfaces in the school include, but are not limited to:
  - ◊ Door handles
  - ◊ Light switches
  - ◊ Sink handles
  - ◊ Bathroom surfaces
  - ◊ Tables
  - ◊ Student Desks
  - ◊ Chairs
  - ◊ Phones
  - ◊ White board/ Markers
  - ◊ Lockers
- Open windows when feasible to ensure adequate ventilation.
- CCOE will provide necessary cleaning/ disinfecting supplies.



## 5. Limit Sharing

In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

- Keep each student's belongings separated and in lockers or designated areas and ensure belongings are taken home each day.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies.
- Avoid sharing electronic devices, clothing, books, and other games or learning aids as much as practicable.



## 6. Check for Signs & Symptoms of COVID-19

In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

- Prevent discrimination against students or their families who were or are diagnosed with COVID-19.
- If staff or students are SICK, STAY HOME AND DO NOT COME TO WORK OR SCHOOL. Unless contraindicated, SP 4610.00 Personal Illness and Injury Leave, should be followed (available on CCOE website). Consult with Human Resources when in doubt. Employees and students that have been in close contact with someone who has a confirmed case of COVID-19, or they themselves have COVID-19-like symptoms, should contact their physician or the health department immediately for their recommendation.
- Require staff and students who received a positive diagnosis of COVID-19 by a test from a medical provider to notify your school.
- Require staff and students who live with someone who received a positive diagnosis of COVID-19 by a test from a medical provider to notify your school.
- Implement screening and other procedures for all staff and students entering the facility by utilizing thermoscan or handheld thermometers.
  - ◊ Have parents commit in writing to attest their student has not experienced any COVID-19 symptoms within the last 24 hours. **On page 16, find a symptom checklist to see if a student should stay home.**
  - ◊ Make available and require the use of hand-washing stations or hand sanitizer.
  - ◊ Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
  - ◊ If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and the student will be sent home.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Rapid testing is not yet readily available. Those experiencing symptoms will be recommended to get tested through their health care provider. Health insurance in the state of California is required to cover the cost of the testing. If free testing becomes available to school districts, it will be made available to employees and students.



## 7. Plan for When a Staff Member or Student Becomes Sick



In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures to arrange for safe transport home, as appropriate for an individual that is exhibiting COVID-19 symptoms:
  - ◊ Fever
  - ◊ Cough
  - ◊ Shortness of breath or difficulty breathing
  - ◊ Chills
  - ◊ Repeated shaking with chills
  - ◊ Muscle pain
  - ◊ Headache
  - ◊ Sore throat
  - ◊ New loss of taste or smell
- For serious injury or illness, call 911 immediately including if COVID -19 symptoms become severe.
- Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Schools will report a positive case of COVID-19 in a student or staff member to the Colusa County Office of Education HR Department.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, personnel will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as *practicable*. Staff will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared. Please see the CDC guidance about discontinuing home isolation for more information: <https://www.cdc.gov/coronavirus/2019-ncov/community/strategydiscontinueisolation.html>
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Provide students, teachers, and staff opportunities for telework, virtual learning, independent study, and other options as feasible to reduce travel to schools.
- Students will not be penalized missing class due to COVID-19 exposure.
- If a student, staff member, or family member within the household tests positive for COVID-19, they need to:
  1. Seek medical care from their health care provider in accordance with public health guidelines.
  2. Alert the school administration as quickly as possible to ensure the student can be provided with resources to get started on Independent Study,
  3. Students should not come to school until they have been cleared to do so by their health care provider. If a family member is the one who is sick, the student must follow the guidance from the public health department prior to returning to school.



