



# **Coastline Christian Schools 2020 Reopening Plan**

**1801 North Loop Road  
Alameda, CA 94502  
(510) 522-0200**

**Last revised: 11-17-2020**

## **ACOE & ACPHD School Reopening Checklist**

We are adding this section to our original Reopening Plan to make it easier for the Alameda County Office of Education (ACOE), Alameda County Public Health Department (ACPHD), and California Public Health Department (CPHD) to access critical information about our COVID-19 protocols and plans. Some of the information found here has been embedded in the more detailed plan in the second section of this document, but it has been re-written here for ease of reference.

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## **1. SCHOOL INFORMATION & SPECIFICS**

**Name of School:** Coastline Christian Schools (private school)

**Address:** 1801 North Loop Road, Alameda, CA 94502

**Head of School:** Edward Yue

**Dates of Reopening:**

- October 5 - Nov. 10th Elementary and Middle School Learning Pods opened for on-campus student learning.
- November 2nd reopening for Kindergarten - 2nd grades (102 students)
- November 16th reopening for 3rd-5th grades (108 students)
- December 7th reopening for 6th-8th grades as ACOE & ACPHD give permission

**COVID-19 Liaison:** Edward Yue, principal, [edwardyue@ccs-rams.org](mailto:edwardyue@ccs-rams.org) (510) 522-0200 & Marjorie Chiu, vice-principal, [marjoriechiu@ccs-rams.org](mailto:marjoriechiu@ccs-rams.org) (510) 522-0200

**Number of Students:** 30-Kindergarten, 38-1st Graders, 34-2nd Graders, 39-3rd Graders, 28-4th Graders, 41-5th Graders, 26-6th Graders, 30-7th Graders, 26-8th Graders

**Number of Staff Returning:** 53

**Grade Levels Served by CCS:** K-8th grades

**Grade Levels Proposed to be Reopened:** K-2nd in wave one, 3rd-5th in wave two, and 6th-8th in wave three. ACOE & ACPHD have allowed secondary schools to reopen starting Nov. 9th. We have already welcomed middle school students back on campus through learning pods since early October and plan to welcome a larger group of them back on December 7th.

**School Website Link for Reopening Plans:** <https://www.coastlinechristian.org/news>

## **2. CLEANING, DISINFECTION, AND VENTILATION**

1. Facilities staff will clean and disinfect frequently-touched surfaces within the school at least daily, as practicable.
  - A. Door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs.
2. A cleaning and disinfecting schedule has been established in order to avoid both under- and overuse of cleaning products. Every classroom will be cleaned and disinfected at the end of each school day.
3. Minimize the sharing of class equipment or art supplies. All students must bring their own school and art supplies (e.g. scissors, pencils, staplers, tape, markers, etc.). If students must use the teacher's supplies, be sure to collect all supplies in a designated bin that is to be cleaned and disinfected at the end of each day.
4. High touch areas outside will be sanitized daily. Play structures will be sanitized at the end of each day. This will include climbing structures, slides, and monkey bars. Tables, benches, and chairs will also be sanitized in between each cohort's usage at different lunch periods on a daily basis.
5. Student/teacher restrooms will be cleaned and sanitized daily as needed.
6. After every student uses the classroom computer for AR testing, teachers must use antibacterial wipes to disinfect the keyboard and mouse before another student uses the same computer.
7. Keep each child's belongings separated in cubbies. Students should not touch other students' belongings (backpacks, lunch boxes, water bottles, etc.). Be sure everything is taken home if another shelter-in-place order is called for.
8. When choosing cleaning products, use those approved against the COVID-19 EPA-approved list "N" to reduce the risk of asthma. Asthma-safer ingredients are hydrogen peroxide, citric acid, and lactic acid.
9. CCS will have a sufficient supply of hand sanitizers, soap, tissues, no-touch trash cans, and paper towels available in every classroom and occupied room.
10. Facilities staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, mask or respirator, and disposable gowns may be needed if there are deep cleaning and

disinfection of a COVID-19 case. All cleaning products must be kept out of children's reach and stored in a space with restricted access.

11. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible. When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present.
12. Classrooms that have doors that open to the outside can have the door propped open at intervals throughout the day for ventilation and airing. Other classrooms that do not have doors that open to the outside, can prop their hallway doors open for more ventilation.

### **3. COHORTING**

1. Students will remain in the same space and in groups as small and consistent as practicable. The same students and teachers or staff will be kept with each group to the greatest extent practicable. (Cohorts) Class sizes are kept small enough so that social distancing (approx. 5-6 feet) can be maintained in the classroom. Each student will work at an assigned desk.
2. Minimize the movement of students and teachers or staff as much as practicable.
3. Students with restrooms in their classrooms should use them; this will cut down the number of students using the shared public restrooms. Students will be allowed restroom use one child at a time.
4. Teachers will be able to teach different classes as long as they are practicing physical distancing protocols (keeping 6 feet apart from students and wearing a face covering or face shield with drape). If a teacher remains solely with one cohort, physical distancing will be less crucial to adhere to at all times. For younger students, keeping a physical distance from teachers will be difficult, which is a consideration for fewer teachers breaking into their cohort.
5. Maximize space between seating and desks with physical distancing (approx. 5-6 feet) between desks. Use markings on the classroom floor to promote distancing and to avoid face-to-face contact.
6. CCS has a large campus with four spacious play areas for recess and lunchtimes. Each classroom cohort will be assigned one of the four outdoor play areas each week to have their outdoor recess time. No cohort will share a play area; no cohorts will be allowed to mix together. The recess rotation chart demonstrates these play area designations. Please see the Google spreadsheet "Monitoring Schedules & Instructions 2020-2021" for the elementary recess monitoring schedule and play area rotation.

#### **4. PHYSICAL DISTANCING**

1. Physical distancing will be ensured through maximizing space between seating and desks with 5-6 feet between desks. Use markings on the classroom floor to promote distancing and to avoid face-to-face contact.
2. Direct children to work independently and to maintain social distancing.
3. Create a safe zone around the teacher's desk with tape on the floor. Students should not cross the tape in order to keep physical distancing.
4. Elementary teachers must teach and train students on how to line up with physical distancing.
5. One adult supervisor will monitor each cohort when they are playing outside during recess, reminding students to keep physical distancing at all times.
6. Implement procedures for turning in assignments to minimize contact. Students should not collect each other's papers nor should they pass papers to each other. Each student should turn in their own work to avoid close contact with others. Teachers may want to allow papers to sit for 24 hours<sup>1</sup> before touching them.

## **5. ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL**

### **ENTRANCE**

1. We will stagger start times to prevent overcrowding. The elementary school will start at 8:25 AM. Middle School will start at 8:40 AM. Students should arrive at least 10-15 minutes before start time to have their temperatures checked before entering the Education Building.
2. Students will be allowed to arrive on campus at 8 AM; all teachers need to be in their classrooms by 8 AM to receive early arriving students. Early arriving students will not be allowed to roam around the campus. After their temperature check-in and hand washing, they must report directly to their classroom. Teachers and staff must arrive at 8 AM in order to receive students.
3. There will be lines for temperature checking for elementary students by grade level in the mornings.
4. Designate routes for entry and exit, using as many entrances as feasible to avoid crowding. Elementary School entry and exit doors are as follows:
  - A. E102 (Sarah), E104 (Jenny), E106 (Julie), E108 (Amanda), E110 (Dona) should use their outside doors for students to enter and exit as much as possible to avoid using the hallway.
  - B. E101 (Elijah), E103 (Ginger) students should use the front doors to the Education Building to enter and exit their classrooms.
  - C. E105 (Alex) and E107 (Connie) students should use the side doors of the Education Building to enter and exit their classrooms.
  - D. E201 (Victoria), E203 (Megan), and E205 (Jean) students should use the front doors to the Education Building, then upstairs to enter and exit their classrooms.
5. CCS will conduct temperature screenings for all staff and students before permitting them to enter the facility. One walk-up scanner will be set up in the front courtyard for staff and students to have their temperature checked. Four to five staff will also have handheld touchless thermometers to do temperature checks. A temperature of 100.4°F and above is considered to be a fever and the person should not be admitted into the facilities.
  - A. Staff monitoring the temperature scanners or holding the thermometers should arrive at least by 7:50 AM to prepare for screenings. Staff should wear a high visibility vest, gloves, mask, and face shield.
  - B. Teachers should arrive 10-15 minutes before 8 AM to have their temperature checked so they can get into their classrooms by 8 AM. This will help situations, where students arrive at 8 AM before school begins.

- C. Students should arrive 10-15 minutes before school starts in order to have their temperature checked. Parents must stay until their child's temperature has been cleared to enter the school. If a child has a fever, a second temperature check can be given to make sure the temperature reading is correct. Once it has been determined that the staff or child has a fever, the person must go home immediately and not enter the facilities.
  - D. Parents/Guardians DO NOT enter the building.
  - E. Students will receive a sticker after they have passed the temperature check so teachers will know that they have been screened. Students must put the sticker on or near their shirt collar so teachers can see it. Once students enter their classrooms, they should throw the sticker away and not save it to reuse it.
  - F. Once the staff or student passes the temperature screening, he/she should move directly to washing hands if there is time before the start of school. If the staff or student is running late, he/she should head straight to the entrance door of his/her classroom and use hand sanitizer instead.
  - G. All students arriving by school bus or school van do not need to be temperature checked when they arrive on campus. They will receive a temperature check before being allowed to ride the bus or van to school.
6. Before entering the facilities, each person must wash their hands or use hand sanitizer. The front outdoor hand washing station can be used for this purpose. Hand sanitizing stations will be at all main school entrances and exits.

## **EGRESS**

1. Parents and guardians will not enter the Education Building to pick up their children. Elementary School ends at 3:25 PM and Middle School ends at 3:35 PM.
2. Kindergarten, 1st grade, and Miss Trimble's 3rd grade students must be signed out and picked up by a parent or an authorized adult at the outside exit doors of those classrooms. There will be floor markers for parents to wait on in order to keep physical distancing as they line up to pick up their children.
3. Elementary School teachers who do not have an outside exit door will keep their students in the classroom until a parent or authorized adult comes to pick them up. There will be four tables stationed outside the Education Building for parents or authorized adults to sign out for their children.
4. There will be a 2nd grade table, 3rd grade table (Mr. Lingad), 4th grade table, and 5th grade table set up for the sign-out process. Staff will check the adult's photo ID or CA driver's license with the Student Information Verification form to make sure the adults

are authorized for picking up the students. Staff will use walkie talkies to notify teachers to release students when their pick up adult has arrived and signed them out.

5. Canopies for these sign out tables should be used on rainy days.
6. In case parents or authorized adults forget to bring their own pens, teachers and staff should be prepared to provide pens. Have a container of clean pens and have a container for “used” pens to be deposited into. Wipe down “used” pens before refilling the clean pen container.
7. We will designate several exit routes to avoid overcrowding of students.
  - A. E102 (Sarah), E104 (Jenny), E106 (Julie), E108 (Amanda), E110 (Dona) should use their outside door for students to exit as much as possible to avoid using the hallway. Parents can wait near these outside doors to pick up their children. All elementary students must be signed out by an authorized adult in order to be released by their teacher.
  - B. E101 (Elijah) and E103 (Ginger) students will leave the Education Building through the front glass doors.
  - C. E105 (Alex) and E107 (Connie) students will leave the Education Building through the side doors nearest the restrooms.
  - D. E201 (Victoria), E203 (Megan), and E205 (Jean) students will leave the Education Building through the front glass doors.
8. Students who ride the school bus or van will wait in their classrooms until they hear the public announcement through the school’s loudspeakers that will notify teachers to release students to go directly to their buses or vans for boarding.
9. No one is allowed on the play structures after school because it will be disinfected for after school childcare use. Parents and students are to leave the school campus immediately in order to follow social distancing guidelines.

## **MOVEMENT**

1. All students and staff must wear a face covering when moving from their desk to any place in the classroom. Movement signals everyone to make sure there is a face covering/mask on.
2. All students and staff must wear a face covering when moving throughout the school campus.

