



# **Coastline Christian Schools 2021-2022 Opening Plan**

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

**Last revised: 8-10-2021**

**ACOE & ACPHD School Opening Checklist (8-10-2021)**

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 written here for ease of reference. Note that information in this document may change according to updates from public health agencies.

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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

**Opening Dates:**

- August 16th, Elementary School Parent Orientation Night
- August 18th, First day of school for all K-8 students

**COVID-19 Liaison:** Edward Yue, principal, [edwardyue@ccs-rams.org](mailto:edwardyue@ccs-rams.org) (510) 522-0200 & Wenna Wong, Human Resources Director, [wennawong@ccs-rams.org](mailto:wennawong@ccs-rams.org) (510) 522-0200

**Number of Students:** 39-Kindergarten, 41-1st Graders, 34-2nd Graders, 35-3rd Graders, 38-4th Graders, 32-5th Graders, 40-6th Graders, 21-7th Graders, 28-8th Graders

**Number of Staff Returning:** 54

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

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

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

1. Facilities staff will clean high touch surfaces daily. Staff may clean and/or disinfect high-touch surfaces more often as needed and practicable. High-touch areas may, but are not limited to, door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs.
2. A cleaning schedule has been established in order to avoid both under- and overuse of cleaning products. Every classroom will be cleaned 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.).
4. High-touch areas outside will be cleaned daily. Play structures will be cleaned at the end of each day. This will include climbing structures, slides, and monkey bars. Tables, benches, and chairs will also be cleaned in between each cohort's usage at different lunch periods on a daily basis.
5. Student/teacher restrooms will be cleaned and cleaned daily as needed.
6. After every student uses the classroom computer for AR testing, teachers will clean or 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.).
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 can prop their hallway doors open for more ventilation.

### **3. COHORTING**

1. Students will remain in the same space and in the same class groups as practicable. The same students and teachers or staff will be kept with each group to the greatest extent practicable. 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.
4. Maximize space between seating and desks with as much physical distancing as is practicable in each classroom. Use markings on the classroom floor to promote distancing and to avoid face-to-face contact.
5. CCS has a large campus with five spacious play areas for recess and lunchtimes. Each classroom cohort will be assigned one of the five outdoor play areas each week to have their outdoor recess time. No class cohort will share a play area. The recess rotation chart demonstrates these play area designations.

### RECESS PLAY ZONES ROTATION SCHEDULE (Last Revised 7/23/2021)

RECESS PLAY ZONES ROTATION SCHEDULE (Last Revised 7/23/2021)							
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 6A-206	Turf Field	2nd-105 4th-103 6A-206	Grass Field	2nd-105 4th-103 6A-206	Basketball Courts	2nd-105 4th-103 6A-206
Turf Field	2nd-107 4th-201 6B-206	Grass Field	2nd-107 4th-201 6B-206	Basketball Courts	2nd-107 4th-201 6B-206	Blacktop/Structure	2nd-107 4th-201 6B-206
Grass Field	3rd-101 5th-203 7th-207	Basketball Courts	3rd-101 5th-203 7th-207	Blacktop/Structure	3rd-101 5th-203 7th-207	Turf Field	3rd-101 5th-203 7th-207
Basketball Courts	3rd-102 5th-205 8th-211	Blacktop/Structure	3rd-102 5th-205 8th-211	Turf Field	3rd-102 5th-205 8th-211	Grass Field	3rd-102 5th-205 8th-211
Aug. 18-20	Week 3	Nov. 1-5	Week 1	Jan. 31-Feb. 4	Week 1	Apr. 4-8	Week 1
Aug. 23-27	Week 4	Nov. 8-12	Week 2	Feb. 7-11	Week 2	HOLIDAYS	Week 2
		Nov. 15-19	Week 3	Feb. 14-18	Week 3	Apr. 18-22	Week 3
Aug. 30-Sep. 3	Week 1	HOLIDAYS	Week 4	Feb. 21-25	Week 4	Apr. 25-29	Week 4
Sep. 6-10	Week 2						
Sep. 13-17	Week 3	Nov. 29-Dec. 3	Week 1	Feb. 28-Mar. 4	Week 1	May 2-6	Week 1
Sep. 20-24	Week 4	Dec. 6-10	Week 2	Mar. 7-11	Week 2	May 9-13	Week 2
Sep. 27-Oct. 1	Week 5	Dec. 13-17	Week 3	Mar. 14-18	Week 3	May 16-20	Week 3
		HOLIDAYS	Week 4	Mar. 21-25	Week 4	May 23-27	Week 4
Oct. 4-8	Week 1	HOLIDAYS	Week 5	Mar. 28-Apr. 1	Week 5		
Oct. 11-15	Week 2					May 30-Jun. 3	Week 1
Oct. 18-22	Week 3	Jan. 3-7	Week 1				
Oct. 25-29	Week 4	Jan. 10-14	Week 2				
		Jan. 17-21	Week 3				
		Jan. 24-28	Week 4				

