

Reopening & COVID-19 Mitigation Plan Template

River Oaks Academy Charter

School / District: River Oaks Academy Charter

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
Claudia Weintraub	Director	Westlake/Oxnard	Claudia.weintraub@roavc.com	805 777-7999
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Promote Healthy Hygiene Practices		
Describe your plan to:		
<ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) Schedule for routine hand-washing and ensure adequate supplies to support healthy hygiene 		
Plan: (Michal)	Person(s) responsible	Date of Implementation
<ul style="list-style-type: none"> Student's and parent's temperature will be taken before the student leaves the car at drop-off. Student's temperature will be recorded. Parents will be asked to fill out a health survey. Parents will be required to remain present during check ins and health screenings to ensure the safety of the school community until the student is cleared to enter the facility Before entering the classes, staff will line up students with appropriate social distancing and walk them into the facility. Parents are encouraged not to enter to minimize traffic in the facility Staff will go over procedures with students at the beginning of each workshop day Students will sanitize their hands before and after entering the facility and in case of sneezing, coughing, using bathrooms, food handling Posters will be posted around facility with samples of covering face during coughs and sneezes and avoiding touching the face Students and staff will be trained with proper sanitation of hands and proper hygiene methods 	Admin staff; teachers; front office staff;	at school opening/start of workshops/classes/tutoring on campus

<ul style="list-style-type: none"> ● Staff will encourage hand washing after the use of bathrooms and food handling ● ROA will provide hand sanitizers around the facility and use it every time students enter and leave the facility ● Staff will sanitize surfaces between workshops and meetings ● Emails and other communications (ParentSquare) will be sent to all families to provide guidelines regarding social distancing, sanitizing, and facility procedures ● Staff will reinforce the use of masks or face shields, as indicated during visits at the facility and maintain 6 feet social distancing of staff and students ● If a student is late for a workshop they will be required to wait in a designated area (focus room) for the next transition between the workshops ● The use of protective fiberglass sneeze guard shields and social distancing will be required during in-person meetings and any other meeting between staff and students (families), including any onsite SPED services ● Face coverings should not be used for children with special healthcare needs if they have any respiratory related or breathing issues, or if they cannot communicate that they are having trouble breathing. ● Disposable gloves and face covers/shields will be provided to staff on campus to meet CDC guidelines 		
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Intensity Cleaning, Disinfecting, and Ventilation

Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

<p>Plan: (Monica & Bev)</p> <ul style="list-style-type: none"> ● Ventilate rooms adequately after each use ● Running the air conditioner around the clock to promote circulation ● Train staff for the proper use of disinfecting materials ● Train staff for the proper way to ventilate ● Use cleaners per the CDC guidelines ● Each student has his/her own pouch with materials, including pencils, crayons, erasers. Materials are not shared. Pouches can be wiped down after each use ● Each student has his/her own cubby to store materials ● Students are encouraged not to bring materials from home 	<p>Person(s) responsible</p> <p>Homeroom teachers, cleaning staff, admin team</p>	<p>Date of Implementation</p> <p>at school opening/start of workshops/classes/tutoring on campus</p>
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Implementing Distancing Inside and Outside the Classroom

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)

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

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

Plan: (Claudia & Maria)	Person(s) responsible	Date of Implementation
<ul style="list-style-type: none"> ● Students' drop off/pick up will be in the parking lot. ● We will clearly communicate drop-off and pick-up procedures to all stakeholders (when will students get out of the car/the the path they will take/facilitate screening and move traffic along) ● Teachers and staff will monitor that there is no congregating at entrances/exits before and after workshops/classes ● Homeroom and floating teachers will be organizing students per classroom and will be in charge of checking student temperature and taking attendance before entering the facilities. ● Class size will be reduced to 6-7 students per room. ● Students will remain in the same cohort for 2-3 hours. ● Teachers and specialists will rotate rooms after sanitizing their areas. ● Students will be provided with their own materials that will be stored in their individual cubbies for the length of the workshop (5-10 weeks). ● Teachers and Specialists will be using their own materials and electronics. ● The Floating teacher will supervise bathroom breaks and assist teachers and specialists. ● We have a designated area for students who might fall ill during the day (in a separate suite). ● We will be offering some workshops at the park with the same procedures and protocols in place as used at the facility ● We will continue offering virtual workshops ● Teachers will conduct turn-in meetings either virtually or at the resource center upon reserving a room and time slot to minimize traffic at the facility. ● Turn-in teachers will sanitize the turn-in meeting room after each meeting. ● Only essential staff, teachers, students, and visitors will be allowed at the resource center and will be required to wear face covering. ● Non-essential visitors will not be allowed on campus but encouraged to email, call or schedule a Zoom call 	<p>Homeroom teachers, cleaning staff, admin team</p>	<p>at school opening/start of workshops/classes/tutoring on campus</p>