## 8. Maintain Healthy Operations

In accordance with the CDPH Guidance, CCOE-Educational Services **will** do the following:

- Designate Lorilee Niesen to be responsible for responding to COVID-19 concerns. She can be reached at 530-473-1350 x 10834 or by email [lniesen@ccoe.net](mailto:lniesen@ccoe.net) and will support the Department of Public Health with contact tracing efforts.
- Provide support to staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study. CCOE will not be requiring testing of students or staff. If a student or staff member is sick with COVID-19 symptoms, staff and students will be directed toward Public Health or their primary doctor for testing. If CCOE believes an employee has been exposed to COVID-19, it will require clearance from their physician or public health prior to returning to work.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. While we may be prepared to handle incidents when a student or staff member exhibits symptoms or tests positive for COVID, students, staff, and parents must remember to self-screen daily. If they are exhibiting symptoms, they need to stay home, schedule an appointment with their health care provider to determine if they need to be tested. Students, staff, and parents are encouraged to utilize the CDC's Self Checker to aide in their decision at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



## Guidance based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none"> <li>Individual who has had close contact (&lt; 6 feet) for <math>\geq 15</math> minutes</li> </ul>	<ul style="list-style-type: none"> <li>Person with COVID-19 who has <a href="#">symptoms</a> (in the period from 2 days before symptom onset until they meet criteria for <a href="#">discontinuing home isolation</a>; can be laboratory-confirmed or a clinically compatible illness)</li> <li>Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any <a href="#">symptoms</a> (in the 2 days before the date of specimen collection until they meet criteria for <a href="#">discontinuing home isolation</a>).</li> </ul> <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> <li>Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times</li> <li>Self-monitor for symptoms <ul style="list-style-type: none"> <li>Check temperature twice a day</li> <li>Watch for fever, cough, or shortness of breath, or other <a href="#">symptoms</a> of COVID-19</li> </ul> </li> <li>Avoid contact with <a href="#">people at higher risk for severe illness</a> from COVID-19</li> <li>Follow <a href="#">CDC guidance</a> if symptoms develop</li> </ul>
All U.S. residents, other than those with a known risk exposure	<ul style="list-style-type: none"> <li>Possible unrecognized COVID-19 exposures in U.S. communities</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Practice social distancing</a> and other <a href="#">personal prevention strategies</a></li> <li>Be alert for symptoms <ul style="list-style-type: none"> <li>Watch for fever, cough, or shortness of breath, or other <a href="#">symptoms</a> of COVID-19</li> <li>Check temperature if symptoms develop</li> </ul> </li> <li>Follow <a href="#">CDC guidance</a> if symptoms develop</li> </ul>

## 9. Considerations for Partial or Total Closures

In accordance with the CDPH Guidance, CCOE-Educational Services *will* do the following:

- Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a student, teacher, or staff member tests positive for COVID-19 and exposed others at the school, implement the following steps:
  - ◊ 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. Additional close contacts at school outside of a classroom should also isolate at home.
  - ◊ Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
  - ◊ Implement the communication plan 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 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.
- Develop and implement a plan for continuity of education. Continue nutrition and other services provided in the regular school setting by establishing alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department and the County Office of Education.
- When necessary develop a plan to further support students with access and functional needs who may be at increased risk.
- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.



## 10. Train All Staff and Educate Families

In accordance with the CDPH Guidance, CCOE-Educational Services *will* do the following:

- Train all staff and provide educational materials to students and families in the following safety actions:
  - ◊ Enhanced sanitation practices
  - ◊ Physical distancing guidelines
  - ◊ Use of face coverings
  - ◊ Screening practices
  - ◊ COVID-19 specific symptom identification
- Ensure staff participate in Keenan Trainings regarding COVID-19 education either virtually, or if in- person, ensure distancing is maintained.
- Information will also be provided to all staff and families on proper use, removal and washing of face coverings.
- Provide all staff, parents, and students with a copy of the CCOE-Educational Services Reopening Plan in their native language and request acknowledgement of reviewing and receiving the plan.



# COVID-19 Symptom Checklist

**Students should not go to school if they are sick.** Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies. This table can help the families of students decide if someone who is sick should stay home or go home. If you have any questions about COVID-19, contact Colusa County Public Health Department or a medical professional.

## COVID-19 OR VIRUS SYMPTOMS

Symptoms can range from mild to severe illness and may appear 2-14 days after a person is exposed to the virus.