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

1. The physical distancing between students will be done as much as is practicable.
2. Direct children to work independently and to maintain physical distancing.
3. Implement procedures for turning in assignments to minimize contact. Students should not collect each other's papers nor should they pass their own papers to each other. Each student should turn in their own work to avoid close contact with others.
4. Staff will remind students in hallways and common spaces to maintain physical distancing. CCS will have signage throughout the campus communicating physical distancing.
5. Hallways will have two-way traffic during the school day. Everyone will be instructed to always walk on the right side of the hallways and stairways.

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

### **ENTRANCE**

1. School will start for all students at 8:40 AM. Students should arrive at least 10-15 minutes before start time. Students are welcome into their classrooms as early as 8:25 AM.
2. Students will be allowed to arrive on campus at 8 AM. Early arriving students will not be allowed to roam around the campus. If students arrive at school between 8:00-8:25 AM, they must check-in and wait in the Gym where there are two CCS staff supervising their safety. All students will be released from the Gym at 8:25 AM. Do not arrive earlier than 8:00 AM; there is no childcare or supervision before 8:00 AM.
3. 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 (3rd-Trimble), E104 (K-Leung), E106 (K-Gullman), E108 (1st-Smith), E110 (1st-Jeong) should use their outside doors for students to enter and exit as much as possible to avoid using the hallway.
  - B. E101 (3rd-Lingad), E103 (4th-Yee) students should use the front side doors to the Education Building to enter and exit their classrooms.
  - C. E105 (2nd-Au) and E107 (2nd-Wan) students should use the playground side doors of the Education Building to enter and exit their classrooms.
  - D. E201 (4th-Lai), E203 (5th-Church), and E205 (5th-Abbett) students should use the front side doors to the Education Building, then upstairs to enter and exit their classrooms.
  - E. All middle school students should use the playground side doors of the Education Building to enter and exit their classrooms.
  - F. Parents/guardians do not enter the building.
4. CCS will conduct temperature screenings for all staff when first entering the facility. A temperature of 100°F and above is considered to be a fever and the person should not be admitted into the facilities.
  - A. 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.
  - B. All students arriving by 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 van to school.

5. 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, exits, and at the doors of each classroom.

