



OUTDOOR CONNECT CHRISTIAN ACADEMY TK-6

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Private Elementary Christian School Outdoors
Micro-schooling alternative

August 19, 2020

14 Criteria for the San Diego County Elementary School Waiver Application

COVID-19 Prevention/Reopening Plan(s) consistent with guidance from CDPH and Local Health Department

- 1. Webpage:** The schools' reopening plan is posted on school/district webpage under reopening plan.
 - As a private school, Outdoor connect Christian Academy tk-6 has posted the reopening plan in their website <https://www.occa.education/about-2>
- 2. Distance Learning:** School plan(s) should describe how school will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model.
 - Outdoor Connect Christian Academy has a [Distance Learning-home school program option](https://www.occa.education/about-1). This program allows students with potential health risks and concerns to engage in remote instruction, under the direction of our teachers <https://www.occa.education/about-1>
 - This very same program is available for students regardless of health conditions.
- 3. Physical Distancing:** The school(s) plans describe how space and routines will be arranged to allow for physical distancing of students and staff.

The following steps will be taken to ensure that physical distancing is maintained throughout the school day:

1. The Staff will maintain physical distance from each other to reduce transmission between adults (including parents) by keeping at least 6 feet from each other.
 - a. Staff should arrive 20 minutes before school time to be screened by Principal and assigned teacher. Physical distance of 6 feet apart and mask wearing should take place during screening. Both, principal and assigned screen teacher should screen each other maintaining a physical distance of 6 feet apart.
 - b. Once the screening of staff is done at the front desk, teachers should take their place at the outdoor classroom to receive students as they enter after being screened by the Principal at the gate of the outdoor classroom. During bad weather, screening will take place under the front porch of the building by School Principal or assigned teacher.
 - c. TK-1st grade parents who walk child to the screening area, should stand 6th feet apart with from staff while waiting child's screening (face-mask should be worn while waiting and walking back to car). Other parents must wait in the car until screen procedure of child is over.
 - d. Parents and teachers will be advised to not seek physical contact before or after school. However, if there is a need to contact any teacher or parent, they may communicate by text, email, face-time, phone call, or virtually. Under unexpected

or unprecedented occasion (such as picking up an ill child that can't walk due to injury or illness), parent must keep 6ft apart from staff, wear mask, and sanitize hands before entering the building or isolation area.

2. Staff and students will maintain physical distance from each other to reduce transmission by:

- a. Using walkways and hallways marked for direction and social distancing.
- b. Teachers will take precautions to keep physical distance of at least 6 feet from students as far as is practicable. Using walkways and hallways marked for direction and social distancing.
- c. All students in both, indoor and outdoor class areas shall be spaced no less than 6 feet from each other and from the teacher. As far as possible, students shall be faced in the same direction to avoid face to face interactions.
- d. Teachers should stay with her cohort of students: maintaining size of cohorts will be of 6 students: Classes shall be divided into equal size groups to make the size of cohorts as small as possible. Students in cohorts shall not be allowed to mix with students in other cohorts both in classrooms and in outdoor settings.
- e. Markings of 6 feet apart will be placed on floors for lining up occurrences during screening, bathroom use, placing desks, and other school procedures.
- f. Students should leave their work at their desks or the teacher's desk, and not pass work from one student to another. Indoors or outdoors, students' desks will be 6 feet apart.
- g. Lunches will be eaten outdoors either before or after the play period using a staggered schedule and keeping a physical distance of 6 feet apart. During bad or rainy days, lunch might be taken indoors under all the classroom safety guidance and keeping 6 feet of social distance.
- h. Students will be organized by cohort for periods of outdoor play and recreation at lunch time and recess. Student cohorts will stagger the use of playground equipment.

3. The Staff will maintain physical distance from each other to reduce transmission between adults by keeping at least 6 feet from each other.