3. Teachers and staff will direct students to wash their hands frequently, especially after moving from one room to another room, before and after recess, before and after lunch, and upon arrival to school.

## **6. FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR**

1. Cloth face coverings or disposable surgical masks are recommended for use as face coverings for students and staff. CCS encourages students to have their own reusable masks but will provide them for students who forget them on individual days.
2. Teach and reinforce the use of face coverings or masks. Teach students not to trade or touch other people's masks or face coverings. Face coverings are meant to protect other people in case the wearer is unknowingly infected. At a minimum, face coverings should be worn:
  - A. While waiting to enter the school campus
  - B. While on school grounds (except when eating or drinking)
  - C. While leaving school
  - D. While moving from one location to another location
3. Students who are actively engaged in PE activities or sports may take off their face coverings or masks for better breathing ability; physical distancing in these cases is very important. If students can tolerate a mask while running or being physically active, that is fine.
4. Staff must wear face coverings or masks when in the presence of other people and especially when talking to people. If there is no one in the room that you are in, it is acceptable to take off your face covering.
5. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. There are also exceptions for students who are unable to wear face coverings due to a special circumstance such as a particular developmental or health diagnosis that would limit their ability to wear a face covering; these reasons must be documented by a doctor or on a health card. If a student refuses to wear a face covering or mask and does not have any underlying health reasons to prevent the wearing, the parent/guardian will be notified to take the student home.
6. Staff should wear a face shield with drape while actively teaching or lecturing a group of students. Staff may remove their face coverings or masks while wearing a face shield and drape in order for students to hear instructions clearly, to see facial expressions, and to avoid potential barriers to phonological instruction. Face shields should be used by all teachers while they are instructing students especially when they are not wearing a face covering or mask. A cloth should be attached to the face shield and secured into the teacher's shirt or tied around the back of the neck to prevent the speaker's spray from escaping into the air.

7. Teachers will provide instruction to students on the proper way to wear and remove their face coverings. Videos about the proper use of masks and face shields will be shared and watched by students, parents, and teachers before returning to on-site learning.
8. Plexiglass shields have been installed at the front counter of the school office and in some classrooms where teachers are tutoring students one on one.

## **7. HEALTH SCREENINGS FOR STUDENTS AND STAFF**

1. Passive Screening: instruct parents to screen students before leaving for school and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Parents must notify the school office immediately if someone in their household has been diagnosed with COVID-19.
2. Pre-screening will be filled out by all families before coming to school. We will use the suggested CDC pre-screening questions. Pre-screening will help us know whether there are students or staff that may have been exposed to COVID-19 over the weekend and should stay home for a few days or get tested for the virus before returning to school.
3. CCS is currently using Google forms “Health Screening Form for Adults” and “Health Screening Form for Students” to conduct daily health screenings before anyone comes onto campus. We may be switching to a RenWeb program for these daily health screenings for students and staff.
4. Procedures for daily self-screening for all staff before beginning work will be followed. This includes a temperature check with a no-touch thermometer and a self-check for COVID-19 symptoms before entering the building. Staff is directed to stay home if they experience any COVID-19 symptoms.
5. Staff will conduct a visual wellness check of all students upon arrival and ask health questions when concerned. Health questions that will be asked are: Have you experienced any one of the following symptoms: cough, shortness of breath or difficulty breathing, fever or chills, fatigue (unusual from the norm), muscle pain, headache, sore throat, nausea or vomiting, diarrhea, the new loss of taste or smell?
6. CCS will conduct temperature screenings for all staff and students before permitting them to enter the facility. One walk-up scanner will be set up in the front courtyard for staff and students to have their temperature checked. Four to five staff will also have handheld touchless thermometers to do temperature checks. A temperature of 100.4°F and above is considered to be a fever and the person should not be admitted into the facilities.

## Health Screening Form for Students

Student's Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

What grade are you in? \_\_\_\_\_ Who is your teacher? \_\_\_\_\_

1. Do you have a fever (100 F) or have you felt feverish within the last 24 hours?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Have you had any of these symptoms within the last 24 hours?

- ☐ A constant cough that causes difficulty breathing (different from usual)
- ☐ Shortness of breath or other difficulties breathing
- ☐ Diarrhea, vomiting, or abdominal pain
- ☐ Severe headache or fatigue
- ☐ Sore throat
- ☐ Recent loss of taste or smell
- ☐ Fever or chills
- ☐ Muscle or body aches (without explanation)
- ☐ Sickness or feeling ill (not associated with allergies or asthma)
- ☐ COVID-19 positive test result
- ☐ None

3. In the last two weeks, did you have close contact (within 6 feet and over 15 minutes) with someone diagnosed with COVID-19?

YES \_\_\_\_\_ NO \_\_\_\_\_

4. In the last two weeks, have you traveled to any of the following areas: China, Iran, South Korea, and Europe?

YES \_\_\_\_\_ NO \_\_\_\_\_

Positive responses to any questions #1-4 are reasons for you to stay home and to consult your healthcare provider before coming to school. Please notify the school office ([office@ccs-rams.org](mailto:office@ccs-rams.org)) and your teacher if you show any of the symptoms above so they can support you while you are at home.

## Health Screening Form for Adults

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Do you have a fever (100 F) or have you felt feverish within the last 24 hours?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Have you had any of these symptoms within the last 24 hours?

☐ A constant cough that causes difficulty breathing (different from usual)

☐ Shortness of breath or other difficulties breathing

☐ Diarrhea, vomiting, or abdominal pain

☐ Severe headache or fatigue (different from usual)

☐ Sore throat

☐ Recent loss of taste or smell

☐ Fever or chills

☐ Muscle or body aches (without explanation)

☐ Sickness or feeling ill (not associated with allergies or asthma)

☐ COVID-19 positive test result

☐ None

3. In the last two weeks, did you care for or have close contact (within 6 feet and over 15 minutes) with someone diagnosed with COVID-19?

YES \_\_\_\_\_ NO \_\_\_\_\_

4. In the last two weeks, have you traveled to any of the following areas: China, Iran, South Korea, and Europe?

YES \_\_\_\_\_ NO \_\_\_\_\_

Positive responses to any questions #1-4 are reasons for you to stay home and to consult your healthcare provider before coming to work. Please notify your supervisor, an administrator, and Sandy Hall (Subfinder) if you show any of the above symptoms so they can support you while you are at home.

## **8. HEALTHY HYGIENE PRACTICES**

### **1. Washing Hands**

A. Everyone should wash their hands several times a day. All must use soap and wash for 20 seconds, then use paper towels to dry hands thoroughly. Staff should model and practice handwashing, especially to lower grade level students.

1. Before and after eating
2. After coughing or sneezing
3. After being outside
4. Whenever coming into the classroom from another location
5. Before and after using the restroom

B. Use fragrance-free hand sanitizer when hand washing is not practical. Sanitizer must be rubbed into hands until completely dry. 60% ethyl alcohol-based hand sanitizers are preferred.

C. There are two new outdoor handwashing stations available for all to use.

Encourage students to use the outdoor handwashing stations so they do not crowd the restrooms.

1. One is located at the backside of the Education Building, near the library entrance/exit
2. Another is located at the front side of the Education Building, near the front entrance/exit

2. Teach students and remind staff to use tissues to wipe their nose and to cough/sneeze inside a tissue or their elbow.

3. No Touching RULE: All staff will promote a “no touching” rule for everyone on campus. No touching people. No touching other people’s things.

## **9. IDENTIFICATION AND TRACING OF CONTACTS**

Coastline Christian Schools (CCS) principal, Edward Yue, is the liaison to work with the Alameda County Public Health Department (ACPHD) for all COVID-19 related matters. Edward Yue and Sandra Jeong received the certificate of completion in the Johns Hopkins Contact Tracing Course. ACOE or ACPHD can always contact Marjorie Chiu, vice principal of CCS as well.

For identification and contact tracing purposes, CCS will follow the advice and instruction of the ACPHD and the [School Scenarios and Protocols for Symptoms and Positive Cases](#), which is Addendum 2b of the [COVID-19 School guidance: Alameda County School Reopening Plans](#).

To expedite the process of contact tracing, there will be a Sign-In & Sign-Out list outside each room. While staff and students are required to wear face coverings and social distancing on campus, anyone who is NOT part of the cohort will be required to sign in and sign out if they stay in a room for more than 15 minutes.

Here is a summary of the steps we will take for different scenarios. We may use the Checklist provided by the [Johns Hopkins COVID-19 Contact Tracing](#) course to gather the needed information:

1. **Case:** A Case is a student or staff member confirmed to be infected with COVID-19. We will use this term Case hereafter.
  - a. CCS liaison Edward Yue (or his designee Marjorie Chiu) will immediately contact ACPHD to report a Case and follow their advice and instructions. We will follow the scenario-action-communication outlined in the [School Scenarios and Protocols for Symptoms and Positive Cases](#). ACPHD info: [safelearning@acogv.org](mailto:safelearning@acogv.org) or 510.268.2101
  - b. If the Case is at home, he/she will be instructed to stay home and follow the [ACPHD Isolation](#) protocols.
  - c. If the Case is at school when the COVID-19 test is confirmed positive, the Case will be isolated in the “prayer room” in our Ministry Building, away from other students and staff in the Education Building, pending pick up at the campus.
  - d. CCS will identify the classroom and primary places where the Case spent a significant time of 15 minutes or more. These places will be thoroughly cleaned and disinfected.
  - e. Edward Yue or Marjorie Chiu will begin the contact tracing procedures, which will include:
    - Contact the Case to identify the infectious period and people who have close contact with him/her. The infectious period will include 2 days prior to the Case exhibiting COVID-19 symptoms.

- Contacts will include the following: All students in the Case's cohort and the adult teachers/supervisors, Case's household members, Close Contacts who were less than 6 feet from the Case for >15 minutes, and Proximate Contacts who were in the same room for greater than 6 feet for an extended period of time.
- Using the ACOE/ACPHD [template exposure letter](#) (Appendix A in the Guidance), CCS will send home the letter to the Cohort requiring a 14-day quarantine from the last exposure. Other close Contacts are quarantined for 14 days from last exposure.
- CCS will send out a school-wide notification of a known case with the suggested process document from ACPHD.

2. **Contacts and Cohort** - CDPH: A Contact is a person who is less than 6 feet from a Case for more than 15 minutes. CCS will:

- Quarantine cohort and close contact for 14 days from last exposure.
- Advise cohort members and/or close contacts of the COVID-19 positive student or staff member (Case) to follow the [ACPHD quarantine instructions](#), and contact their healthcare provider and consider testing.
- Provide Contacts with [community testing resources here](#).

3. Case can return on campus

- If the Case is experiencing COVID-19 related symptoms, they may return to school when
  - It has been at least 10 days since the date the Case's symptoms first appeared and his/her symptoms have improved, and
  - The Case had no fever for the last 24 hours, without using a fever-reducing medication.
- If the Case is NOT experiencing COVID-19 related symptoms (checking for symptoms at least 2 times a day), they may return to school 10 days after the date of their positive COVID-19 test.

4. Contact can return on campus

- If the Contact is experiencing COVID-19 related symptoms, they may return to school when
  - It has been at least 10 days since the date the Contact's symptoms first appeared and his/her symptoms have improved, and
  - The Contact had no fever for the last 24 hours, without using a fever-reducing medication.
- If the Contact is NOT experiencing COVID-19 related symptoms (checking for symptoms at least 2 times a day), they may return to school 10 days after the date of their positive COVID-19 test.

5. **Other scenarios** - For other scenarios, such as household members of a student or staff member tests positive for COVID-19, CCS will follow the [School Scenarios and Protocols for Symptoms and Positive Cases](#), which is Addendum 2b of the [COVID-19 School guidance: Alameda County School Reopening Plans](#) with stated actions and communication protocols.

6. **Communication** - When communicating with the Cases, Contacts, and our stakeholders, we will follow many of the suggestions and practices learned in the Johns Hopkins Contact Tracing Course in order to protect the privacy and confidentiality of the Cases and to ensure we collect accurate information for effective tracing.

We ask parents/guardians and staff to notify school administrators immediately if the student or staff member tested positive for COVID-19, or if one of their household members tested positive for COVID-19 so the school will follow scenarios in step 5 above.