## **EGRESS**

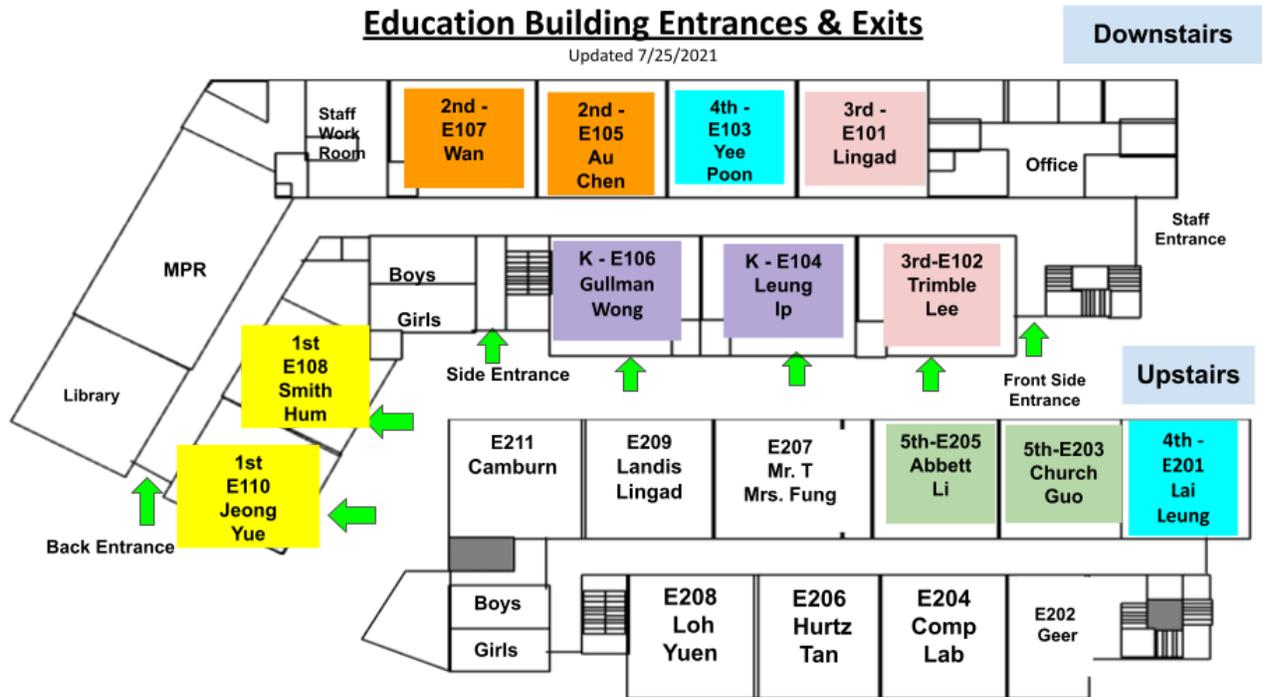
1. Parents and guardians do not enter the Education Building to pick up their children but should wait outside the building. Elementary School ends at 3:25 PM and Middle School ends at 3:35 PM. Parents should arrive a few minutes before 3:25 PM or 3:35 PM to pick up their children.
2. Kindergarten and 1st-grade students must be signed out and picked up by a parent or an authorized adult at the outside exit doors of those classrooms.
3. All 2nd-8th grade students will be released from their classrooms at the end of the school day. Students are not allowed to leave the school campus until their parents or guardians pick them up.
4. We will designate several exit routes to avoid overcrowding of students.
  - A. E102 (3rd-Trimble), E104 (K-Leung), E106 (K-Gullman), E108 (1st-Smith), E110 (1st-Jeong) should use their outside doors 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 K-1st grade students must be signed out by an authorized adult in order to be released by their teacher.
  - B. E105 (2nd-Au) and E107 (2nd-Wan) students will leave the Education Building through the side doors nearest the restrooms and playground.
  - C. E101 (3rd-Lingad) and E103 (4th-Yee) students will leave the Education Building through the front side glass doors.
  - D. E201 (4th-Lai), E203 (5th-Church), and E205 (5th-Abbett) students will leave the Education Building through the front glass doors.
  - E. All middle school students will exit out the side glass doors nearest the restrooms and playground.
5. 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.

## **MOVEMENT**

1. All students and staff must wear a mask when indoors.
2. Teachers and staff will direct students to wash their hands frequently, especially after every recess, before and after lunch, and upon arrival at school.

## Education Building Entrances & Exits

Updated 7/25/2021



## **6. MASKS AND OTHER ESSENTIAL PROTECTIVE GEAR**

1. Disposable surgical masks or other cloth 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 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 indoors or outdoors on school grounds (except when eating or drinking)
  - C. While leaving school
3. **8/5/21 ACPHD highly recommends that all people wear masks when outside while COVID transmissions are high in the county.** Students are required to wear masks when they are outside at recess or at PE. We will follow ACPHD guidance as it changes over time.
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 a drape while actively teaching or lecturing a group of students. Staff may remove their 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 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. 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 forms 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 and should stay home and get tested for the virus before returning to school.
3. 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.
4. Students will fill out a daily health pre-screening form as their ticket into the classroom.
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, difficulty breathing, fever, severe headache, sore throat, nausea or vomiting, diarrhea, or the new loss of taste or smell?