Limit Sharing

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)

<p>Plan: (Claudia & maria)</p> <ul style="list-style-type: none"> • Students will be provided with their own materials that will be stored in their individual cubbies for the length of the workshop session (5-10 weeks) • Teachers and Specialists will be using their own materials and electronics • Students are encouraged to leave all personal items at home • Students are encouraged to only bring a water bottle 	<p>Person(s) responsible</p> <p>Homeroom teachers, cleaning staff, admin team</p>	<p>Date of Implementation</p> <p>at school opening/start of workshops/classes/tutoring on campus</p>
<p>Train all Staff and Educate Families</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness 2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA 		
<p>Plan: (Richard, Susan, Jen)</p> <ul style="list-style-type: none"> • Regularly disseminate updates regarding COVID 19 to staff from CDC, State of California, VCOE, and County of Ventura; Share this information with parents using Parent Square and individual emails from coaching teachers • Make available to staff acceptable and approved face coverings, including masks, face shields, and desk/table shields, and require that they wear/use them at all times; Have signs up throughout the school reminding students and families of proper protocols and required face mask usage • Be sure that staff members take precautions on site to clean shields regularly, wash or sanitize hands regularly, sanitize surfaces, maintain appropriate distancing at all times from other staff, as well as students, families, and visitors; • Staff members need to also wear masks while moving between rooms, suites, and to and from restroom; • Educate staff with regard to food and drink: where, when, and how, as well as how to instruct students in safe eating habits while on-site; • Remind staff to monitor self-care closely; that is, using precautions when off-site in public spaces, getting sleep and exercise and eating healthfully; • Remind staff to closely monitor parent contacts, and to instruct all visitors as to our safety procedures; Have pamphlets available for everyone accessing our site regarding how to stay healthy, including links to information regarding safety and school protocols. • Remind staff to monitor students' social and emotional well-being, as we always do. 	<p>Person(s) responsible</p> <p>Homeroom teachers, cleaning staff, admin team</p>	<p>Date of Implementation</p> <p>at school opening/start of workshops/classes/tutoring on campus</p>

<ul style="list-style-type: none"> Email videos to all families prior to the start of school showing students what to do and expect when they arrive on campus. 		
<p>Check for Symptoms - Screening Staff, Students, and Visitors</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> Screen all students, staff, and visitors entering school facilities Monitor students and staff throughout the day for signs of illness Support ill students and staff to remain at home without fear of reprisal 		
<p>Plan: (Dana & Phuong)</p> <ol style="list-style-type: none"> <u>Screening Procedure:</u> <ul style="list-style-type: none"> Before people can walk through the front door, they will need to check their temperature. Any temperature of > 99.5 Fahrenheit by the no-touch temporal or forehead method or > 100.4 degrees Fahrenheit orally will be sent home. All people walking into the building must sign in and sign out on the spreadsheet with the time and their temperature. They must answer COVID questions(1. Have you had any symptoms(ie-fever, cough and/or shortness of breath and/or gastrointestinal) in the last 24 hours? 2. Have you had contact with anyone who has been sick or had a positive COVID test?) In order to enter, everyone needs to be wearing a face covering properly. (Have a few disposable masks for those who forgot or lost their masks during the day?) Everyone should use hand sanitizer each time before entering the building. To minimize traffic through the facility, non-essential visitors will not be allowed and parents are urged to stay outside; call or email. <u>Monitoring Procedure:</u> <ul style="list-style-type: none"> During transitions, there would be another temperature check(?) and visual check for symptoms. If a person becomes sick, there will be a designated isolated area where they can rest until someone can pick them up to go home. If a person is sick, they can not return to campus unless they have proof of a negative COVID test or is free of symptoms provided by a doctor's note. 	<p>Person(s) responsible</p> <p>Homeroom teachers, cleaning staff, admin team</p>	<p>Date of Implementation</p> <p>at school opening/start of workshops/classes/tutoring on campus</p>