Resources: [ACPHD Tips While Waiting for COVID-19 Test Results](#)

## **10. STAFF TRAINING AND FAMILY EDUCATION**

1. All staff have been informed and educated on COVID-19 symptoms, school-wide disinfecting procedures, health screening, temperature taking, wearing face coverings, etc. with email communications, shared health articles, public health guidance documents, and informational staff meetings and discussions on the subject.
2. Communication with students, parents, and staff about new protocols will be in writing through our Reopening Plan published on our website and weekly school newsletters to parents. Parent education is also taking place through parent town hall meetings, parent-teacher grade-level meetings, and through shared health videos as well.
3. CCS has trained and educated staff, students, and families through the sharing of videos that cover healthy hygiene practices and COVID-19 precautions.
4. Communication will cover important healthy hygiene practices.
  - A. Proper use of face coverings, masks, and face shields (Parents will be advised to label students' names on their protective equipment.)
  - B. Hand washing and temperature taking
  - C. Health Screening on a weekly basis
  - D. Transmission prevention
  - E. Guidelines for families about when to keep children home

## **11. TESTING OF STAFF**

Per the recommendation of the guidance [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) by the California Department of Public Health, all staff members will take the COVID-19 test before school reopening and then every two months. Coastline Christian Schools (CCS) is contracting with PMH Lab to provide COVID-19 testing to staff and other members of the CCS community. PMH Laboratory, Inc, located in Huntington Beach, California, is a licensed (CLIA #: 05d2137011) COVID-19 processing center to process the results.

After school reopening, if students or staff members exhibit COVID-19 symptoms or have been exposed to someone with COVID-19, CCS will follow the [School Scenarios and Protocols for Symptoms and Positive Cases](#), which is Addendum 2b of the [COVID-19 School guidance: Alameda County School Reopening Plans](#). CCS will

- Immediately isolate the staff members or students in the “prayer room” in the Ministry Building, away from other students and staff in the Education Building, until they are picked up from campus.
- Advise them to follow the ACPHD Isolation or Quarantine procedures.
- Advise them to contact their healthcare providers for COVID-19 testing.
- If the students/staff are already home, they will be instructed to stay home as we will follow the ACPHD scenarios and protocols listed above.

We have several school leaders who attend the weekly Thursday ZOOM meeting with ACOE/ACPHD to learn of changes in guidance and protocols. We will revise our testing protocols pursuant to new guidance.

## **12. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING**

The trigger for switching to distance learning could be a county or state mandate, or it could be determined based on confirmed cases of COVID-19 at the school. If 5% is the determining number of cases, CCS would need 10 - 11 confirmed cases out of 210 students (K-5th) at the school to close it down and require the students and staff to quarantine.

Contact tracing for the confirmed COVID-19 cases would also be a decisive factor in whether the whole school or maybe only a cohort of students needs to go into quarantine and distance learning for 14 or so days.

### **13. COMMUNICATION PLANS**

1. The Head of School and Vice Principal of Advancement will handle all mass communications to staff, parents, and the school community. Newsletters are emailed to parents every weekend to update them on upcoming events, important announcements, the state of the school in regards to distance learning, reopening, COVID-19 guidance, ACPHD guidance, and so forth.
2. The Principal is the primary liaison with the Vice Principal of Operations as the backup liaison for the school to the Alameda County Public Health Department. The Principal and VP of Operations will monitor all health screenings and be in charge of contact tracing (investigating) at the school site. Information on those who are sick or become sick with COVID-19 will be kept in strict confidence for each person's right to privacy.
3. We will follow the ACPHD's guidelines in regards to communication to our school community when positive COVID-19 cases arise. We will follow the scenarios that have been carefully written by ACPHD. See the Contact Tracing Section for more details.
4. COVID-19 posters have been placed throughout our campus as reminders for everyone to practice good hygiene.

**2020 CCS Reopening Plan (COVID 19)**

This is a more detailed and extensive view into our school reopening plan with COVID-19 safety protocols. We have followed the ACOE, ACPHD, CPHD, and CDC guidance documents for school safety in our plans for reopening.

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## **1. PROMOTE HEALTHY HYGIENE PRACTICES**

### **1. Washing Hands**

A. Everyone should wash their hands several times a day. All must use soap and wash for 20 seconds, then use paper towels to dry hands thoroughly. Staff should model and practice handwashing, especially to lower grade level students.

1. Before and after eating
2. After coughing or sneezing
3. After being outside
4. Whenever coming into the classroom from another location
5. Before and after using the restroom

B. Use fragrance-free hand sanitizer when hand washing is not practical. Sanitizer must be rubbed into hands until completely dry. 60% ethyl alcohol-based hand sanitizers are preferred.

C. There are two new outdoor handwashing stations available for all to use.

Encourage students to use the outdoor handwashing stations so they do not crowd the restrooms.

1. One is located at the backside of the Education Building, near the library entrance/exit
2. Another is located at the front side of the Education Building, near the front entrance/exit

2. Teach students and remind staff to use tissues to wipe their nose and to cough/sneeze inside a tissue or their elbow.

3. No Touching RULE: All staff will promote a “no touching” rule for everyone on campus. No touching people. No touching other people’s things.

### **4. Face Coverings**

A. Cloth face coverings and disposable surgical masks are recommended for use as face coverings for students and staff. N95 masks are not recommended by ACPHD since there is a risk of higher levels of CO2 with N95 masks. CCS encourages students to have their own reusable masks but will provide them for students who forget them on individual days.

B. Teach and reinforce the use of face coverings or masks. Teach students not to trade or touch other people’s masks or face coverings. Face coverings are meant to protect other people in case the wearer is unknowingly infected. At a minimum, face coverings should be worn:

1. While waiting to enter the school campus

2. While on school grounds (except when eating or drinking)
  3. While leaving school
  4. While moving from one location to another location
- C. Students who are actively engaged in PE activities or sports may take off their face coverings or masks for better breathing ability; physical distancing in these cases is very important. If students can tolerate a mask while running or being physically active, that is fine.
- D. Staff must wear face coverings or masks when in the presence of other people and especially when talking to people. If there is no one in the room that you are in, it is acceptable to take off your face covering.
- E. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. There are also exceptions for students who are unable to wear face coverings due to a special circumstance such as a particular developmental or health diagnosis that would limit their ability to wear a face covering; these reasons must be documented by a doctor or on a health card. If a student refuses to wear a face covering or mask and does not have any underlying health reasons to prevent the wearing, the parent/guardian will be notified to take the student home.
- F. Staff should wear a face shield with drape while actively teaching or lecturing a group of students. Staff may remove their face coverings or masks while wearing a face shield in order for students to hear instructions clearly, to see facial expressions, and to avoid potential barriers to phonological instruction. Face shields should be used by all teachers while they are instructing students especially when they are not wearing a face covering or mask. A cloth should be attached to the face shield and secured into the teacher's shirt or tied around the back of the neck to prevent the speaker's spray from escaping into the air.
5. Communication with students, parents, and staff about new protocols will be in writing, through a PowerPoint presentation, town hall meeting, newsletter, and in a recorded video as well. Communication should go out in the summer before school starts.
- A. Proper use of face coverings, masks, and face shields (Parents will be advised to label students' names on their personal protective equipment.)
  - B. Hand washing and disinfection of the facilities
  - C. Transmission prevention
  - D. Guidelines for families about when to keep children home
  - F. Criteria and plan to close schools when necessary
  - G. Plan for if there is a positive COVID-19 case

## **2. COVID-19 POSITIVE CASES**

1. When a student, staff member, or their household members test positive for COVID-19 and has exposed others at the school, we will implement the following steps:
  - A. Consult with the Alameda County Public Health Department and follow their advice and guidance. ACPHD may advise us toward a classroom or school closure.
  - B. Advise sick staff and students not to return until they have met CDC criteria to discontinue home isolation:
    1. 3 days with no fever without the use of fever-reducing medicines
    2. Symptoms have improved
    3. 10 days have passed since symptoms first appeared
  - C. The classroom or office where the sick person was located will typically need to close temporarily as students or staff isolate for 14 days.
  - D. Additional close contacts at school outside of a classroom should also isolate at home.
  - E. Additional areas of the school visited by the COVID-19 positive person may also need to be closed temporarily for cleaning and disinfection.
  - F. Communication plans for school closure should include outreach to students, parents, teachers, staff, and the community. Provide guidance to all reminding them of the importance of physical distancing measures while a school is closed. Discourage students and staff from gathering elsewhere.
  - G. Continue with virtual or distance learning during this time.
2. If a household member of staff or student comes down with a positive COVID-19 case, CCS will follow the ACPHD's guidelines and protocols for quarantine and/or testing.

### **3. ENTERING SCHOOL**

1. Passive Screening: instruct parents to screen students before leaving for school and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Parents must notify the school office immediately if someone in their household has been diagnosed with COVID-19.
2. Pre-screening will be filled out by all families before coming to school. We will use the suggested CDC pre-screening questions. Pre-screening will help us know whether there are students or staff that may have been exposed to COVID-19 over the weekend and should stay home for a few days or get tested for the virus before returning to school.
3. We will stagger start times to prevent overcrowding. The elementary school will start at 8:25 AM. Middle School will start at 8:40 AM. Students should arrive at least 10-15 minutes before start time to have their temperatures checked before entering the Education Building.
4. Students will be allowed to arrive on campus at 8 AM; all teachers need to be in their classrooms by 8 AM to receive early arriving students. Early arriving students will not be allowed to roam around the campus. After their temperature check-in and hand washing, they must report directly to their classroom. Teachers and staff must arrive at 8 AM in order to receive students.
5. There will be lines for temperature checking for elementary students by grade level in the mornings. We will also have a line for middle school students' temperature checking at the same time.
6. Designate routes for entry and exit, using as many entrances as feasible to avoid crowding.
  - A. Middle School entry doors are the side doors to the Education Building and immediately upstairs to E211, E209, E208, E207, and E206. Elementary School entry and exit doors are as follows:
  - B. E102 (Sarah), E104 (Jenny), E106 (Julie), E108 (Amanda), E110 (Dona) should use their outside door for students to enter and exit as much as possible to avoid using the hallway.
  - C. E101 (Elijah), E103 (Ginger) students should use the front doors to the Education Building to enter and exit their classrooms.
  - D. E105 (Alex) and E107 (Connie) students should use the side doors of the Education Building to enter and exit their classrooms.

- E. E201 (Victoria), E203 (Megan), and E205 (Jean) students should use the front doors to the Education Building, then upstairs to enter and exit their classrooms.
7. CCS will conduct temperature screenings for all staff and students before permitting them to enter the facility. One walk-up scanner will be set up in the front courtyard for staff and students to have their temperature checked. Four to five staff will also have handheld touchless thermometers to do temperature checks. A temperature of 100°F and above is considered to be a fever and the person should not be admitted into the facilities.
- A. Staff monitoring the temperature scanners or holding the thermometers should arrive at least by 7:50 AM to prepare for screenings. Staff should wear a high visibility vest, gloves, mask, and face shield.
  - B. Teachers should arrive 10-15 minutes before 8 AM to have their temperature checked so they can get into their classrooms by 8 AM. This will help situations, where students arrive at 8 AM before school begins.
  - C. Students should arrive 10-15 minutes before school starts in order to have their temperature checked. Parents must stay until their child's temperature has been cleared to enter the school. If a child has a fever, a second temperature check can be given to make sure the temperature reading is correct. Once it has been determined that the staff or child has a fever, the person must go home immediately and not enter the facilities.
  - D. Parents/Guardians DO NOT enter the building.
  - E. Students will receive a sticker after they have passed the temperature check so teachers will know that they have been screened. Students must put the sticker on or near their shirt collar so teachers can see it. Once students enter their classrooms, they should throw the sticker away and not save it to reuse it.
  - F. Once the staff or student passes the temperature screening, he/she should move directly to washing hands if there is time before the start of school. If the staff or student is running late, he/she should head straight to the entrance door of his/her classroom and use hand sanitizer instead.
  - G. All students arriving by school bus or school van do not need to be temperature checked when they arrive on campus. They will receive a temperature check before being allowed to ride the bus or van to school.
8. Before entering the facilities, each person must wash their hands or use hand sanitizer. The front outdoor hand washing station can be used for this purpose. Hand sanitizing stations will be at all main school entrances and exits.
9. Monitor staff and students throughout the day for signs of illness. Send home people with a fever of 100°F or higher, a cough, or other COVID-19 symptoms.