## Health Screening Form for Students

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

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

1. Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus? YES \_\_\_\_\_ NO \_\_\_\_\_

2. Within the past 14 days, have you had close contact (within 6 feet for over 15 minutes) with anyone in your household who was diagnosed with COVID-19 or who had a test confirming they have the virus? YES \_\_\_\_\_ NO \_\_\_\_\_

3. Within the last 14 days, have you had close contact with someone outside your household who was diagnosed with COVID-19 or who had a test confirming they have the virus? YES \_\_\_\_\_ NO \_\_\_\_\_

4. Do you or anyone in your household have any of these symptoms that are new or different from what you usually have, unless verified by a medical professional to be non-COVID related and not contagious?

- |  |  |
|--|--|
| <input type="radio"/> Fever (100°F or above)     | <input type="radio"/> Cough                |
| <input type="radio"/> Difficulty Breathing       | <input type="radio"/> Sore throat          |
| <input type="radio"/> Severe headache            | <input type="radio"/> Diarrhea or vomiting |
| <input type="radio"/> New loss of taste or smell | <input type="radio"/> None                 |

5. In the last two weeks, have you or anyone in your household traveled outside of the United States? YES \_\_\_\_\_ NO \_\_\_\_\_

Positive responses to any questions #1-5 are reasons for you to stay home and to consult your medical evaluator before coming to school. Please contact the school office at [office@ccs-rams.org](mailto:office@ccs-rams.org) (or call 510.522.0200) and your first-period teacher if you show any of the symptoms above 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.

- Before and after eating
- After coughing or sneezing
- After recess
- 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.

- One is located at the backside of the Education Building, near the library entrance/exit
- 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 COVID VACCINATION**

**CCS (along with all federal, state, and local public health departments) strongly recommends parents, students, and household members who are 12 and older to get the COVID vaccine.** It protects the person who gets vaccinated from serious symptoms and hospitalization. Vaccination is still the best means to keep COVID under control and lower the chances of more viral mutations and possible variants.

Please note that:

- quarantine requirements may be different between vaccinated and unvaccinated individuals.
- there are some activities such as interscholastic sports or field trips where outside entities or organizations will require proof of vaccination. If a student cannot provide that evidence, then the student will not be able to participate.

For an easy reference, Contra Costa County recently released a FAQ about returning to school. Please review this [document](#) when it is convenient for you. We understand that guidelines can change at any time.

<https://cchealth.org/covid19/pdf/back-to-school-FAQs.pdf>

<https://www.acoe.org/vaccines>

Statewide Appointments <https://myturn.ca.gov/>

## **10. IDENTIFICATION AND CONTACT TRACING**

Coastline Christian Schools (CCS) principal, Edward Yue, and HR Director, Wenna Wong, are the school liaisons to work with the Alameda County Public Health Department (ACPHD) for all COVID-19 related matters. Edward Yue received the certificate of completion in the Johns Hopkins Contact Tracing Course.

For identification and contact tracing purposes, CCS will follow the advice and instruction of the ACPHD. 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 practice 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 Wenna Wong will immediately contact ACPHD to report a Case and follow their advice and instructions. We will follow the current ACPHD scenario-action-communication.
  - 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 Wenna Wong 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.

- 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 the 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** - A Contact is a person who is less than 6 feet from a Case for more than 15 minutes in a 24-hour period. CCS will follow the most current public health quarantine and isolation guidance. Please see details in this link for the current guidance: <https://covid-19.acgov.org/isolation-quarantine>

### 3. The CASE can return on campus

- a. 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 fever-reducing medication.
- b. 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

- a. 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 fever-reducing medication.
- b. 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 test positive for COVID-19, CCS will follow the most current 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.

