

# REOPENING PLANS

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## COVID-19 Protocols

**NP<sup>3</sup> Elementary School**

**NP<sup>3</sup> Middle School**

**NP<sup>3</sup> High School**



July 1, 2020

# Introduction

We have created this plan to aid in navigating the reopening of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control, California Department of Public Health, the Sacramento County Office of Education and Sacramento County Public Health. The information contained within this document is current as of July 1, 2020. Updates and revisions may be made to this plan as final preparations are made for the 2020-21 school year and as guidance from applicable federal, state, and local agencies is provided.

As we plan for the return to our physical campuses on August 3, 2020, we want to provide our families with information regarding the health and safety measures we are taking to protect our students, families and staff. As we develop our plan, our priorities are:

## Safety

Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools is a top priority.

**Cohorts:** Students at the elementary school will be organized into discrete cohorts or groups to minimize the potential spread of COVID-19 between groups.

**Hybrid Schedule:** Students at the middle and high schools will return to campus on a hybrid model, in which half of the students attend Mondays and Tuesdays and the remaining half attend Thursdays and Fridays. Students will engage in offsite learning the remaining three days. This model allows social distancing to be maintained within classrooms, hallways and other common areas and periods throughout the day.

**Hygiene:** All three school sites will emphasize strong hygienic practices, with frequent, monitored hand washing.

**Distance Learning:** If a student or their family member is in a higher-risk group or does not feel comfortable returning to campus, distance learning will be an option. Please note: distance learning will look different than the spring term, as we have planning time and devoted staff to oversee the distance learning program at each site, in addition to changes in learning opportunities and accountability.

## Relationships

It is important for our students to resume in class instruction. Schedules will look different as we prioritize safety, however, students returning to campus will allow for our teachers, counselors and staff to regularly connect with our students. Students who remain at home will have regular contact with their teachers and remain part of the morning meetings (at the elementary school) and advisory (at the middle school and high school).

## Academic and Social-Emotional Growth

Despite limitations, we want our students to continue their academic progress at grade level in their core academic standards. We will continue to build in intervention and enrichment opportunities for students. In addition, we want to continue building community and developing strong citizens and will support the social-emotional needs of our students as we navigate challenging times.

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# General Protocols

## Social Distancing

Social distancing is an effective way to contain the spread of potential infection. Employees, students, parents, and visitors should practice staying at least 6 feet from others and eliminating contact with others, whenever possible.

- Traffic Flow: Taped markings on the floor will mark the walking direction throughout the campus to maintain the social distancing requirements.
- Large Gatherings and Field Trips: Non-essential/informal meetings, assemblies, and field trips will not be permitted until deemed safe to do so by Sacramento County Public Health.
- Class Sizes will be small, to ensure students are spaced a minimum 6 feet apart.
- Bathroom use will be monitored to limit the number of students inside.
- Cafeteria tables will be marked to indicate 6 feet spacing between students.

## Face Coverings

A face covering is a covering made of cloth, fabric or other soft or permeable material, without holes. It should cover the nose, mouth and chin. A face covering should not hide or obscure the eyes. Examples of face covering includes a cloth mask, scarf, bandana, or neck gaiter. Face coverings can be cleaned via laundering in the warmest setting possible and dried. The face covering should be comfortable so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. Any face covering that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not an appropriate face covering. Valves of that type permit droplet release, putting others nearby at risk. N95 respirators are medical grade masks that should be reserved for health care providers and first responders. N95 respirators are not safe for children and should not be worn by them.

All staff and students must wear face coverings. They are most essential in settings where 6 feet of physical distancing cannot be maintained.

Exemptions for face coverings are:

- For certain special education populations, when it would be challenging for students to not touch face covering and express breathing difficulties
- For students or staff who have respiratory health conditions
- For those with hearing impairments, or communicating with a person who is hearing impaired, where the ability to see their mouth is essential for communication. Face shields would be recommended at this time.

## System-wide Protocols

- Staff will teach and promote proper hygiene to children on a regular basis (i.e. frequent handwashing).
- Frequent cleaning of high touch surface areas and bathrooms will take place throughout the school day.
- Deep cleanings will be done between cohort groups (a minimum of twice/week)
- All gatherings of large groups, including field trips and assemblies will be eliminated.

- Students must be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.

### **Student Screening**

Prior to arriving at school parents must perform a self-conducted health screening of their child by taking their temperature, and ensuring they **do not have a fever of 100.4°F or higher**. They must also ensure that they **do not have symptoms** that the CDC has indicated are symptoms of COVID-19. The symptoms include: **fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea**. If a child exhibits these systems they should not attend school.