- A. Fever, cough, shortness of breath or difficulty breathing, chills, shaking with chills, muscle pain, headache, sore throat, loss of taste or smell
- B. For serious injury or illness, call 911 without delay.
- C. 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.

#### **4. EXITING SCHOOL**

1. Parents and guardians will not enter the Education Building to pick up their children. Elementary School ends at 3:25 PM and Middle School ends at 3:35 PM.
2. Kindergarten, 1st grade, and Miss Trimble's 3rd grade students must be signed out and picked up by a parent or an authorized adult at the outside exit doors of those classrooms. There will be floor markers for parents to wait on in order to keep physical distancing as they line up to pick up their children.
3. Elementary School teachers who do not have an outside exit door will keep their students in the classroom until a parent or authorized adult comes to pick them up. There will be four tables stationed outside the Education Building for parents or authorized adults to sign out for their children.
4. There will be a 2nd grade table, 3rd grade table (Mr. Lingad), 4th grade table, and 5th grade table set up for the sign-out process. Staff will check the adult's photo ID or CA driver's license with the Student Information Verification form to make sure the adults are authorized for picking up the students. Staff will use walkie talkies to notify teachers to release students when their pick up adult has arrived and signed them out.
5. Canopies for these sign out tables should be used on rainy days.
6. In case parents or authorized adults forget to bring their own pens, teachers and staff should be prepared to provide pens. Have a container of clean pens and have a container for "used" pens to be deposited into. Wipe down "used" pens before refilling the clean pen container.
7. We will designate several exit routes to avoid overcrowding of students.
  - A. E102 (Sarah), E104 (Jenny), E106 (Julie), E108 (Amanda), E110 (Dona) should use their outside door for students to exit as much as possible to avoid using the hallway. Parents can wait near these outside doors to pick up their children. All elementary students must be signed out by an authorized adult in order to be released by their teacher.
  - B. E101 (Elijah) and E103 (Ginger) students will leave the Education Building through the front glass doors.
  - C. E105 (Alex) and E107 (Connie) students will leave the Education Building through the side doors nearest the restrooms.
  - D. E201 (Victoria), E203 (Megan), and E205 (Jean) students will leave the Education Building through the front glass doors.

- E. Middle School students in E211, E209, E208, E207, and E206 should exit the building by using the backstairs closest to the bathrooms.
8. Students who ride the school bus or van will wait in their classrooms until they hear the public announcement through the school's loudspeakers that will notify teachers to release students to go directly to their buses or vans for boarding.
9. 2nd grade through 5th grade students in after school childcare will wait in their classrooms for childcare staff to pick them up.
- A. Kindergarten in E104 and E106
  - B. 1st grade in E108 and E110
  - C. 2nd grade & 3rd grade in the Gym
  - D. 4th grade & 5th grade in the MPR
  - E. There is no middle school after school childcare
10. Elementary School ends at 3:25 PM and Middle School ends at 3:35 PM. Parents will have a 15 minute grace period to pick up their children before being charged for being late (\$1/minute). Parents of elementary students will be charged if they come after 3:40 PM, and parents of middle school students will be charged if they come after 3:50 PM. Staff will record late pick up times on the student sign out sheet.
11. No one is allowed on the play structures after school because it will be disinfected for after school childcare use. Parents and students are to leave the school campus immediately in order to follow social distancing guidelines.

## Temperature Checking & Handwashing Monitoring Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning Temp Checker 7:55-8:45 AM Front Courtyard</b>	Marj Chiu-K Jamie Aleman-1/2 Destini Khiev-3/4 Wendy Chin-5/6 Edward Yue-7/8	Marj Chiu-K Jamie Aleman-1/2 Destini Khiev-3/4 Wendy Chin-5/6 Edward Yue-7/8	Marj Chiu-K Jamie Aleman-1/2 Destini Khiev-3/4 Wendy Chin-5/6 Edward Yue-7/8	Marj Chiu-K Jamie Aleman-1/2 Destini Khiev-3/4 Wendy Chin-5/6 Edward Yue-7/8	Marj Chiu-K Jamie Aleman-1/2 Destini Khiev-3/4 Wendy Chin-5/6 Edward Yue-7/8
<b>Hand Washing &amp; Sanitizing Monitor 7:55-8:45 AM Front Doors</b>	Diana Camburn	Diana Camburn	Diana Camburn	Diana Camburn	Diana Camburn
<b>Hand Washing &amp; Sanitizing Monitor 7:55-8:45 AM Side Doors</b>	Wenna Wong	Paul Harrell	Wenna Wong	Paul Harrell	Wenna Wong

## Parent Sign Out Table Monitoring Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Sign Out Table Monitor 3:15-3:35 Front Courtyard</b>	Marj Chiu-2nd Lisa Lovitt-3rd Diana Camburn-4th Sandy Hall-5th	Marj Chiu-2nd Lisa Lovitt-3rd Diana Camburn-4th Sandy Hall-5th	Marj Chiu-2nd Lisa Lovitt-3rd Diana Camburn-4th Sandy Hall-5th	Marj Chiu-2nd Lisa Lovitt-3rd Diana Camburn-4th Sandy Hall-5th	Marj Chiu-2nd Lisa Lovitt-3rd Diana Camburn-4th Sandy Hall-5th

## Morning Temperature and Handwashing Instructions

1. Wear a high visibility vest, face covering, and gloves.
2. Arrive early to set up outdoors for temperature checking. Move the walk up temperature scanner outside and bring 5 infrared touchless thermometers for all monitors to use.
3. Create 5 separate lines and mark the front of the line with an orange pylon and the grade level signs. There should be a line for the following groups: K, 1/2, 3/4, 5/6, 7/8.
4. Instruct students to wait on the floor markings that will keep them 6 feet apart while waiting.
5. Place a sticker on the student's collar to show that their temperature was below 100.4F. If a student's temperature is higher than 100.4F, take the temperature again. If the student seems hot because of running to the line, ask the student to sit down and rest before taking the temperature again. If the student still has a high temperature, take an oral thermometer for testing. If the student does not pass, he/she must go home immediately with his/her parents or guardian.
6. Kindergarten, 3rd grade, 4th grade, and 5th grade students should be directed to use the outside hand washing station in front of the Ed Building and then proceed to their classrooms.

7. 1st grade, 2nd grade, and Middle School students should be directed to use the outside hand washing station near the library entrance and then proceed to their classrooms. Students may also use the lower floor restroom sinks to wash their hands.

8. If students are running late, they should use hand sanitizer instead of the handwashing stations and report immediately to their classrooms.

9. Clean up at 8:45 AM and have late students come to the office when checking in.

10. On Monday only, each monitor will have a checklist to show which students have not completed their health screening. When those students arrive, their parents must fill out a health screening form before they are allowed to come to school.

### **After School Parent Sign Out Instructions**

1. Wear a high visibility vest, face covering, and gloves.

2. Set up 4 tables for 2nd, 3rd, 4th, and 5th grade parents or guardians to sign out for their child. Bring pens, SIV binders to check if adults are authorized for pick up, and the class rosters.

3. When parents/guardians come to the sign-out table, ask for their CA ID card to be sure they are the authorized pick up person. Make a check next to the student's name after you have verified the pick-up person. Use your walkie talkie to call the classroom teacher's radio and ask the teacher to send out that specific student for pick up.

4. Each teacher will have their own walkie talkie call line. Alex Au - #1, Connie Wan - #2, Elijah Lingad - #3, Ginger Yee - #4, Victoria Lai - #5, Jean Abbett - #6, Megan Hurtz - #7

5. Parents who are more than 15 minutes late will be charged a late fee of \$1/minute. Mark those students who are picked up late with the time that their parents/guardians arrived.

6. 3:15 PM is the end of school for elementary school students. Students should be picked up by 3:30 PM.

7. Kindergarten, 1st grade, and Sarah Trimble's students will be picked up at their classroom's outside doors.

8. MS students are released at 3:35 PM and may be released without parents checking them out.

9. Bus riders will be released from their classes at 3:40 PM through the PA system.

### **5a. OFFICE PROCEDURES**

1. For the safety of staff and students, CCS is limiting parents' and visitors' access to the Education Building. We will lock the front doors of the Education Building. There will be a table outside the building for parents to drop off items for their children. Ring the doorbell to speak to the office staff for further instructions.
2. Parents can drop off cash payments or valuable items by appointment only. Parents can call or email the office to handle most of their questions. Office staff will check the lockbox daily in the morning (9:30 AM) and in the afternoon (4:00 PM).
3. Office staff in routine contact with the public must use facial coverings. Wearing face shields and masks together can provide extra protection when working closely with people.
4. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
5. There is a two-visitor maximum that can come into the office at the same time. Others must wait outside the office on the floor markers to avoid overcrowding.
6. All visitors must wear a face covering or mask before entering our facilities. All visitors who are coming onto the CCS campus to work or stay for longer than 5 minutes, must be temperature checked in order to be allowed on campus. Visitors who are dropping off items (packages, tuition, lunch fees, books, etc.) may do so without a temperature check, but they should leave immediately after they have completed their delivery.
7. After taking a temperature check, office personnel will ask visitors or contract personnel to sign in with their contact information to have a record for contact tracing purposes.
8. The office staff will provide extra help for teachers who put in a request for photocopies. Teachers can drop off materials that need to be copied into a bin on the counter in the school office. Teachers will fill out a form with instructions and clip it to the materials. The turnaround time for copies to be done and put in the teacher's mailbox will be around 2 to 4 hours from the time it is submitted.
9. The office will not be issuing tardy slips.
10. Have a container of clean pens and have a container for "used" pens to be deposited into. Wipe down "used" pens before refilling the clean pen container.

11. A new RING device has been installed at the front glass doors of the Education Building. CCS will keep the front doors of the Ed Building locked. Visitors to our campus will use the RING device to communicate with the office staff to determine if it is necessary for them to come into the building. This will help in lessening the number of random visitors into our Education Building.

### **5b. LIBRARY PROCEDURES**

1. The school library will not be open for classes to come, handle books, and check out books this year.
2. Students can use the school website to browse through the AR book list to create a request for a library book. They can email their requests (student's name, book title, and author) to the librarian, [Yuenyeetam@ccs-rams.org](mailto:Yuenyeetam@ccs-rams.org) .
3. The school librarian, Dr. Tam, has created a Google Doc for each class and teacher to request library books. She will fill requests each week and set them out on a table in front of the library for pick up. All books will be placed into bags labeled with the student's name.
4. Students and staff will return books in the library bookmobile cart outside the library. Please return all books by the end of each month to avoid late fees.

## **6a. CLASSROOM PROCEDURES & COHORTING**

1. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teachers or staff with each group to the greatest extent practicable. (Cohorts)
2. Minimize the movement of students and teachers or staff as much as practicable.
3. Students with restrooms in their classrooms should use them; this will cut down the number of students using the shared public restrooms.
4. The office will no longer be issuing tardies in the morning. It is optional for Middle School 1st period teachers and all elementary core teachers to track tardies on Renweb. Teachers may want to track tardies to have a record of a student's habits and to use the records as a point of reference when speaking to parents about how tardies are adversely affecting the student's learning and grades.
5. Teachers will be able to teach different classes as long as they are practicing physical distancing protocols (keeping 6 feet apart from students and wearing a face covering or face shield with drape). If a teacher remains solely with one cohort, physical distancing will be less crucial to adhere to at all times. For younger students, keeping a physical distance from teachers will be difficult, which is a consideration for fewer teachers breaking into their cohort.
6. Maximize space between seating and desks with physical distancing (approx. 5-6 feet) between desks. Use markings on the classroom floor to promote distancing and to avoid face-to-face contact.
7. Create a safe zone around the teacher's desk with tape on the floor. Students should not cross the tape in order to keep physical distancing.
8. The MPR, Gym, and MC2 are large rooms that could be repurposed into classrooms.
9. Some classes may need to be live-streamed for students who are doing distance learning from home. Students with pre-existing immune system deficiencies or compromised health conditions may choose to do distance learning from home.
10. Elementary teachers must teach and train students on how to line up with physical distancing. (E.g. Students should be able to fully stretch out their arms in front of them and not be able to touch the person in front of them.)