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

1. All staff have been informed and educated on COVID-19 symptoms, school-wide disinfecting procedures, health screening, 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 Opening Plan published on our website and weekly school newsletters to parents. Parent education will also take place through parent town hall meetings and parent-teacher grade-level meetings.
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.
  - Proper use of face coverings, masks, and face shields (Parents will be advised to label students' names on their protective equipment.)
  - Hand washing
  - Health Screening on a weekly basis
  - Transmission prevention
  - Guidelines for families about when to keep children home

## **12. TESTING OF STAFF & STUDENTS**

Coastline Christian Schools (CCS) will follow recommendations from the ACPHD regarding COVID surveillance testing for staff and students. After school opening, if students or staff members exhibit COVID-19 symptoms or have been exposed to someone with COVID-19, CCS will ...

- Isolate the staff members or students 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.

## **13. 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.

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.

Through ACOE's and ACPHD's weekly ZOOM meetings with school leaders, they will monitor the ability of local health systems to manage hospitalizations. They will also report the efficacy of vaccines to prevent severe disease and communicate critical health information and guidelines from health departments.

## **14. COMMUNICATION PLANS**

1. The Head of School and Vice Principal of Advancement will handle 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 Director of Human Resources as the backup liaison for the school to the Alameda County Public Health Department. They 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.

## **2021-2022 School Logistics**

This is a more detailed and extensive view of our school opening plan with COVID-19 safety protocols. We follow school guidance for health and safety from the Alameda County Office of Education (ACOE), Alameda County Public Health Department (ACPHD), California Department of Public Health (CDPH), and the Center for Disease Control (CDC).

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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 eating
  - 2. After coughing or sneezing
  - 3. After recess
  - 4. 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 Protocol: All staff will promote a “no touching” protocol 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 CO<sub>2</sub> 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 indoors on school grounds (except when eating or drinking)

### 3. While leaving school

- C. **8/5/21. ACPHD recommendations:** Staff and students are required to wear masks when they are outside while COVID transmissions are high in the county. CCS will follow this recommendation and will require masking for all even when outside. We will follow ACPHD guidance as it changes over time.
- 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 a drape while actively teaching or lecturing a group of students. Staff may remove their 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 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.

## **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. 1 day with no fever without the use of fever-reducing medicines
    2. Symptoms have improved
    3. 10 days have passed since symptoms first appeared
  - C. Additional close contacts at school outside of a classroom should also isolate at home.
  - D. Additional areas of the school visited by the COVID-19 positive person may also need to be closed temporarily for cleaning and disinfection.
  - E. 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.
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. OFFICE PROCEDURES**

1. For the safety of staff and students, CCS is limiting parents' and visitors' access to the Education Building. Only essential providers will be permitted on campus.
2. Parents can drop off cash payments or valuable items at the office. Parents can call or email the office to handle most of their questions.
3. Office staff in routine contact with the public must use facial coverings.
4. 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.
5. All visitors must wear a face covering or mask before entering our facilities.
6. Office personnel will ask visitors or contract personnel to sign in with their contact information to have a record for contact tracing purposes.
7. The office will not be issuing tardy slips.
8. CCS will keep all doors of the Education Building locked during the day, except when students and teachers are out at recess.

### **4. LIBRARY PROCEDURES**

1. The school library will be open for classes to come and check out books this year.
2. Students can use the school website to browse through the AR book list to help them find books they would like to read. They can email their requests (student's name, book title, and author) to the librarian, [Yuenyeetam@ccs-rams.org](mailto:Yuenyeetam@ccs-rams.org) if their class does not go to the library on a regular basis.
3. 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.

## **5. CLASSROOM PROCEDURES**

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. Students with restrooms in their classrooms should use them; this will cut down the number of students using the shared public restrooms.
3. Maximize space between seating and desks with as much physical distancing as is practicable. Place desks in a manner that avoids face-to-face contact.
4. Elementary teachers will 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.)
5. Implement procedures for turning in assignments to minimize contact. Each student should turn in their own work to avoid close contact with others.
6. Limit stuffed animals and any other toys that are difficult to clean and sanitize.
7. Kindergarten students will nap on their mats next to their desks, and teachers will move students to other spots if needed.
8. All students must bring reusable water bottles labeled with their names. Teachers will instruct students to refill their water bottles at classroom sinks or outdoor sinks.
9. 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.
10. Every classroom has an air purifier to help clean the air in the room. Turn on the air purifier daily.
11. Keep each child's belongings separated in cubbies. Students should not touch other students' belongings (backpacks, lunch boxes, water bottles, etc.).
12. 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.).