Any student showing signs of illness during the course of the school day will have their temperature taken in the office, and students with a temperature above 100.4°F or showing symptoms of illness will be separated from other students and parents will be contacted to pick them up from school.

### **Staff Screening**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, employees are required to conduct a self-screening of COVID-19 symptoms and pass a temperature screening upon campus entry where a temperature no greater than 100.4°F will be allowable. Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home.

### **Staff and Student Personal Protective Equipment (PPE)**

In order to minimize exposure to COVID-19, PPE will be used. PPE includes:

- **Face Coverings** are an essential part of student and staff protection. They will be required of all staff, students, and visitors. Students should have their own face covering. NP<sup>3</sup> will have disposable face coverings available for students who forget their face covering. Students and staff will have breaks throughout the day when they can remove the face covering. This can only be done when they are maintaining 6 feet social distancing from others.
- **Gloves** are not recommended except for specific situations. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Gloves should only be worn when providing first aid, handling food, or cleaning and sanitizing.

Please note that social distancing should still be practiced even with the use of face coverings. In addition to using PPE, staff and students will be reminded to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Avoid touching their eyes, nose, and mouth.
- Cover their mouth and nose or use the inside of your elbow when you cough or sneeze.

### **Student Illness**

If a student becomes ill at school and is exhibiting symptoms of COVID-19, they will be separated from other students and parents will be contacted to pick them up from school. A separate space on each campus has been designated as a sick room.

### **Staff Illness**

If a staff member becomes ill at work, they will be instructed to go home or to the nearest health center. Staff returning to work from an approved medical leave should contact their principal. Staff will be asked to submit a healthcare provider's note before returning to work.

### **COVID-19 Diagnosis or Exposure**

If a student or staff member was symptomatic and thinks or knows they had COVID-19, they must isolate at home. They may return to school when all 3 of these criteria have been met:

1. They have been without fever for at least 72 hours (without the use of fever-reducing medications);
2. Respiratory symptoms have improved (e.g. cough, shortness of breath); **AND**
3. At least 10 days have passed since symptoms first appeared.

If a student or staff member had no symptoms of illness, but tested positive for COVID-19, they may return to school when:

- There has been 10 days since their first positive test **AND** they continue to have no symptoms; **OR**
- They have received two negative tests in a row, at least 24 hours apart.

If a student or staff member has been exposed to someone who has tested positive for COVID-19, they may return to school following a 14-day quarantine if they have no symptoms. An exposure is defined as someone who has had close contact (less than 6 feet) for at least 15 minutes.

If a student or staff member is diagnosed with COVID-19, we will work closely with Sacramento County Public Health to determine if and for how long our school site should close. Contact tracing will be used to notify families if their child has a possible exposure to COVID-19. Should we need to close the physical school site for any period of time, we will continue instruction through distance learning.

### **Delivering Instruction**

- Staff will be trained in sanitation and hygiene instruction.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, independent practice, etc.

### **Shared Spaces**

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our sites have alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The custodial team will clean all workspaces at their

designated cleaning time. Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- Office Capacity: Sites will monitor the number of persons in the offices, there will be one outside visitor allowed at a time.
- Breakrooms and Teacher Lounges: These spaces will be closed for use until further notice.
- Copy Room: There will be limited access to the copy room. Signage indicating restrictions will be posted to prevent staff from congregating.

### **Visitor Restrictions**

Once school is in session on campus, visitation will be limited. The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.

### **Food Delivery (other than student lunch)**

Bringing or sharing refreshments during classes or meetings is prohibited. Snack items, candy, and drinks will not be provided. We ask that there be no food delivered and that food be kept by individual staff and students. Personal deliveries such as packages should not be delivered to the school.



# Instructional Models

## Continuum of Learning Environments & Models for All Sites

Distance Learning	Hybrid Model	Modified Full Return	Full Return
<p>This model will be used for all students in the event of a school closure. This could occur with minimal warning.</p> <p>In addition, families may select this option if they are not comfortable sending their student(s) back to campus during the pandemic.</p>	<p>The middle and high school will adopt this model when students return in August.</p> <p>A hybrid model is a blended approach to teaching and learning that includes both face to face instruction on site and distance learning. Students will be split into two groups and each group will learn onsite two days weekly and offsite three days weekly.</p> <p>This model allows for small class sizes and the ability to maintain social distancing.</p>	<p>The elementary school will use this model when students return in August.</p> <p>Students will be placed in grade level cohorts and will return to school five days a week for a shortened school day.</p> <p>Students will be able to maintain 6 feet social distancing in classrooms and common spaces and will not interact with any other cohorts.</p>	<p>A full return represents pre-COVID-19 conditions and we will return to this model when a vaccine is readily available.</p> <p>We do not anticipate a full return until at least 2021.</p>



# NP<sup>3</sup> Elementary School Instruction

## Student Cohorts

- Students will be placed in cohorts (smaller classes) and will not mix with other classes or grade levels at any time during the school day. This will also apply to students attending MAP.
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.
- Students will remain with their classmates at all times, including structured breaks and lunch.
- Students will have their own dedicated supplies. Sharing of supplies will not be permitted.
- To limit people on campus, parents will refrain from going into classrooms during these restrictions. Elementary school staff will escort children to their classroom.