- Only school staff shall be allowed in the building during school hours. Parents will meet their children in the parking lot and not in the building. TK-1st children will be escorted by parents to the gate of the outdoor classroom using face-mask and staying 6 feet apart from staff and wait on markings on the floor. Older students may line up for screening on their own, but must keep physical distance of 6 feet by standing on markings of the floor.
- Parent escorting children must be wearing face coverings. During rainy days or bad weather, a notification will be sent by text or email to notify parents to drop-off or pick-up child by the front porch of the building, but not to enter the building.
- At pick up times, parents will text the Principal to let teachers know they have arrived and are waiting in the parking lot in front of the outdoor classroom. Students will be released by staff after receipt of texts. TK-1st children will be picked up at the outdoor classroom gate by parent. Parent must maintain social distancing of 6 feet while waiting for pick up and wear mask. During rainy days or bad weather, a notification will be

texted to notify parents to drop-off or pick-up child by the front porch of the building, but not to enter the building.

4. **Stable Cohorts:** The school(s) plans describe how students will be kept in small, stable, groups with fixed membership.
 - Students should be grouped into cohorts of 6 and use the facilities only with their cohort. Even when in cohorts, students are trained to maintain 6 feet distance between themselves and others.
 - Students will be organized by cohort for periods of outdoor play and recreation at lunch time and recess. Student cohorts will stagger the use of playground equipment.
 - Students will remain in the same cohort throughout the day.

5. **Face Covering & Other Essential Protective Gear:** The school(s) plans describe how [California Department of Public Health's](#) face covering requirements will be satisfied and enforced.
 - All staff, including teachers, office staff, assistant teachers and administrators must wear either a cloth face mask or a face shield with drape at all times when in the building and outside
 - Students in kindergarten through 2nd grade will be offered the use of face shields with drapes if parents' consent, and children show an ability to use them properly. Face shields will be left in the class after school and sanitized by school staff each night.
 - All students, in grades 3 through 6, must wear a face-mask when in the school building and when transitioning from the building to the field or their transportation vehicle. In addition, students will be required to wear a face-mask during transition activities and while waiting in line 6 feet apart.
 - We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individuals exempt.
 - At check-in students will be reminded to wear their face covering, avoid touching their face covering, and to wash their hands frequently.
 - Staff will be trained before the start of school year on their requirements to wear a face covering. School staff and will remind students throughout the day on proper usage of masks/face shield and hand washing.
 - School will provide new face-masks or face shields to any staff, student, or parent that lose or forget their own. However, school will require students to bring a set of 10 face mask per week (2 Per day) to be placed in their storage containers inside a paper bag. These to be used at school and have a backup.
 - Individuals who refuse to wear a face covering and are not exempt will not be permitted to remain on campus. Students who refuse to use a mask and are not exempted, will be given the option of distance learning.
6. **Cleaning or Disinfection:** The school(s) plans describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

The school procedures to cleaning and disinfecting are as follow:

- a. Staff should clean and disinfect frequently touched surfaces at school at least daily. As practicable, these surfaces will be cleaned and disinfected frequently throughout the day by trained staff. Frequently touched surfaces in the school include, but are not limited to door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs.
- b. Each teacher is responsible for either wiping down student's desks and chairs, etc. Anytime the use of the room changes to other students or cohorts, teachers may assign teacher's aid to do these tasks. Gloves should be worn when disinfecting surfaces.
- c. The school will limit the use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses will take place. For example, limited use and sharing of big LEGO blocks, plastic toys, or balls will required cleaning and disinfecting between use.
- d. All children and staff are required to bring their own water bottles for personal use. The use of water fountains will be suspended; therefore, personal water bottles can be refilled from water dispensers in the classroom or from stored water bottles. When using water dispensers, teachers are responsible for ensuring water dispensers are wiped down with sanitation wipes after each use.
- e. Sharing food or school supplies will be discouraged. Therefore, students must bring their own lunch and not share food with others. In addition, each student will be required to bring their own school supplies to keep in their own personal storage container to be used only by the owner. Sharing will not be permitted and storage container must be placed by one's own desk. In case a student runs out of school supplies during school hours, the teacher will provide with new unopen box supplies for the day. Any touched surface, schools supply, toys, and students' storage container will be clean and disinfected between use such as during recess and lunch breaks.
- f. A full disinfection protocol will take place once all the students have gone home at the end of the day by trained staff.
- g. School will provide for cleaning and disinfecting products according to the suggestions of the Environmental 2 Protection Agency (EPA) List N disinfectants. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. The school will not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.
- h. The area for storing will be located inside the upper cabinets of the school house background. The cabinets will have a lock and will required a key to be opened by staff as needed. The school will make sure that anyone cleaning or disinfecting is equipped with proper protective equipment that could include face coverings, gloves, goggles, etc.
- i. The Principal/teacher will be responsible for ensuring sufficient supplies are available at each bathroom or handwashing stations. Administrative staff have access to additional supplies if needed stored in the assigned cabinet under