### COVID-19 symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion/runny nose
- Nausea or vomiting
- Diarrhea

People with underlying medical conditions or older adults are higher risk of getting serious COVID-19 complications.

### Common virus symptoms may include:

- Runny or stuffy nose
- Coughing
- Sneezing
- Headache
- Body ache
- Low-grade fever

If you have symptoms of a respiratory virus or COVID-19, then you should stay home.

## ALLERGY SYMPTOMS

Seasonal allergies can range from mild to severe and can be triggered by pollen from trees, grass, molds, etc.

### Symptoms may include:

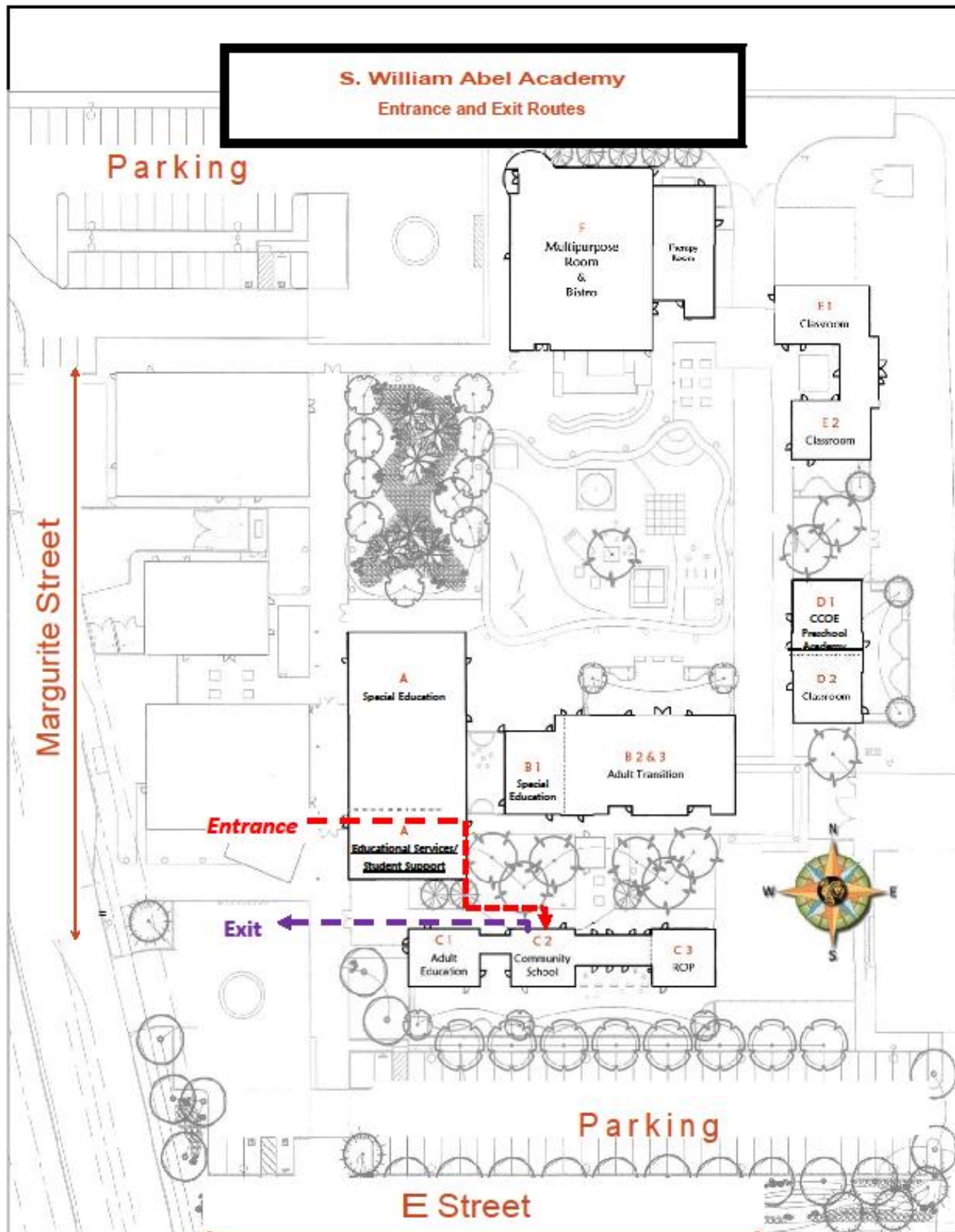
- Sneezing
- Runny or stuffy nose
- Watery and itchy eyes
- Itchy sinuses, throat, or ear canals
- Ear congestion
- Postnasal drainage