## Modified Full Instruction

Student schedules are modified and include staggered start and end times. Entrances and exits to the building are grade level specific. MAP will be available to families, and MAP will be required to maintain cohorts. Students will take movement/outdoor breaks while maintaining social distancing and receive lunch and time to interact with peers from cohort.

Kindergarten		1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Grades		4 <sup>th</sup> and 5 <sup>th</sup> Grades	
4 hours and 25 minutes		4 hours and 45 minutes		5 hours	
Class Begins	8:20 am	Class Begins	8:10 am	Class Begins	8:00 am
Intervention/Extension Morning Meeting Language Arts/Literacy Block Math Science Block Closing Meeting		Intervention/Extension Morning Meeting Language Arts/Literacy Block Math Science Block Closing Meeting		Intervention/Extension Morning Meeting Language Arts/Literacy Block Math Science Block Closing Meeting	
Dismissal	12:45 pm	Dismissal	12:55 pm	Dismissal	1:00 pm

## Distance Learning

Distance Learning will be used when NP<sup>3</sup> Elementary must engage in a short term and/or sporadic closure. This would occur if the risk of COVID-19 outbreak or danger to the students outweighs risk to face to face instruction. This would likely be a quick shift and may not be predictable.

This model can be described as 100% remote learning.

Parents may also opt for long term Distance Learning if they feel the risk of COVID-19 to their family outweighs the ability to engage in face to face instruction.

# NP<sup>3</sup> Middle School Instruction

## Hybrid Model

Hybrid Instruction uses a blended approach to teaching and learning. A blended approach includes both face to face instruction on site and distance learning. Students will be split into two groups and each group will learn onsite two days weekly. Although students will have movement between classes, student cohorts will be used whenever possible. For example, each grade is split into two sides for core classes. This model reflects less risk than the full return model according to health and safety standards, thus allowing for more flexibility within the onsite learning environment. With this model:

- Student learning takes place twice weekly on site and three times weekly off site.
- Students can work in groups while still maintaining 6 feet of physical distance from others.

## Staggered Schedule

Staggered start and end times will be used to limit student gathering before and after school and during passing periods.

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
1	7:55-9:15	1	8:00-9:20	1	8:05-9:25
Break	9:15-9:25	2	9:23-10:43	2	9:28-10:48
2	9:28-10:48	Break	10:43-10:53	Break	10:48-10:58
3	10:51-12:11	3	10:56-12:16	3	11:01-12:21
Lunch	12:11-12:41	Lunch	12:16-12:46	Lunch	12:21-12:51
4	12:45-2:05	4	12:50-2:10	4	12:55-2:15
Advisory	2:08-2:55	Advisory	2:13-3:00	Advisory	2:18-3:05

## Distance Learning

This model reflects the shift from the current learning model to all staff and students learning off site. This model will be used in case of sudden site closure as advised by state or county public health officials due to COVID-19. All staff and students should be prepared for this transition at all times.

In addition to site closure, families can also opt to have their child partake in long term distance learning.

# NP<sup>3</sup> High School Instruction

## Hybrid Model

Hybrid instruction uses a blended approach to teaching and learning. A blended approach includes both face to face instruction on site and distance learning. Students will be split into two groups and each group will learn onsite two days weekly. This model reflects less risk than the full return model as it reduces the number of students on campus each day and allows for smaller class sizes, which facilitates physical distancing between students and staff. This aligns with state and local guidance for reopening schools. The hybrid model also provides a smooth transition to distance learning in the event of a school closure, as students are already familiar with online learning platforms. With this model:

- Student learning takes place twice weekly on site and three times weekly off site.
- Students can work in groups while still maintaining 6 feet of physical distance from others.

## Staggered Schedule

Staggered start and end times will be used to limit student gathering before and after school and reduce the number of students at lunch.