lock. Teachers will be responsible for ensuring adequate sanitizing supplies are stocked in their rooms or in their storage container while being at the outdoor classroom.

7. Entrance, Egress, and Movement Within the School: The school(s) plans describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- For arrivals, once the main gate is open, parents may park in the lot in front of the outdoor classroom. They must remain in the car until a teacher opens the outdoor classroom for screening. The outdoor classroom has one wide gate. The left side will be for entry and screening and the right side to exit. There will be arrow signs to show directions and flow of students and staff. As students get off their cars, they must stand in line on markings and wait for turn. TK-1st must be walked to the gate by parents. Parents and children must wear mask and wait at designated mark to wait for the gate to be opened and get greeted and screened by a teacher.
- At departure, parents will text the school or teacher to let the school know they have arrived and are waiting in the parking lot in front of the outdoor classroom gate. Students will be released by staff after receipt of texts. TK-1st children will be picked up at the outdoor classroom gate by parents. Parents must maintain 6 feet social distancing while waiting for pick up and use mask. During rainy days or bad weather, a notification will be texted to notify parents to do drop-offs or pick-ups in front of the indoor classroom.
- The indoor classroom has 2 doors, one will used and labeled for entry and the second door for exit. There will be arrow makings on the floor to show directions and flow of students and staff.
- Lunches will be eaten outdoors either before or after the play period using a staggered schedule. Students will be organized by cohort for periods of outdoor play and recreation at lunch time and recess. Student cohorts will stagger the use of playground equipment. Arrows and directions for portable washing stations will be in place to easy transit.
- Bus Transportation: Schools doesn't have bus transportation. Parents will be transporting their own children to and from school.

8. Health screening for Students and Staff: The school(s) plans describe how students and staff will be screened for symptoms of Coronavirus Disease 2019 and how ill students or staff will be separated from others and sent home immediately.

Component 1. How Students and staff will be screened for symptoms of COVID-19

1. *Pre-screen:* Parents and staff will be advised to pre-screen at home before coming to school. They are to check for COVID-19 symptoms outlined by public health officials. If they fail this screening or if they have had close contact with a person diagnosed with COVID-19, they should remain at home and follow the guidelines for how to return to school (we will not allow students with temperature higher of 99 degrees Fahrenheit to enter school). In addition to screening parents are required to text answers to screening questions.

- a. Symptoms to look for at home: temperature of 100.4 degrees Fahrenheit or higher when taken by mouth, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestions, runny nose, nausea or vomiting, diarrhea, loss of taste or smell.
2. *Upon entry screening for staff and students:*
 - a. All staff and students are required to answer to screening questions up on entry to the school. Parents of TK-2nd must text their responses to health screening questions prior to arrival at school. Other students will be asked questions at screening station. If responses to health screening questions indicate exposure or symptoms related to COVID-19, the person's identification will be flagged for no entry and be asked to return home immediately.
 - b. Late arrivals will need to text teacher to send a staff member to screen prior to entering school. Parent must wait for child to be screened and given green light to be at school by school Principal or assigned staff.
 - c. Staff must enter through the main door at least 20 minutes prior to the start of school and student drop off. Screening will be done by School Principal or assigned teacher. The two staff taking staff temperatures shall take each other's temperature prior to screening other staff or students.
 - d. Staff and students will have a temperature check upon entry. If higher than 99.0 will be asked to go home immediately. All visitors, students, and staff will be screened upon entering campus. As they walk in, temperature will be taken, must use face-mask, and must wash or sanitize hands. Screening locations are as follows: gate of the outdoor classroom, front desk inside building, or front porch of the building (to avoid access to the building as much as possible).
3. *Staff and students monitoring throughout the day:*
 - a. In addition to upon arrival screening, the School Principal will be responsible of monitoring students and staff throughout the day for any signs of illness and send any staff or student to the isolating area. Thus, teachers will be trained to screen symptoms, remove sick students from the group, report to school Principal and record data.