13. After every student uses the classroom computer for AR testing, teachers should use disinfecting wipes to disinfect the keyboard before another student uses the same computer.
  
14. Parents can volunteer to help a teacher or class for an essential educational purpose; however, we will require proof of vaccination in order to come into the classroom.

## **6. COMPUTER LAB**

1. All students will sanitize 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, mouses, and desks. Older students in the 3rd grade and beyond can help the computer teacher with wiping down the equipment.
3. 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.
4. 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. These Chromebooks will be used on a rotational basis among the elementary school classes as teachers sign up for the cart.

## **7. 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 cohorting during recess time.
2. A staggered elementary recess schedule is in place, so only two 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.
3. (8/5/21) Students are required to wear masks when they are outside at recess or at PE, as ACPHD highly recommends that all people wear masks when outside while COVID transmissions are high in the county. We will follow ACPHD guidance as it changes over time.
4. Students will wash their hands after recess. They can use outside washing stations and indoor bathrooms. Adult monitors will supervise students.
5. Middle school cohorts will be assigned different play zones for their nutrition breaks and lunch recesses.
6. 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

## **8. LUNCH TIME**

1. CCS Food Service will continue to plan and prepare hot meals for families to purchase for their children at school. This is an option for families who do not want to pack their own meals from home for their children.
2. Food service staff in routine contact with the public must use gloves and facial coverings.
3. Lunch is staggered so only two grades (4 classes) eat in the Gym at the same time. The Gym is divided into four quadrants so each class is assigned to eat in one of the quadrants. This provides for ample physical distancing between the classes at lunchtime.
4. Students will eat at designated tables in a quadrant. There will be four students assigned to each 6-foot table.
5. Facilities staff will clean tables after students finish eating, so tables will be ready for the next group.
6. 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 students and staff when 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.
9. Each class will take turns lining up to pick up their hot meals from the servery. Students not in line should wait at their tables until the class cohort is done picking up their meals.

## **9. FIRST-AID STATION**

1. If a student is symptomatic during the school day, a teacher must notify the office before sending the student to the First Aid Station.
2. Office staff will not admit any students into the First Aid 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 First Aid Station, one will wait inside while the other will wait in a chair in the school office where they can be seen by office staff. Any students or staff exhibiting symptoms will 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 ACPHD criteria and have been cleared by the school COVID liaison to discontinue home isolation.
5. Students who have minor injuries should be cared for in the classroom and not sent to the First Aid Station.
6. Students who have nose bleeds and major injuries to the head or body should be sent to the First-Aid Station. Please call ahead, so we know why a student is coming. Monitors should radio in if they are on the playground.

### **10a. ELEMENTARY CHAPEL**

1. The elementary chapel will be conducted twice a month- normally every other week.
2. Lower elementary (K-2nd) will have their own chapel time separate from upper elementary (3rd-5th). Lower elementary will meet every other week, and upper elementary will also meet every other week (but on different weeks). Students are required to wear a mask whenever they are indoors.
3. The elementary chapel will be held in MC1 with physical distancing between each class. Students will sit with physical distancing as well; every other chair will be empty. MC1 is able to hold 400+ people normally.

### **10b. MIDDLE SCHOOL CHAPEL**

1. Middle School chapel will run once a week in MC1.
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.
3. Middle School students will also continue to meet for their chapel small groups which meet in different locations throughout the school campus.

## **11. SAFETY DRILLS**

1. CCS will continue to practice safety drills at least once a month and sometimes twice a month depending on the type of drill that is needed: fire, earthquake, shelter in place, lockdown, or evacuation/reunification.
2. When exiting the building for a drill, teachers and students must use the exit doors that are closest to their classrooms so they can exit as quickly as possible. These exit doors are close to their classrooms and help to alleviate overcrowding.
3. Classes line up on the turf field behind their classroom number that is painted on the blacktop. Each class is separated by 10 feet.