9 <sup>th</sup> and 10 <sup>th</sup> Grades		11 <sup>th</sup> and 12 <sup>th</sup> Grades	
Advisory	7:55-8:10	Period 1	8:15-9:35
Period 1	8:15-9:35	Period 2	9:40-11:00
Period 2	9:40-11:00	Advisory	11:00-11:30
Lunch	11:00-11:30	Lunch	11:35-12:05
Advisory	11:35-12:05	Period 3	12:10-1:30
Period 3	12:10-1:30	Period 4	1:35-2:55
Period 4	1:35-2:55	Advisory	3:00-3:15

## Distance Learning

This model reflects the shift from the hybrid learning model to all staff and students learning off site. This model will be used in case of sudden site closure due to COVID-19, as advised by state or county public health officials. All staff and students should be prepared for this transition at all times.

In addition to site closure, families can also choose to have their child partake in long term distance learning if they are not comfortable with their child returning to campus. If a student or their family member is in a higher-risk group, distance learning is available.

# School Routines

## Drop Off

### Elementary School (7:55 am - 8:10 am)

All students will exit their cars in the car drop off loop. Students will be directed by staff to head directly to their grade level assigned entrance. Students will enter the classroom and go directly to their assigned seats. At this time parents will not be permitted to escort students to the classroom. If you have children with different start times, please drop them off at the earliest scheduled drop-off time.

### Middle School and High School (7:45 am – 8:15 am)

Students will exit their cars and be directed at the gate by staff to head towards their classroom (High School) or designated line up location (Middle School). Line up locations for the Middle School are to ensure social distancing in the hallways and other congested areas. Students who arrive before their scheduled class time will be supervised in the quad to ensure physical distancing from other students. If you have children with different start times, please drop them off at the earliest scheduled drop-off time.

## Pick-Up

### Elementary School (12:45 pm - 1:00 pm)

Students will remain with their teachers until their scheduled pick up time. If you have children with different pick-up times, please pick them up at the latest scheduled pick-up time. Any student not picked up by 1:15 pm will go to MAP.

### Car Loop

Please remain in your car and students will come to you. Please follow your staggered times and follow staff directions. Due to ongoing construction along East Commerce, plans are fluid and evolving.

### MAP

Students attending MAP will remain in their classroom until a MAP employee picks them up for the day.

### Middle School and High School (2:55 pm – 3:15 pm)

Student dismissal is staggered to ensure large groups from congregating after school. Students should head to the parking lot to meet their ride as soon as they are dismissed. Students who walk or ride their bikes will also need to head off campus once school is over. If you have children with different end times, please pick up at the latest end time.

## **Lunch and Food Service**

### **Elementary School**

Teachers will escort students to lunch. Students will enter through one door and exit through another. Handwashing before and after lunch will be required. Students will eat with their grade level cohorts in an assigned seat. Seats will change regularly to encourage interaction. Social distancing will be required.

### **Middle School & High School**

Lunch periods will be staggered to reduce the number of students out of class at any given time. Students who purchase school lunch will proceed to the cafeteria and will be served a box lunch. Markings on the ground will ensure distancing while in line. Students will eat in the cafeteria or outdoor spaces, but will be closely supervised and will be required to maintain 6 feet physical distancing at all times. Benches and tables will be marked to ensure adequate spacing between students.

## **Recess and Physical Education**

### **Elementary School**

Recess and Physical Education (PE) will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be available to students. Teachers will clean doorknobs after each recess and PE. PE will take place outdoors (weather permitting). Students will wash hands after recess and PE.

### **Middle School and High School**

Physical Education will include activities that allow for social distancing. Classes will also incorporate health standards. Students will not change into gym clothes for activities as the locker rooms will not be in use.

# Matey Afterschool Program (MAP)

## Hours of Operation

The Matey Afterschool Program (MAP) will operate from 1 pm to 6 pm every school day on the Elementary School campus. MAP will not be open before school. Details for Middle School MAP have not yet been determined.

## Cohorts

MAP will maintain grade level cohorts consistent with student groupings during the regular school day. Students will be kept within their groups and will not interact with other groups of students at any time. MAP will operate in compliance with state and local child care guidance and staff to student ratios will be capped at 1 to 10.

## Hygiene and Sanitation

MAP will follow the same hygiene and sanitation protocols observed by NP<sup>3</sup> Elementary School.

## Snack

Students will receive one pre-packaged snack in the afternoon. Students may also bring their own snack. Sharing of food will not be permitted. Students will be required to wash their hands prior to eating.

## Checkout Procedures

Parents will pick-up students in the cafeteria. The check-out line will be clearly delineated with floor markers that ensure 6 feet of separation from other families. Face coverings are required when entering the cafeteria for pick-up.

## Fee Structure

Students: \$8 per hour

Students (free and reduced lunch): \$3.20 per hour