11. Implement procedures for turning in assignments to minimize contact. Students should not collect each other's papers nor should they pass papers to each other. Each student should turn in their own work to avoid close contact with others. Teachers may want to allow papers to sit for 24 hours<sup>2</sup> before touching them.
12. At the beginning of the year, teachers should request some supplies from parents for their classrooms: 2 boxes of tissues and 2 tubs of antibacterial wipes.
13. The CDC recommends virtual activities in lieu of field trips and intergroup events.
14. Limit stuffed animals and any other toys that are difficult to clean and sanitize.
15. We will disinfect the following surfaces between uses for different people: desks and tables, chairs, keyboards, phones, and copy machines.
16. Kindergarten students will nap on their mats next to their desks, and teachers will move students to other spots if needed.
17. All students must bring reusable water bottles labeled with their names. Water fountains will be turned off so students will not use them. Teachers will instruct students to refill their water bottles at classroom sinks or outdoor sinks.
18. Open doors and maximize space between students. Minimize contact between people as much as possible. Classroom doors can be propped open during the day for better ventilation and air circulation.
19. Weather permitting, consider instruction outside when possible.
20. Keep each child's belongings separated in cubbies. Students should not touch other students' belongings (backpacks, lunch boxes, water bottles, etc.). Be sure everything is taken home if another shelter-in-place order is called for.
21. Middle school students will bring a plastic crate to school and use their cubbies and crates to hold and store their belongings since lockers are not being issued. Crates will stay in a designated classroom and not be moved from room to room.
22. Minimize the sharing of class equipment or art supplies. All students must bring their own school and art supplies (e.g. scissors, pencils, staplers, tape, markers, etc.). If

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<sup>2</sup> Alameda County Public Health Dept. Director says that 24 hours is longer than needed for safe handling of papers and textbooks.

students must use the teacher's supplies, be sure to collect all supplies in a designated bin that is to be cleaned and disinfected at the end of each day.

23. After every student uses the classroom computer for AR testing, teachers must use antibacterial wipes to disinfect the keyboard and mouse before another student uses the same computer.
24. After every student reads a book from the teacher's library collection, be sure to collect the book in a designated bin to be cleaned and disinfected at the end of each day before the book is returned into the class's library collection again.
25. Parents can still volunteer to help a teacher or class; however, the help they provide should be done from their home.
26. The administration will remind all subject teachers to wash hands frequently and wear face shields as they move between classrooms.

### **6b. COMPUTER LAB**

1. All students will sanitize or wash their hands before entering the computer lab. All students will wear their face coverings throughout their time in the computer lab.
2. Computer lab classes will not be scheduled back to back in order to build in time for sanitizing keyboards, mice, and desks. Older students in the 3rd grade and beyond can help the computer teacher with wiping down the equipment.
3. Middle school students may not need to use the computer lab if they are able to do their computer lessons from Beyond Technology and the coding enrichment classes on their school Chromebooks.
4. Our IT Director, Ricky Wong, has purchased some keyboard covers for the students to use while on the computers. These keyboard covers will be removed after students use them; they can easily be wiped down, air dried, and reused the next day. Keyboard covers will speed up the cleaning process between different classes using the computer lab.
5. A new mobile cart has been purchased with 25 new Chromebooks. We want to provide ample time for teachers to train students on how to use Chromebooks to be prepared for distance learning. These Chromebooks will be used on a rotational basis among the elementary school classes - one grade per week.

- A. One class will be assigned the Chromebook cart for two days of usage (Mon.-Tue.). Each student will be assigned a particular computer and will only use the one assigned to him/her.
- B. At the end of the two days, the teacher or TA will sanitize the Chromebooks by wiping them down with antibacterial wipes, and the computers will be left unused for 24 hours (all Wed.).
- C. Another class will be assigned the Chromebook cart for two days of usage (Th.-Fri.). Repeat procedures in A.
- D. Repeat procedures in B, but the computers will be unused all weekend long.

## **7. SCHOOL REOPENING MODELS**

**PREFERRED MODEL:** A 5-day on-campus teaching and learning model is desired by many; however, we will begin the school year with a complete distance learning program until Alameda County allows schools to reopen on-site or until the school receives a waiver to re-open on-site. When CCS is allowed to reopen on campus, we will do it in grade-level waves to ensure that all COVID-19 guidelines and protocols are being followed and the safety of students and staff are being met. (e.g. Kindergarten through 2nd grades will return before other grades.) We will reopen on-site 5 days a week with normal school hours.

**ALTERNATE MODEL:** Blended Learning Model (4 days on + 1 day off or 3 days on + 2 days off) Students will report to school on 4 or 3 designated days for in-person instruction and stay home for distance learning for 1 or 2 days. Either Wednesday or Friday will be the designated distance learning days so facilities staff can work on disinfecting the campus.

**DISTANCE LEARNING MODEL:** When students are allowed to be back on campus for learning, live Google or Zoom meetings will be used as an option for students who need distance learning and are unable to come to school.

1. If the school must go into shelter-in-place and everyone is doing distance learning from home, we will repurpose staff for tutoring, TA work, and parent communication (Chinese and Korean needs) if we are able to continue paying all support staff.
2. Please see the Distance Learning Handbook for detailed information about DL.
3. A digital citizenship pledge and computer agreement form will be required for all students and families to sign at the beginning of the year.
4. Google Classroom is the online learning management platform that all teachers and students are encouraged to use throughout the school year, especially in preparation for a possible shelter-in-place order.

### **8a. RECESS**

1. CCS has a fenced playground for Kindergarten and 1st grade students as well as a larger open play structure for all grades K-5. These two play structures will be used on an assignment only rotational basis to allow for disinfectant spraying of the structures.
2. Facilities staff will spray the disinfectant after school. Facilities staff purchased a specialized power sprayer to help disinfect our play structures.
3. Limit the use of shared playground equipment in favor of physical activities that require less contact with surfaces.
4. Limit the sharing of objects and equipment (toys, games, art supplies). Clean and disinfect between uses.
5. A staggered recess schedule will be made, so fewer grades have recess at the same time. Each class will have designated zones for play during recess time, so there is no mixing of students between classes.
6. Students should wear face coverings as much as possible, but can take them off if they are practicing physical distancing. We understand that fresh air is important.
7. More “feet-based” games and less physical contact games will be encouraged during recess time (e.g., soccer, hopscotch, running).
8. Students will wash their hands before recess and after recess. They can use outside washing stations and indoor bathrooms. Adult monitors will supervise students.
9. Middle school cohorts will be assigned different play zones for their nutrition breaks and lunch recesses.
10. There are 5 main zones for classes to play and have recess.
  - A. Zone 1: Big play structure & blacktop
  - B. Zone 2: Small play structure
  - C. Zone 3: Turf field
  - D. Zone 4: Front grass field
  - E. Zone 5: Basketball courts in the parking lot

**Elementary Monitoring Schedule 2020-2021**  
**(Last Revised 7/17/2020)**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM Recess 9:30--9:50 K-1st</b>	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Jenny Wong-104	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Lilly Chew-104	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Lilly Chew-104	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Lilly Chew-104	*Lisa Hum-108 Thera Ng-110 *Abby Wong-106 Jenny Wong-104
<b>AM Recess 9:50-10:10 2nd-3rd</b>	*Pamela Chen-107 Alex Au-105 Lucia Leung-102 Catherine Tan-101	Connie Wan-107 *Pamela Chen-105 Lucia Leung-102 Catherine Tan-101	*Pamela Chen-107 Catherine Tan-105 Lucia Leung-102 Elijah Lingad-101	*Pamela Chen-107 Catherine Tan-105 Sarah Trimble-102 Lucia Leung-101	*Pamela Chen-107 Catherine Tan-105 Lucia Leung-102 Conkyo Yue-101
<b>AM Recess 10:10-10:30 4th-5th</b>	*Thera Ng-103 Ellen Li-201 Sunny Guo-203 *Stephen Yuen-205	*Thera Ng-103 Ellen Li-201 Sunny Guo-203 *Stephen Yuen-205	*Thera Ng-103 Ellen Li-201 Sunny Guo-203 *Stephen Yuen-205	*Thera Ng-103 Ellen Li-201 Sunny Guo-203 *Stephen Yuen-205	*Thera Ng-103 Ellen Li-201 Sunny Guo-203 *Stephen Yuen-205
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Lunch 11:00-11:30 K-1st</b>	Jenny Wong-104 Julie Gullman-106 Amanda Hungate-108 Dona Jeong-110	Lilly Chew-104 Abby Wong-106 Lisa Hum-108 Gloria Yiu-110	Jenny Wong-104 Julie Gullman-106 Amanda Hungate-108 Dona Jeong-110	Lilly Chew-104 Abby Wong-106 Lisa Hum-108 Gloria Yiu-110	Jenny Wong-104 Julie Gullman-106 Amanda Hungate-108 Dona Jeong-110
<b>Lunch Recess 11:20-11:40 K-1st</b>	*Suk Chang Lee-104 Abby Wong-106 *Lisa Hum-108 Gloria Yiu-110	*Suk Chang Lee-104 Julie Gullman-106 *Amanda Hungate-108 Dona Jeong-110	*Lilly Chew-104 Abby Wong-106 *Lisa Hum-108 Gloria Yiu-110	*Suk Chang Lee-104 Julie Gullman-106 *Amanda Hungate-108 Dona Jeong-110	*Suk Chang Lee-104 Abby Wong-106 *Lisa Hum-108 Lisa Lovitt-110
<b>Lunch 11:30-11:55 2nd-3rd</b>	Alex Au-105 Connie Wan-107 Sarah Trimble-102 Elijah Lingad-101	Alex Au-105 Wendy Chin-107 Christine Yip-102 Stephen Yuen-101	Alex Au-105 Connie Wan-107 Sarah Trimble-102 Elijah Lingad-101	Wendy Chin-105 Connie Wan-107 Christine Yip-102 Ricky Wong-101	Alex Au-105 Connie Wan-107 Sarah Trimble-102 Elijah Lingad-101