Component 2: how ill students or staff will be separated from others and sent home immediately.

1. Procedures to send home students and staff with COVID-19 symptoms
 - a. Staff and students that are sick or who have recently had close contact with a person with COVID-19 are asked to stay home and follow the CDC criteria.
 - b. If staff or student becomes ill during the day, he or she will be separated and placed in the isolation room and required to go home immediately.
 - c. While waiting to be picked up, students and staff will be required to wear a face mask and wait in the isolation room located at the right side of the classroom passing the bathroom. If a student or staff is having hard time breathing, the use

of mask will not be required. If necessary, a call to 911 will be made. Any staff supervising the sick child or staff must use mask.

- d. It is the policy of the school not to penalize staff or students for absences related to this injunction. Policies about sending students and staff will be presented at the parent and staff zoom meeting prior to school start. In addition, policies will be and emailed to each family.
- e. The School will advise sick students and their parents not to bring child back to school until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared. The school will recommend getting tested for COVID-19 with their health provider or community testing site.
- f. All staff who experience symptoms of COVID-19 (*temperature of 100.4 degrees Fahrenheit or higher when taken by mouth, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestions, runny nose, nausea or vomiting, diarrhea, loss of taste or smell*) that have continued for 2 or more days or a fever of more than 100 degrees must inform the school and not come to work until the symptoms have decreased for 3 days with no fever, symptoms have been improved, and at least 10 days since symptoms first appeared. Staff who have notified the school must be tested with a negative result before returning to work. In addition, COVID-19 Symptoms in accordance to the CDC criteria must be gone before returning to school.

9. Healthy Hygiene Practices: The school(s) plans describe the availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.

- Teachers will teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering cough and sneezes among students and staff.
- Teachers will model to students how to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- The school will display posters from the CDC around the school and in the classroom. Teacher will give verbal reminders to students in every class, every day of the class rules related to washing hands, covering sneezes and coughs, and use of masks and not touching face.
- Staff and students should wash their hands for 20 seconds with soap rubbing thoroughly after application, and use paper towels to dry hands.
- Staff should model and practice hand washing often. Develop routines. As frequent handwashing is more effective than the use of hand sanitizers.
- The school will discontinue the use of shared food and beverage equipment such as utensils. When in use of indoor classroom, increase circulation of outdoor air as much as possible by opening windows and doors when safe to do so.
- Appropriate use of stations and hand sanitizers will be model and encouraged. Visual and verbal reminders for hand-washing will constantly be implemented.

- Stationary and portable hand washing stations will be provided in key places of the school, indoor, and outdoor classroom.

10. Identification and Tracing of Contacts: The school(s) plans describe the actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about Coronavirus Disease 2019.

- School Principal will be responsible for responding to COVID-19 concerns in partnership with teacher observations and screening. Teachers will be trained to screen symptoms, remove sick students from the group, and record data. Teachers will be required to immediately communicate any concerns related to COVID-19 with School principal.
- School Principal will record data of potential exposure observed by teachers, report to parents, caregivers, contact emergency contacts and/or to the department of Public health. School be contacting parents by calls, texts, and emails.
- In consultation with the local public health officials, our Administration will consider whether an entire school closure is necessary. The length of time of closure will be based on the risk level within the specific community as determined by a local public health officials. School will recommend COVID-19 testing with primary doctor or testing centers in the community.