<ul style="list-style-type: none"> If someone goes home sick, everyone who was in close contact (6 ft, in same workshop/cohort will be notified and monitored) <p>3. <u>Support:</u></p> <ul style="list-style-type: none"> Due to sickness, students will not be dropped from their workshop and will discuss with their coaching teacher about having extended time to complete their assignments. Provide resources for testing sites and how to care for oneself when sick. Sick Staff will have an opportunity to find a substitute or work remotely. 		
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Plan for When a Staff Member, Student, Visitor Becomes Sick

Describe your plan to:

1. Include health office procedures for ill students
2. Involve HR for ill staff and visitors
3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email

<p>Plan: (Nick)</p> <ul style="list-style-type: none"> Isolate sick person, take temperature, record information, send home Take temperature of all those who had contact with sick person All those with student contact are to go home. Consult with the VCOE and the VC Health Department on student/staff return Sanitize the area, deep clean and wait for results Consult with the proper agencies for safe return and facilities 	<p>Person(s) responsible</p> <p>School VCPH liaison; VCOE</p>	<p>Date of Implementation</p> <p>at school opening/start of workshops/classes/tutoring on campus</p>
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Maintain Healthy Operations - Surveillance and Reporting

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

<p>Plan: (Kathy & Leslie)</p> <p>When workshops/park days begin the following procedure is to be implemented:</p> <ul style="list-style-type: none"> Conduct daily absence verification Floater will confirm absences with homeroom teacher Designated office staff will call family to confirm absence and illness will be documented Students and staff that present to the school health offices with a fever of 99.5 Fahrenheit by the no-touch temporal or forehead method or 100.4 degrees Fahrenheit 	<p>Person(s) responsible</p> <p>Homeroom teachers, cleaning staff, admin team</p>	<p>Date of Implementation</p> <p>start of workshops/classes/tutoring on campus</p>
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<p>orally and a cough and/or shortness of breath and/or gastrointestinal illness should be considered a suspect COVID-19 case and referred for testing</p> <ul style="list-style-type: none"> • If a person has a fever plus one or more of the other symptoms he/she will not be allowed to return for 2-weeks. A doctor's note is required to return • If a student exhibits a cough, the student will be asked to leave and can only return with a doctor's note confirming that the student is free of Covid symptoms • Daily absence verification of symptoms shall be recorded and reported weekly COVID or influenza-like illness (ILI) absenteeism for staff and students utilizing the VCPH surveillance survey. 		
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Consideration for Partial or Total Closure

Describe your plan to:

1. Communicate with VCPH prior to any school closure*
2. Communicate school closures with families and staff
3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction*

**Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH*

<p>Plan: (Kathy & Leslie)</p> <p>When there is an individual with a confirmed COVID-19 test, coordinate with VCPH to determine who should be considered as a close contact. A close contact is someone who was within 6 feet of an individual for a sustained period of time (10-30minutes).</p> <p>Students who remained with the same cohort of individuals, the teacher and students in the classroom with the individual who was confirmed as being positive for COVID-19 should be considered contacts. Close friends with significant contact outside of the class should also be treated similarly. The students and staff should be referred for testing.</p> <ul style="list-style-type: none"> • For middle and high school students, teachers and classmates of the positive individual may not be considered close contacts with physical distancing measures in place. Nevertheless, all such individuals should be advised to redouble their efforts at sanitary behaviors and social distancing inside and outside school for the next 14 days and to consider any symptom outside of normal as evidence of possible COVID-19 	<p>Person(s) responsible</p> <p>Homeroom teachers, cleaning staff, admin team</p>	<p>Date of Implementation</p> <p>at school opening/start of workshops/classes/tutoring on campus</p>
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infection and seek testing. Close friends should be considered close contacts and treated as such.		
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Strategic Recovery Planning Team (Optional)
 Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.

Plan:	Person(s) responsible	Date of Implementation
(Claudia and Maria) <ul style="list-style-type: none"> • A COVID-19 Task Force has been created that consists of two district liaisons, 1 office staff member, 1 high school counselor, and 8 teachers, board members and consultation of parents and students • The Task Force has been meeting on a weekly basis to review and update the current plan based on the local/state guidance received by the district liaisons. • The team will continue to meet weekly to discuss changes and updates to the plan • The team will attend local webinars and Zoom meetings as well as stay informed on updates from the local and state health departments and other agencies, such as the CDE and VCOE • ROA will continue to distribute surveys to collect stakeholder input • ROA will update the Board of Directors at least monthly (or schedule special board meetings if needed) on any changes that are made to the Plan and/or local and state updates 	Clauda/Maria/Leslie- Leadership Team	at school opening/start of workshops/classes/ tutoring on campus

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date).

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