<b>Lunch Recess 11:50-12:10 2nd-3rd</b>	*Pamela Chen-105 Destini Khiev-107 Thera Ng-102 *Wilson Fung-101	*Pamela Chen-105 Destini Khiev-107 Sarah Trimble-102 *Wilson Fung-101	*Pamela Chen-105 Destini Khiev-107 Thera Ng-102 *Wilson Fung-101	*Pamela Chen-105 Destini Khiev-107 *Wilson Fung-102 Elijah Lingad-101	*Pamela Chen-105 Destini Khiev-107 Thera Ng-102 *Wilson Fung-101
<b>Lunch 11:55-12:15 4th-5th</b>	Ginger Yee-103 Victoria Lai-201 Megan Hurtz-203 Jean Abbett-205	Clarence Poon-103 Edward Yue-201 Lisa Lovitt-203 Paul Harrel-205	Ginger Yee-103 Victoria Lai-201 Megan Hurtz-203 Jean Abbett-205	Clarence Poon-103 Edward Yue-201 Lisa Lovitt-203 Paul Harrel-205	Ginger Yee-103 Victoria Lai-201 Megan Hurtz-203 Jean Abbett-205
<b>Lunch Recess 12:15-12:35 4th-5th</b>	*Jamie Aleman-103 Conkyo Yue-201 *Sandy Hall-203 Brandi Geer-205	*Jamie Aleman-103 Conkyo Yue-201 *Sandy Hall-203 Brandi Geer-205	*Jamie Aleman-103 Conkyo Yue-201 *Sandy Hall-203 Brandi Geer-205	*Jamie Aleman-103 Conkyo Yue-201 *Sandy Hall-203 Brandi Geer-205	*Jamie Aleman-103 Conkyo Yue-201 *Sandy Hall-203 Brandi Geer-205
<div>Monday</div> <div>Tuesday</div> <div>Wednesday</div> <div>Thursday</div> <div>Friday</div>					
<b>K-1st Recess 1:20-1:40  K-1st Snack 1:40-1:50</b>	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Yuen Yee Tam-104	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Lilly Chew-104	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Lilly Chew-104	*Lisa Hum-108 Gloria Yiu-110 *Abby Wong-106 Lilly Chew-104	*Lisa Hum-108 Thera Ng-110 *Abby Wong-106 Yuen Yee Tam-104
<b>PM Recess 1:50-2:10 2nd-3rd</b>	*Pamela Chen-105 Marj Chiu-107 Conkyo Yue-101 *Destini Khiev-102	*Pamela Chen-105 Diana Camburn-107 Conkyo Yue-101 *Sandy Hall-102	*Pamela Chen-105 Marj Chiu-107 Conkyo Yue-101 *Destini Khiev-102	*Pamela Chen-105 Diana Camburn-107 Conkyo Yue-101 *Sandy Hall-102	*Pamela Chen-105 Conkyo Yue-107 Catherine Tan-101 *Destini Khiev-102
<b>PM Recess 2:10-2:30 4th-5th</b>	*Wilson Fung-103 Victoria Lai-201 Megan Hurtz-203 *Yuen Yee Tam-205	Ginger Yee-103 *Wilson Fung-201 *Yuen Yee Tam-203 Jean Abbett-205	*Wilson Fung-103 Victoria Lai-201 Megan Hurtz-203 *Yuen Yee Tam-205	Ginger Yee-103 *Wilson Fung-201 *Yuen Yee Tam-203 Jean Abbett-205	*Wilson Fung-103 Ricky Wong-201 *Yuen Yee Tam-203 Marj Chiu-205
<b>Rainy Day Schedule:</b>	Each class teacher takes care of their own indoor recess monitoring on a rainy day. Assigned monitors should visit the rooms of the classes they would monitor to see if the teacher needs a quick break.				

\* Bring a first-aid kit and 2 walkie-talkies to the playground. Give one walkie-talkie to the other monitor on duty. Be sure to return the walkie talkies immediately after for other recess monitors to use.

## 2020-2021 Middle School Monitoring Schedule revised 7/18/2020

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Nutrition Break 10:30-10:50 Rainy Day NB in Gym</b>	Ricky Wong-6 Dave Landis-7A Tina Fung-7B Christine Yip-8	Joyce Yuan-6 Joel Tambussi-7A Tina Fung-7B Brian Camburn-8	Ricky Wong-6 Dave Landis-7A Tina Fung-7B Christine Yip-8	Joyce Yuan-6 Joel Tambussi-7A Cindy Loh-7B Brian Camburn-8	Ricky Wong-6 Tina Fung-7A Cindy Loh-7B Joel Tambussi-8
<b>Lunch 12:25-12:50 Front Courtyard</b>	*Brian Camburn	*Sandy Hall MS Staff in Mtg.	*Cindy Loh	*Paul Harrel Small Groups	*Joyce Yuan
<b>Lunch 12:25-12:50 Blacktop Playground</b>	Joel Tambussi	Paul Harrel MS Staff in Mtg.	Joyce Yuan	Small Groups	Dave Landis
<b>Lunch Recess 12:45-1:05</b>	**Dave Landis-6 Jamie Aleman-7A **Wenna Wong-7B Edward Yue-8	**Cindy Loh-6 Jamie Aleman-7A **Wenna Wong-7B Edward Yue-8	**Christine Yip-6 Jamie Aleman-7A **Wenna Wong-7B Paul Harrel-8	None MS Small Groups	**Paul Harrel-6 Jamie Aleman-7A **Wenna Wong-7B Brian Camburn-8

\*Report to the mobile cart to help students flip their lunch cards as they line up to pick up their lunches. Be on time!

\*\*Remember to bring two walkie talkies out for yourself and the other teacher near your recess zone.

### Nutrition Break & Lunch Recess Monitoring Instructions 10:30-10:50 & 12:25-1:05

1. Monitors must wear a high visibility vest, carry a walkie talkie, and wear a whistle.
2. Monitors should bring out a first aid kit or a first aid backpack.
3. Each cohort (6th, 7A, 7B, 8th) is assigned a separate recess zone for this break time.
4. Cohorts should not mix during Nutrition Break.
5. Students may eat, drink, and go to the restroom during this time. Face coverings may be removed when eating or drinking but should be put back on afterward.
6. Remind students to wear their face coverings, not to touch one another, and to keep physically distanced while talking.

7. 5 minutes before Nutrition Break and Lunch Recess are over, remind all students to wash their hands or sanitize their hands before returning to class. Please use both outside handwashing stations.
8. Whistle once to signal that students should wash hands. Whistle twice to signal that it is time to go in.
9. Return walkie talkies to the staff workroom or school office for others to use next. Return first aid kits to the classrooms.

### **MS Lunch Monitoring Instructions 12:25-12:50**

1. Each cohort (6th, 7A, 7B, 8th) has been assigned designated outside tables in separate areas. Students must eat at their assigned tables.
2. Students must wear face coverings as they walk to lunch, and they may take off their face coverings only when they are eating and drinking their lunch meal.
3. Remind students to wash or sanitize their hands before eating their lunch.
4. Students who buy lunch can line up in the Gym on the thick black line on the floor. Students must line up with physical distancing (5 to 6 feet apart). Students must walk and use indoor voices when entering the Gym.
5. The lunch monitor with one \*asterisk will help flip lunch cards at the mobile cart in the Gym for students who are buying lunch.
6. Students will sit on only one side of the picnic tables so no one is sitting face to face. All students will sit facing the same direction so no one will be facing another person. Encourage students not to talk while eating since face coverings are off.
7. Walk around while monitoring students at their lunch tables.
8. No sharing food, and no exchanging food. (allergy risks)
9. Students are responsible for cleaning up their area and throwing away their trash in the proper waste receptacles.
9. No touching others, no touching other's food or items. Allow everyone to eat comfortably.
10. Remind students to finish eating by 12:45 so facilities staff can disinfect all tables.
11. When students are done eating, remind students to wear their face coverings and remind each cohort to go to their assigned recess zone.
12. On windy and rainy days, students will eat in their classrooms. Students who normally buy lunch will still go to the Gym to pick up their lunches. Lunch recess monitors may need to help monitor students at lunchtime since they will be in 4 different classrooms.

## RECESS PLAY ZONES ROTATION SCHEDULE

(Last Revised 7/18/2020)

WEEK 1	CLASS	WEEK 2	CLASS	WEEK 3	CLASS	WEEKS 4 & 5	CLASS
Small Playground	K-104	Big Playground	K-104	Turf Field	K-104	Grass Field	K-104
Big Playground	K-106	Turf Field	K-106	Grass Field	K-106	Small Playground	K-106
Turf Field	1st-108	Grass Field	1st-108	Small Playground	1st-108	Big Playground	1st-108
Grass Field	1st-110	Small Playground	1st-110	Big Playground	1st-110	Turf Field	1st-110

WEEK 1	CLASS	WEEK 2	CLASS	WEEK 3	CLASS	WEEKS 4 & 5	CLASS
Blacktop/Structure	2nd-105 4th-103 6th-206	Turf Field	2nd-105 4th-103 6th-206	Grass Field	2nd-105 4th-103 6th-206	Basketball Courts	2nd-105 4th-103 6th-206
Turf Field	2nd-107 4th-201 7A-207	Grass Field	2nd-107 4th-201 7A-207	Basketball Courts	2nd-107 4th-201 7A-207	Blacktop/Strctr	2nd-107 4th-201 7A-207
Grass Field	3rd-101 5th-203 7B-209	Basketball Courts	3rd-101 5th-203 7B-209	Blacktop/Strctr	3rd-101 5th-203 7B-209	Turf Field	3rd-101 5th-203 7B-209
Basketball Courts	3rd-102 5th-205 8th-211	Blacktop/Strctr	3rd-102 5th-205 8th-211	Turf Field	3rd-102 5th-205 8th-211	Grass Field	3rd-102 5th-205 8th-211

Aug.19-21	Week 3	Nov. 2-6	Week 1	Feb. 1-5	Week 1	Apr. 5-9	Week 1
Aug. 24-28	Week 4	Nov. 9-13	Week 2	Feb. 8-12	Week 2	Apr. 12-16	Week 2
		Nov. 16-20	Week 3	Feb. 15-19	Week 3	Apr. 19-23	Week 3
Aug. 31-Sep. 4	Week 1	HOLIDAYS	Week 4	Feb. 22-26	Week 4	Apr. 26-30	Week 4
Sep. 7-11	Week 2						
Sep. 14-18	Week 3	Nov. 30-Dec. 4	Week 1	Mar. 1-5	Week 1	May 3-7	Week 1
Sep. 21-25	Week 4	Dec. 7-11	Week 2	Mar. 8-12	Week 2	May 10-14	Week 2
Sep. 28-Oct. 2	Week 5	Dec. 14-18	Week 3	Mar. 15-19	Week 3	May 17-21	Week 3
		HOLIDAYS	Week 4	Mar. 22-26	Week 4	May 24-28	Week 4
Oct. 5-9	Week 1	HOLIDAYS	Week 5	HOLIDAYS	Week 5		
Oct. 12-16	Week 2					May 31-Jun. 4	Week 1
Oct. 19-23	Week 3	Jan. 4-8	Week 1				

Oct. 26-30	Week 4	Jan. 11-15	Week 2				
		Jan. 18-22	Week 3				
		Jan. 25-29	Week 4				

## Play Zones

### Instructions for ALL MONITORS

- 1) Wear a high visibility vest, face covering, gloves, and lanyard with keys and a whistle.
- 2) Monitors with an asterisk (\*) next to their name on the monitoring schedule have extra responsibilities:
  - A) Bring a first-aid kit and 2 walkie-talkies (available at the staff workroom or school office) when you are on duty
  - B) Give one walkie-talkie to the other monitor on duty
  - C) Be sure to return the walkie talkies immediately for the next monitors to use. (No need to bring the first-aid kit if one is available in the class's ball box.)
- 3) A few minutes before recess, go to your assigned classroom to pick up students to bring them to their assigned zone.
- 4) If you can't monitor your scheduled day, please switch with another staff and write the switch on your request for leave or let the office know.
- 5) Monitors have large areas to supervise, so be mobile and walk around especially when you see students in a crowd.
- 6) Remind students to practice physical distancing and to stay within their assigned play zone. Students are allowed to remove their masks if they are running and keep physical distance from others.
- 7) Be proactive in stopping rough play or inappropriate use of sports equipment. Do not allow students to "pretend" fight.
- 8) Call the school office for emergencies by using a walkie-talkie or using your cell phone. Have the number programmed in your cell phone 510 522-0200; however, It is faster to use a walkie talkie. If there is still no communication, go to the nearest classroom and have a teacher contact the office immediately. In a life-threatening emergency, call 911 immediately before contacting the office.
- 9) Call the office with a walkie talkie before sending injured students to the nurse's station. Office staff needs information.
- 10) When you need to tend to a certain student's needs and are unable to monitor the rest of the students, use your walkie-talkie to get more support from the office or admin.
- 11) Remember your American Red Cross First Aid training. Wear gloves when you take care of minor injuries with blood or body fluids.
- 12) Keep any conversations with other staff or students brief. If you need to talk to someone, continue to keep an eye on all the students instead of paying full attention to the person you are talking to.

13) About 5 minutes before recess ends, blow your whistle once. Students are to stop all activities immediately; students should not be talking, moving, or playing at this time. When all students have stopped, remind students to pick up equipment, clothing, and water bottles before they line up to wash their hands. Blow your whistle two times quickly to signal that students should move and follow instructions. Students should line up to wash their hands at the outdoor washing station or indoor restrooms. If the class is running late, have students use hand sanitizing gel instead.

14) Check the play zone to ensure no balls, clothing, etc., are left behind. Ask students to help retrieve items that are left behind.