11. Staff Training and Family Education: The school(s) plans describe how staff will be trained, and families will be educated on the application and enforcement of the plan, adhering to linguistic needs of the community.

The school's COVID-19 Prevention Plan along with the 14 Elements of the plan included in the request for a waiver for in-person instruction, is posted at <https://www.occa.education/about-2>. This information has been provided to staff and staff representatives via email, post, and the school website. The school's plan to train and communicate with staff on the COVID-19 prevention plans is described below.

1. Staff training from August 24, and 27, 2020 via Zoom.
2. Parent training on August 25, and 26 via Zoom. Linguistic preferences will be met.

The school will address the linguistic needs and preferences of staff and families. Teachers will meet the linguistic needs of students when providing educational materials and tools for implementing protocols in their classrooms. Training for families will include flyers, letters, lists or links and communication through email, social media post, zoom meetings or other virtual formats. Training for staff will include virtual or appropriate in-person staff meetings, and emails with information. In addition to educating families, the school will model, reinforce, and promote each area of the safety and healthy habits mentioned below when school resumes in-person.

The school will train all staff and families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices and the use of the screening app.
- How COVID-19 is spread
- COVID-19 specific symptom identification Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention
- The school's plan and procedures to follow when children or adults become sick at school.
- The school's plan and procedures to protect staff from COVID-19 illness.
- The school's closure or quarantining criteria.

12. Testing of Students and Staff: The school(s) plans describe how school officials will ensure that students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- **Part 1:** Describe how school officials will ensure that students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested and what instructions they will be given while waiting for test results.

The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. However, our school administration will cooperate and communicate with the San Diego Department of Public Health which has primary responsibility for contact tracing, if there is a diagnosed case of COVID-19. School Principal will be the primary contact with the county officials.

- At the on-set of symptoms, our school will recommend testing to family through health provider or community testing center when shown symptoms of fever, cough, loss of taste or smell, difficulty breathing. as stated in Symptom Screening: PerCA School Sector Specific Guidelines.
- While waiting for results, students will be excluded from in-person attendance, but still be supported under distance-learning. They are to remain in isolation until the test comes back negative or until the individual is cleared by their health care provider.
- **Part 2:** describe how staff will be tested periodically to detect asymptomatic infections. At a minimum, schools will direct staff to contact their primary care provider or community testing site for testing.

- Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests if local testing capacity allows. Staff will be encouraged to test for COVID-19 once every two months if local testing center allows capacity.

13. Triggers for Switching to Distance Learning: The school(s) plans describe the criteria the superintendent will use to determine when to physically close the school.

The School principal will decide to close the school when there are multiple cases in the different cohorts, or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period. The Local Health Officer may also determine school closure if warranted for other reasons, including results from public health investigation or other local epidemiological data. This is, At the occurrence of multiple cases in a cohort or division of Outdoor Connect Christian Academy TK-6, we will consider possible partial or complete transition to remote learning for a period of time. Any decision to transition from on-campus school to remote learning, either partially or completely, will be made on a case-by-case basis in cooperation with the San Diego Department of Public Health and the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020- 2021 School Year.

14. Communication Plans: The school(s) plans describe how the Superintendent (or Equivalent) will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).

The School Principal at Outdoor Connect Christian Academy TK-6 will communicate with students, staff, and parents about COVID-19 cases or exposures at school with the confidentiality required by FERPA, HIPAA and state law related to privacy of educational records.

The School principal will maintain a communication system that allows staff and families to report symptoms and exposures while maintaining confidentiality. The school will communicate the plan of distance learning in case of closure. The communication system with parents will include calls, emails, and text messages. Other Covid-19 issues that will be communicated include updates, potential exposures, or necessary school closure. In addition to calls, emails, and text messages, important information will be posted in the school's website under the NEWS section. Communications systems with staff in addition to the mentioned above, will include monthly faculty/staff meetings. Any information given to parents, staff, or public health officials will maintain the confidentiality stated above.