Spring allergies usually begin in February and can last until fall. Some less common symptoms of allergies can include:

- Headache
- Shortness of breath
- Wheezing
- Coughing



# Entrance and Exit Routes





# Acknowledgements

Thank you to the following members of the CCOE-Educational Services Reopening Plan Task Force for the consultation, guidance, and collaboration involved in the creation of this document. Thank you for your help to strengthen the relationship between educators, schools, parents, and community partners.

## **Colusa County Office of Education-Educational Services Task Force Members:**

Maria Arvizu-Espinoza, Assistant Superintendent of Educational Services, Colusa County Office of Education

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Alejandra Lopez, Prevention Services Coordinator, Colusa County Office of Education

Serena Morrow, Director of Human Resources, Colusa County Office of Education

Lorilee Niesen, Director of Educational Services, Colusa County Office of Education

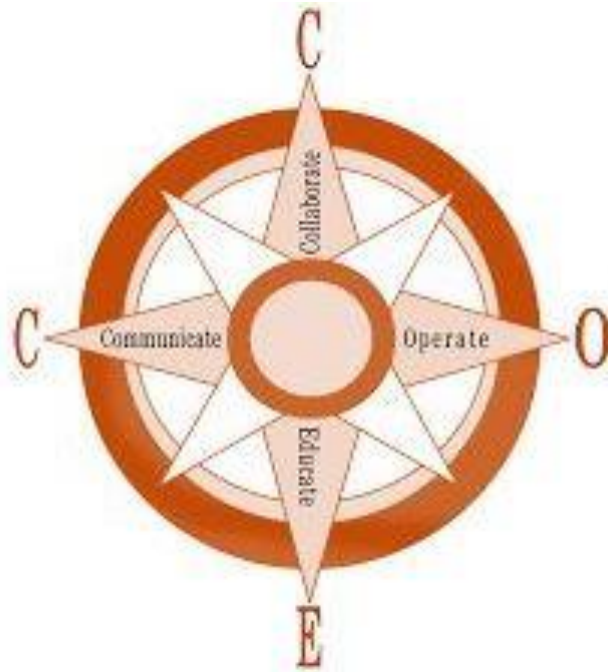
Cesar Perez, Educational Services AmeriCorps-Foster Youth Mentor, Colusa County Office of Education

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Claudia Tinoco, Educational Services Program Support Technician, Colusa County Office of Education



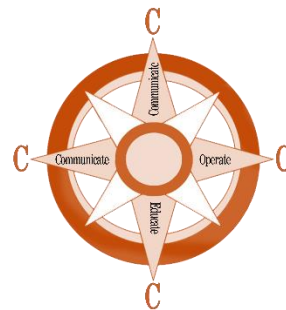


*Michael West, Superintendent*

**Colusa County Board of Education**

Brenda Miller  
Ed Conrado  
Richard "Barry" Morrell  
Jason McMullen  
Lynn Bowen Burnham

345 5th Street, Colusa, CA 95932



Dear Parent or Guardian,

Please sign and return this form to the Educational Services Office.

-----

I certify that I have received a copy of the Colusa County Office of Education- Educational Services Department Plan for Reopening, which includes state's guidance for reopening schools for face-to-face instruction for the 2020-2021 school year and beyond.

I understand this certification will be placed in my child's cumulative file and will remain as part of his/her record.

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date