15) Students may walk quietly back to their classrooms after they have washed their hands. Remind students to wear their face coverings.

16) Teachers take care of their own indoor recess monitoring on a rainy day. Assigned monitors should visit the rooms of the classes they would have monitored to see if the teacher needs a quick break.

17) Unless you can find your own sub, you are still required to monitor during recess even when your class is having a party. Switching monitor duty with other staff is recommended and be sure to let the office know of the switch.

## Instructions for ALL STUDENTS

1) Each class has been assigned its own play zone for an entire week. Each week the play zones will rotate so students can play in other areas of the campus. Students must stay in their assigned play zones for all recesses.

2) Once outside, students should always check with their supervising monitor before leaving their assigned play zone. They may leave to use the restroom, wash their hands, or to go to the nurse's station for first aid.

3) Students should only use equipment in its intended manner to avoid injuring others. (E.g. Do not use the jump rope to tie people up.) Students must return equipment to the class bin after using it so others have a chance to play with it too. No toys or equipment from home are allowed at school.

4) Students should treat others with respect and play fairly according to game rules. No swearing, no play fighting, and no mistreatment of others. Always play safely.

5) Share equipment with others. Include others in your games, especially if they ask to play.

6) Students should wear their face coverings while playing with others. Students may take off masks when they are practicing physical distancing or having alone time.

7) Students are to stay away from perimeter fencing and are not to respond to the calls of strangers outside the fence but should notify the monitor immediately.

8) Students may be benched or referred to the office for rough or dangerous play, mistreatment of others, abuse of equipment, not remaining within their assigned play zone, a disrespectful or a contentious attitude toward others.

9) Students must wash hands or sanitize hands at the end of recess.

10) Students must follow the supervising monitor's instructions and whistle signals.

11) Students should gather equipment, clothing, and water bottles at the end of recess.

## Blacktop/Play Structure and Turf Field Instructions

1) The first monitor that goes out to the Blacktop & Play Structure or Turf Field should UNLOCK the left glass door by the bathrooms. The last monitor outside should LOCK the left door back up. Do not assume the next recess group will come out (e.g., party, rain, etc.). Please lock the glass doors if you are the last one in; the next group can unlock the doors on their own. Kindergarten, 1st grade, and Ms. Trimble's 3rd grade class monitors will have those classes return to classrooms through their outside doors; however, it is still your responsibility to lock the glass doors if you are the last group to come inside.

### 2) Play Structure Guidelines:

Students are to:

- Use the play structure only during their assigned times and when an adult monitor is present.
- Use the various elements in the manner designed (sliding down slides feet first, hanging from overhead ladders).
- Line up and wait for their turn.
- Use handrails and safety devices.
- Follow all instructions given by adult supervisors.

Students are NOT to:

- Eat, drink, or bring other play items into the play structure area.
- Run, push, grab, or shove others.
- Play tag games on the play structure. No running on the play structure.
- Kick, throw, dig into, or bury anything in the wood chip surface.
- Lift students onto elements they cannot reach by themselves.
- Block openings onto platforms or the bottoms of slides.
- Wear loose clothing that can get caught or snagged.

**3) Blacktop Guidelines** are similar to play structure guidelines. Students can play jump rope, four square, hopscotch, hula hoop, walk, and more. Be sure students are using equipment appropriately and not harming one another with it. Students may also sit at benches if they want to rest.

### 4) Turf Field Guidelines:

Students are to:

- Use the turf field only during their assigned times and when an adult monitor is present.
- Run, jump, play soccer, or other ball kicking games.
- Share the use of the soccer goals
- Dance or tumble.
- Follow all instructions given by adult supervisors.

Students are NOT to:

- Eat, drink, or bring other play items into the play structure area.
- Run, push, pull, grab, or shove others.
- Kick, throw, dig into or bury anything in the turf field surface.

## Front Grass and Basketball Courts Instructions

1) When playing on the front grass field, students must watch out for people walking toward the education building or gym. Monitors should tell students to refrain from throwing or kicking balls while

people are walking close to their field of play.

2) When playing on the basketball courts, caution students to be careful to watch for moving cars before retrieving balls that go into the parking lot. Students must get permission from the monitor in order to retrieve a ball or equipment that has gone outside of the play area in the parking lot or onto the street over the fence. The monitor will check for possible approaching traffic before allowing students to retrieve equipment. If a ball has gone over the fence and into the street, the monitor will radio the office for help to retrieve it.

3) Remind students: No throwing dirt out onto the parking lot or cement sidewalks.

4) No throwing balls or any equipment against the building walls.

5) Hold onto playground balls after the whistle has been blown to signal the end of recess. No bouncing or tossing balls after the whistle have been blown.

### **8b. MIDDLE SCHOOL PASSING PERIODS**

1. Staff will need to remind students in hallways and common spaces to maintain physical distancing. CCS will have signage throughout the campus communicating physical distancing requirements, both on walls and on floors.
2. Hallways will have two-way traffic during the school day. There will be arrows in all hallways and floors designating the two sides. Everyone will be instructed to always walk on the right side of the hallways and stairways.
3. No middle school students will be assigned a hallway locker until COVID-19 restrictions are lifted; this will help with social distancing. All middle school students may use backpacks, cubbies, and/or crates inside their assigned classrooms. Classrooms and class configurations for MS have yet to be determined.
4. Middle School passing periods will be a “recess” time for students in their classrooms. Students should use restrooms during passing periods; one female and one male will be permitted to go at a time. Students should not be socializing in the hallway; they should socialize in their classrooms.
5. Middle School Nutrition Break will be held outside as usual, but all students must wear face coverings unless they are eating or drinking. Each cohort will be assigned separate areas for their Nutrition Break.

## **9. LUNCH TIME**

1. Our food service director, Nancy Tom, is currently researching possibilities for the coming school year. There are three options that we are considering: 1) CCS Food Service will continue to plan and prepare all meals, 2) Hire an outside vendor to plan and prepare all meals, 3) Do not offer a meal plan and have families plan and prepare their own meals for their children. We have not yet decided on what we are able to provide with quality, but will communicate the decision with families as soon as we can.
2. Food service staff in routine contact with the public must use gloves and facial coverings.
3. Students will eat lunch in classrooms. Extra-large trash cans need to be provided for classrooms to handle lunch garbage.
4. Students will also eat outside at the picnic tables behind the 1st grade classrooms and also at the picnic tables near the gym. Picnic tables will be designated and labeled for specific classes to use only.
5. Monitors will sanitize or clean tables after students finish eating, so tables will be ready for the next group. We may use layers of disposable table coverings that can easily be removed and thrown away in between each different lunch session (K & 1 session, 2 & 3 session, 4 & 5 session, and Middle School session). Using table coverings could expedite the cleaning process so tables would be ready for students in the next session.
6. Serve individually plated or bagged meals. Hot meals should be covered with aluminum foil, and cold meals should be covered with plastic wrap. No sharing of food and utensils. No buffet or family-style meals.
7. There will not be any self-serve buffets for food or condiments for staff if they come to the cafeteria for lunch.
8. There are already sneeze guards where food is being served. Staff can eat outside at picnic tables or inside the gym at lunch tables. Staff must physically distance themselves from one another.
9. Food services will deliver meals to the classrooms or to the outside lunch tables.
10. In regards to students receiving a second portion of food, it will not be possible this year since students will not be eating in the cafeteria where they will have easy access to getting more food. Currently, we offer 2 different portions for meals: half entree meal

and a full entree meal. Parents will have to purchase meals in advance (either a week or a month in advance).

## K-5th Lunch Monitoring Instructions

- 1) Report to the outside lunch tables a few minutes before teachers release students to lunch. Be aware of the lunch zone and tables that are assigned to each class.
- 2) Teachers will walk their own classes to the lunch tables to drop off students who brought a lunch from home, then teachers will walk their classes to the gym to pick up lunches for students who are buying from Food Services.
- 3) Students will line up with physical distancing. Floor tape will mark where students should wait as they are in line. After students pick up their food, they should go immediately to their designated tables outside to eat or back into their classrooms if it is a windy or rainy day.
- 4) Students will be assigned seats by their teachers. Students will sit with physical distancing and only one side of a table will have students sitting so no one will be face to face as they are eating lunch.
- 5) Walk around and monitor students.
- 6) Open lunch containers for younger students if they need help.
- 7) Lunch monitors should help Food Service staff with milk or juice delivery to students.
- 8) Only 2 students from each class at max can go to the restroom at the same time. Check on students if they take too long in the restrooms, they may be playing in there.
- 9) Do not allow students to run, yell, or play with food during lunch time.
- 10) Be sure students use proper waste receptacles. After they throw away their trash, students must return to their tables to wait for recess time to start.
- 11) Students may not leave their lunch tables until recess starts. Students should leave their lunch boxes where their teacher has instructed them to. This may be a large box, in front of the classroom, or another location. Monitors need to know the teacher's plan for lunch boxes.

## Lunch Rules for Students

- 1) Sharing or exchanging food is not allowed due to allergy risks (& COVID-19).
- 2) K-5th students need to show the monitor their empty plate/container before they are dismissed for recess. Use your discretion - a good portion of the lunch should be consumed. No eating, drinking, or chewing while students are walking. Students cannot start walking over to show the monitor the empty plate/container until they are done chewing.
- 3) Benches are for eating or sitting only, NEVER for standing. Students must sit when eating their lunch or recess snack and throw away their garbage when they are done.
- 4) Students are responsible for cleaning up their area and throwing away their trash in the proper waste receptacles.
- 5) Students must wait to be excused from their tables to go to lunch recess.
- 6) Students must take off their face coverings while eating lunch but should put them back on after

they are done.

7) Students should not touch or bother anyone during lunch time.

### **K/1st Snack Server Instructions (all snacks are individually packaged)**

1) Snack servers must bring snacks from the MPR kitchen's snack cabinet to the playground area outside the double doors. Snack servers set up snacks. No drinks will be served. Students should drink water from their water bottles.

2) K snack server uses the rolling cart to bring snacks outside the glass doors of the play structure behind the girls' restroom area. On windy days, serve inside the double doors. On rainy days, serve outside the K and 1st classrooms.

3) Homeroom teachers can help snack servers in distributing snacks to students.

4) K snack server will set-up and the 1st grade snack server returns excess snacks to the MPR kitchen's snack cabinet or refrigerator.

5) Remind students to say "please" and "thank you" when getting their snack.

6) Have students pick up any trash that is left on the tables.

K snack server:

1:10 - 1:20 PM - Pick up and Set up snacks for K and 1st Grade

1:35 PM - Serve snack to Kindergarten students

1st grade snack server:

1:40 PM - Serve snack to 1st Grade students

1:50-2:00 PM - Clean up and put away snacks for K and 1st Grade

## **10. NURSE STATION**

1. If a student is symptomatic during the school day, a teacher must notify the office before sending the student to the nurse station. Teachers should send only sick students to the nurse station. We want to limit the number of students who come to the nurse station so there are less cross-contamination and disinfecting needs.
2. Office staff will not admit any students into the nurse's station without a note or call from the teacher or TA.
3. Symptomatic students will be separated from others right away. If more than one student is sick and reports to the nurse station, one will wait in the nurse station while the other will wait in a chair right outside the school office where they can be seen by office staff. Any students or staff exhibiting symptoms should be required to wear a face covering and wait in an isolation area until they can be transported home by an authorized adult.
4. Advise parents that sick students are not to return until they have met CDC criteria to discontinue home isolation.
5. Students who have minor injuries should be cared for in the classroom and not sent to the nurse station. Do not send students to the nurse station for ice packs. Please call the office for ice, and office staff will bring the ice pack directly to your classroom.
6. Students who have nose bleeds and major injuries to the head or body should be sent to the nurse station. Please call ahead, so we know why a student is coming to the nurse station. Monitors should radio in if they are on the playground.
7. When students come into the nurse's station, the office staff will prop the hallway door open so there is good ventilation and air circulation in the nurse's station.