## **12. VAN TRANSPORTATION**

1. All students will have their temperatures checked before boarding a school van. All students must sanitize their hands as they board the school van.
2. All students and the driver must wear a face covering or mask when riding on a school vehicle. Drivers will have a surplus of masks to provide to students who forget to bring their own.
3. There will be assigned seating on the van for every student. Windows will be opened for better ventilation during the ride.
4. Van drivers should be provided disinfectant wipes and disposable gloves to support the disinfection of frequently touched surfaces after transporting any rider.
5. Drivers should clean high-touched surfaces on the school van daily.

### **13a. EXTENDED CARE**

1. Before school supervision of students will be in the Gym from 8:00-8:25 AM. This is a free service. Students must not arrive at school earlier than 8 AM because there is no childcare.
2. We will continue to offer after-school childcare. After-school hours will run from 3:30 PM to 6:00 PM. Parents must register and pay for this childcare.
3. Staff and students will wear masks during after-school childcare whether they are indoor or outdoor. This applies to both vaccinated or unvaccinated individuals.
4. K-1st will be one childcare group, 2nd-3rd will be one childcare group, and 4th-8th will be one childcare group. Groups are mixed, but there will be assigned seating and physical distancing in each classroom.
5. After school outside playtime will be staggered amongst the three different groups, and the playground will be used on a rotational basis. Childcare staff will bring their groups to different play zones on campus.

### **13b. MIDDLE SCHOOL AFTER SCHOOL STUDY HALL**

1. Parents may sign up 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 number of 28 students/classroom. This is a free service.
3. One classroom for study hall will be available on Monday, Tuesday, Wednesday, and Thursday from 3:45 - 4:30 PM.
4. Students will have assigned seating with physical distancing. Students will help sanitize their own desks and chairs before sitting down to work at the beginning of the after-school study hall. They will wash their hands after they finish sanitizing their work area.
5. If students have over 5 unexcused absences from study hall, they may be dropped to make room for others on a waiting list.

## **15. PE & ATHLETICS (Waiting on updates)**

1. 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. Staff and students will wear masks during PE whether they are indoor or outdoor. This applies for both vaccinated or unvaccinated individuals.
2. Hand washing will be a requirement for all students at the end of each class.
3. The PE teacher will clean equipment that is being used by students on a daily basis.
4. The after-school Middle School Athletics program will follow guidelines that are set by ACPHD and ACOE in alignment with guidelines from the state (CDPH).

### **15a. MUSIC ENRICHMENT CLASSES (waiting for updated guidance)**

1. Students will be instructed to wash their hands after enrichment classes.
2. 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.
3. After school choir and guitar classes will be offered if there is a demand. These students must wear face coverings and be physically distanced during classes.

### **15b. AFTER SCHOOL ENRICHMENT CLASSES**

1. Enrichment classes will mix students between classes and grade levels. Parents have the option of signing up their children for these extra classes.
2. CCS teachers are offering a few new enrichment classes beyond music. This year we will be offering two new Mandarin enrichment classes and a new math practice enrichment class.
3. CCS may also invite outside educational vendors to come to teach enrichment classes as long as they can show us proof of vaccination: karate, chess, legos, speech, drama, and art may be some of the options. This will depend upon community COVID prevalence and vaccination opportunities for all students.

## **16. APPENDIX: GUIDANCE DOCUMENTS**

### **Current Guidance and Resources**

(8-6-2021) [Alameda County Public Health Dept](#) (Latest school link: 8-6-2021)

<https://www.acoe.org/schoolguidance>

(7-28-2021) ACPHD: What to do after a positive case (quarantine & others)

<https://covid-19.acgov.org/covid19-assets/docs/childcare-schools-colleges/confirmed-case-process-k-12-2021.07.28.pdf>

(8-2-2021) CDPH School Guidance

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

(7-28-21) CDPH Face Covering Guidance

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

(8-4-2021) Calif Travel Guidance

<https://covid19.ca.gov/travel/>

Safe School for All Hub (California)

<https://schools.covid19.ca.gov/>

(8-5-2021) CDC k-12 School Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Vaccine Requirements for school (in addition to COVID)

<https://www.shotsforschool.org/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

(7-18-2021) [American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for school Reentry](#)