### **11a. ELEMENTARY CHAPEL**

1. Elementary chapel will be conducted twice in a month-normally every other week.
2. Elementary chapel will be live-streamed into all classes where everyone will remain in their cohorts.
3. Worship through singing might be adjusted to worship through music and movement.
4. Eventually, after COVID-19 restrictions loosen and the health environment becomes safer, we will consider allowing only two grades (around 80 people) to attend chapel in MC1 which is able to hold 400+ people. Seating will be physically distanced, and the other grades will remain in their classrooms and have the chapel service live-streamed into their rooms. This will be done on a rotational basis.
  - A. Kindergarten and 1st grades will go first, 2nd and 3rd grades will go second, and 4th and 5th grades will go third.
  - B. When K & 1st are in MC1, 2nd through 5th will remain in their classrooms.
  - C. 2nd and 3rd will go to MC1 the next time there is a chapel, and so forth.

### **11b. MIDDLE SCHOOL CHAPEL**

1. Middle School chapel will run once a week through Zoom. We will live stream chapel into classrooms and each cohort will remain in their classrooms for chapel time.
2. There are less than 90 students in the entire Middle School, so it will be feasible to do physical distancing in MC1, which can hold 400+ people. We will consider gathering in MC1 when COVID-19 restrictions loosen and the environment becomes much safer.
3. Worship through singing will be adjusted to worship through music and movement.
4. Middle School students will also continue to meet for their chapel small groups.



## **SANITATION, DISINFECTING, & VENTILATING THE CAMPUS**

1. Facilities staff will clean and disinfect frequently-touched surfaces within the school at least daily, as practicable.
  - a. Door handles
  - b. Light switches
  - c. Sink handles
  - d. Bathroom surfaces
  - e. Tables
  - f. Student desks
  - g. Chairs
2. A cleaning and disinfecting schedule has been established in order to avoid both under- and overuse of cleaning products. Every classroom will be cleaned and disinfected at the end of each school day.
3. High touch areas outside will be sanitized daily. Play structures will be sanitized at the end of each day. This will include climbing structures, slides, and monkey bars. Tables, benches, and chairs will also be sanitized in between each cohort's usage at different lunch periods on a daily basis.
4. Student/teacher restrooms will be cleaned and sanitized daily as needed.
5. When choosing cleaning products, use those approved against the COVID-19 EPA-approved list "N" to reduce the risk of asthma. Asthma-safer ingredients are hydrogen peroxide, citric acid, and lactic acid.
6. CCS will have a sufficient supply of hand sanitizers, soap, tissues, no-touch trash cans, and paper towels available in every classroom and occupied room.
7. Facilities staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, mask or respirator, and disposable gowns that may be needed if there are deep cleaning and disinfection of a COVID-19 case.
8. All cleaning products must be kept out of children's reach and stored in a space with restricted access.
9. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible. When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present.

10. Classrooms that have doors that open to the outside can have the door propped open at intervals throughout the day for ventilation and airing. Other classrooms that do not have doors that open to the outside, can prop their hallway doors open for more ventilation.

## **14. BUS & VAN TRANSPORTATION**

1. All students will be temperature checked by the bus driver through a touchless infrared thermometer before being allowed to board a school bus or van. Parents or guardians are not allowed to leave until their children have been cleared to board the bus. Temperatures must be below 100°F.
2. Parents of bus riders should have an oral thermometer in their car in case the infrared thermometer that the bus driver is using reads that their child has a fever. The bus driver will not allow any student with a fever to ride the bus. Parents can use an oral thermometer to take their child's temperature if the touchless thermometer is not accurate. Parents must show that their child does not have a fever in order for them to ride the bus.
3. All students must sanitize hands as they board the school bus or van.
4. All students must wear a face covering or mask when riding on a school vehicle. Drivers must have a surplus of masks to provide to students who forgot to bring their own.
5. Students will be seated one person in a row, alternating right and left sides to create a zigzag pattern on the bus. This allows a bus that has 24 rows to seat at least 24 students. Only siblings can sit side by side and share a bench.
6. There will be assigned seating on the bus for every student.
7. Seat students from the rear of the bus forward to prevent students from walking past each other. Afternoon bus runs should be boarded based on the order in which students will be dropped off. For example, students who get off first should board last and sit in the front.
8. Bus drivers will wear gloves, a mask, and a high visibility vest.
9. Bus and van drivers should be provided disinfectant wipes and disposable gloves to support the disinfection of frequently touched surfaces after transporting any rider.
10. Bus drivers should clean and disinfect frequently-touched surfaces on the school bus daily.

### **15a. EXTENDED CARE**

1. We will not offer before school care. We do not have enough staff to work during these early hours to provide the kind of physical distancing we need to keep students separated in their class cohorts. Students must not arrive at school earlier than 8 AM.
2. We will continue to offer after school care, but the hours will be shortened due to the lack of staff that is able to stay late. After school hours will run from 3:30 PM to 5:30 PM.
3. No emergency student drop-ins will be allowed. If students have not been signed up for after school care and their parents have an emergency situation where they cannot pick up their children, parents must contact one of their authorized pick up adults to come for their children. Parents must take action in these situations since there will no longer be drop-ins for after school care. A maximum of 16 (15 students/1 adult) will be in a cohort.
4. All students will be temperature checked before entering after school care. Each teacher will be supplied with an infrared touchless thermometer to do this.
5. All students must wash their hands at the beginning of after school care. Hand washing procedures will be followed strictly.
  - A. Before and after eating
  - B. After coughing or sneezing
  - C. After being outside
  - D. Whenever coming into the classroom from another location
  - E. Before and after using the restroom
6. Students will wear masks during after school care.
7. Each kindergarten and 1st grade student who has signed up for after school care will remain in his/her classroom. Each class will have one staff supervising the students in that class. For example, one staff will care for kindergarten students in E104 and one staff will care for kindergarten students in E106; students will be kept separate.
8. 2nd and 3rd grade students will go to the Multi-Purpose Room (MPR) or the Gym. 2nd graders will enter through the door nearest the library and 3rd graders will enter through the door nearest the staff workroom. The MPR will be divided in half by a partition (movable wall); 2nd grade will be divided from 3rd grade students. In each half of the room, there will be tables designated for the different classes to use. For example, there will be tables set up and labeled for students in E105 and for E107. There will be a staff supervisor in charge of each half of the room.

9. 4th and 5th grade students will go to the Gym or MPR. 4th graders will enter through the door nearest the bleachers, and 5th graders will enter through the door nearest the parking lot. The Gym will be divided in half by a partition (movable wall); 4th grade will be divided from 5th grade students. In each half of the room, there will be tables designated for the different classes to use. For example, there will be tables set up and labeled for students in E103 and for E201 (4th grade classes). There will be a staff supervisor in charge of each half of the room. Cohorts are not allowed to mix but must remain at their designated tables.
10. Second through fifth grade students will go to larger rooms. The larger group will go to the Gym and the smaller group will go to the MPR.
11. After school outside playtime will be staggered and the playground will be used on a rotational basis.
  - A. Kindergarten classes will use the Kindergarten playground. They will stagger the times so the two classes do not commingle. Students will be instructed to wash their hands before and after playing on the playground.
  - B. 1st-5th grade classes will rotate using the large playground structure.
    1. Monday: 1st grade
    2. Tuesday: 2nd grade
    3. Wednesday: 3rd grade
    4. Thursday: 4th grade
    5. Friday: 5th grade
  - C. Students will be assigned to different outside areas to play in. The staff supervisor will ensure that students do not commingle. The coordinator will devise a rotation schedule for students to use these play areas.
    1. Front grass area
    2. Turf field
    3. Blacktop
    4. Gymnasium
    5. Playground structure
11. Each grade level will have their own playground equipment to use. Staff supervisors will help sanitize equipment at the end of each day.
12. We will not be able to offer Middle School after school care until the physical distancing orders have loosened. We ask that all MS students go home immediately following the end of the school day.

### **15b. MIDDLE SCHOOL AFTER SCHOOL STUDY HALL**

1. Parents must sign up for their child for Middle School Study Hall. No drop-ins will be accepted, except in the situation where a student has been assigned mandatory after school study hall by a teacher because the student has too many missing assignments.
2. There is a maximum cap of 14 students in a study hall classroom. If there is a high demand that exceeds the maximum cap, students will be accepted into the after school Study hall program based on academic need, and a waiting list will be started
3. Three classrooms for study hall will be available on Tuesday, Wednesday, and Thursday from 3:45-4:30 PM. There will be one classroom for each grade level to maintain cohorts.
4. Students will help sanitize their own desks and chairs before sitting down to work at the beginning of after school study hall. They will wear gloves and wash their hands after they finish sanitizing their work area.
5. After being accepted into the program, students will be assigned a teacher and a classroom for after school study hall. We will assign students to stay within their cohort.
6. If students have over 5 unexcused absences from study hall, they may be dropped to make room for others on a waiting list.

## **16. PE & ATHLETICS**

1. PE and interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by local public health officials. Physical distancing will be practiced.
2. PE classes will be held outdoors as much as possible, but the gym will be used when the outdoors is not feasible for a particular activity.
3. Students will wear masks as much as possible during PE, but may have to remove masks in order to have enough air for breathing. The students' well being is a priority.
4. Hand washing will be a requirement for all students at the beginning of each class and at the end of class.
5. The PE teacher will sanitize equipment that is being used by students on a daily basis.
6. Every class will have their own sports equipment (balls, jump ropes, and hula hoops) and designated areas for play. No classes will be sharing play areas.
7. Equipment should be labeled with the classroom's number.
8. The after school Middle School Athletics program will be canceled for the fall season and possibly for the winter season if physical distancing guidelines are still strictly in effect.
9. Middle school PE classes are held during period 7 which is the last class of the day. We will forego having the middle school students go into the restrooms to change into PE clothes to avoid the possible close contact they may have while changing; this will help with social and physical distancing.
10. On PE days, middle school students will come to school already dressed in their PE uniforms. They will not come to school in their normal school uniform.

### **17a. MUSIC ENRICHMENT CLASSES**

1. Students will be instructed to wash their hands before and after enrichment classes.
2. After school orchestra enrichment classes will be offered Monday-Thursday. Orchestra students play stringed instruments (violin, viola, and cello). These students must wear face coverings and be physically distanced during classes.
3. There is a minimum and maximum cap number of students for each music enrichment class. Returning students will have priority for enrollment over new students.
4. After school choir enrichment classes will not be offered because singing has not been cleared as a safe activity during the pandemic. Possible alternative classes are being planned.
5. After school guitar and drum classes will be offered after school if there is a demand. These students must wear face coverings and be physically distanced during classes.
6. After school flute or woodwinds enrichment classes will not be offered because it has not been cleared as a safe activity during the pandemic.
7. Music classes during the school day must have a new emphasis away from singing since singing has not been approved as a safe activity during the pandemic. Teachers can still teach music theory and physical movement.
8. These changes may affect our ability to have in-person winter and spring concerts for families. However, an online concert is currently being planned.

### **17b. AFTER SCHOOL ENRICHMENT CLASSES**

1. CCS will not invite outside vendors to bring in enrichment classes this year. Outside vendors travel from school to school and are exposed to a large variety of people from many different cities and counties. We want to limit the number of outside vendors and guests onto our campus. We also want to limit the mixing of our students outside of their classroom “bubbles”. Enrichment classes often mix students between classes and grade levels; therefore, we will not offer our normal enrichment classes (karate, chess, legos, speech, drama, and Marvegos fine arts) this year.

## **18. STAFF AND FACULTY MEETINGS**

1. Wednesday morning staff devotions will be held through Zoom from 8:00-8:30 AM.
2. Friday after school staff meetings from 3:45-4:30 PM will be held in MC1 with physical distancing and everyone wearing masks or face shields. Please let an administrator know if you need special arrangements or have questions about this. Staff who are working from home may attend through the Google Meets link.

## **19. APPENDIX: GUIDANCE DOCUMENTS**

- [Alameda County Public Health Dept and Alameda County of Education](#)
- [American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for school Reentry](#)
- [CDC - Considerations for K12 schools](#)
- [COVID-19 Industry Guide: School and School-based Program \(CA Dept Public Health\)](#)
- [Calif Dept of Education Guidance](#)