

# **Antioch Charter Academy & Antioch Charter Academy II**

## **2021-2022 COVID-19 Safety Guidelines**

Updated August 11, 2021

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# Introduction

**“The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible.** In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community; universal masking in schools, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school; and access to a robust COVID-19 testing program as an available additional safety layer. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with [CDC K-12 School Guidance](#).” - CDPH

## Our Principles

The return to campus roadmap was developed with these principles:

- Follow public health guidelines
- Maintain an inclusive, caring, and supportive school culture
- Establish systematic protocols for safety
- Provide timely communication and transparency
- Embrace uncertainty and be flexible

# Safely Returning Overview

## Preparing Before Staff and Students Access Campus

- Each school site has determined spacing and usage of common areas to allow for physical distancing when possible, including desk spacing, work area spacing, lunch table spacing, lining up outside the classroom, and at carpool dismissal, etc.
- Each school site has posted signs in strategic areas of campus, reminding stakeholders to wear a face covering, frequently wash their hands, use hand sanitizer, keep distance to the greatest extent possible from others, avoid unnecessary contact, and to NOT enter school facilities if they are experiencing COVID-19 symptoms.
- Each school site has provided SafeSchools Training, and other training on prevention, at all levels, focused on COVID-19, including hygiene and preventative care, and cleaning and disinfecting the workplace.
- Each school site has a supply of cleaning and disinfecting products, Personal Protective Equipment (PPE), tissues, hand sanitizer, etc...
- Each school site has reviewed protocols from the county for how to respond to suspected or confirmed COVID-19 cases among staff or students.

## While Students and Staff are on Campus

- Staff and students will be informed on how to wear, maintain, and dispose of protective gear. All staff and students are required to wear face coverings unless eating or participating in vigorous exercise outside.
- Each school site will follow daily cleaning and sanitation protocols, with special attention to common spaces and high-touch surfaces.
- Each school site will provide health education around minimizing the spread of germs, covering sneezes/coughs, washing hands, and physical distancing when masks are removed.

# Safely Returning Details Part 1: Facilities

ACA I & II will continue to take essential actions to ensure school-wide assets remain safe and healthy for students and staff by creating a physical environment that promotes safety through established protocols, procedures, and industry best practices regarding facilities. These actions will include:

## Physical Distancing on Campus

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

- Large gatherings such as assemblies, events, and dances will follow current guidelines from the Department of Public Health.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as woodwind and brass band instruments and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent.

## Hygiene

- Install touchless hand sanitizer dispensers in every classroom. Use Cintas to keep hand sanitizer for dispensers restocked on a regular basis.
- Hang signs in all restrooms about handwashing properly
- Hand sanitizer, tissues, and disposable face coverings will be kept stocked in the classrooms and the office.
- Provide time for students to wash hands before and after eating snack, lunch, and other appropriate times throughout the day
- Keep each student's frequently used classroom tools in a container with his/her name.
- Given very low risk of transmission from surfaces and shared objects, students will be allowed to use shared classroom items and materials. They will be asked to wash or sanitize hands before and after use.

## **Cleaning and Disinfection Protocols**

- Clean high-touch surfaces in offices, classrooms, restrooms frequently - at least daily,- items such as, door handles, switches, handrails, desks and tables, chairs, office equipment, etc.
- Use EPA approved disinfecting products throughout the classrooms at a frequency recommended by the Center for Disease Control.
- When cleaning, ensure sufficient ventilation is provided before staff and children arrive, and disinfect the space when children are not present.
- Isolate areas used by any sick person and do not use the space before cleaning and disinfection.
- Drinking fountains may only be used to fill water bottles (where applicable).
- Provide other protective equipment, as appropriate for work assignments: For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. For front office and food service employees, provide face coverings and disposable gloves. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
  - For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
  - Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (e.g. gloves, eye protection, and mask), in addition to PPE, as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

## **Air Ventilation**

- Conduct classes outdoors as much as possible. Outdoor singing and band practice are permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Playing wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged. School officials, staff, parents, and students should be aware of the increased likelihood for transmission from exhaled aerosols during singing and band practice, and physical distancing beyond 6 feet is strongly recommended for any of these activities.

- Doors and windows are to be opened to increase air ventilation as much as possible.
- Keep heating, ventilation, and air conditioning (HVAC) systems in good repair for ventilation purposes.
- Install and frequently replace air filters with HEPA filters with MERV rating of at least 13.
- Avoid fans that blow air from one person towards another.

## Roadmap Details Part 2: Health & Safety

The health and safety of students and staff is a top priority. This detailed plan covers essential actions required to ensure operations that will support a safe and organized transition back to classroom instruction, through systematic protocols and procedures, and emergency preparation plans.

### Masks/Face Coverings

- All staff, students, and visitors on campus are required to wear appropriate masks throughout the day, except while eating. Follow the CDC's Mask Guidance here: [Your Guide to Masks | CDC](#).
- Masks are required to be worn indoors by all students and adults, regardless of vaccination status.
- Masks are required to be worn outdoors during recess and PE. There will be designated outdoor areas for students to remove their masks for a "mask break" while maintaining physical distance of at least 6 feet away from others.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Guidance on face shields can be found here [Face Shields and COVID-19 FAQs \(ca.gov\)](#)
- Students will not be allowed at school without appropriate face covering.
- Students must bring their own face coverings from home. The school has a supply of clean, disposable face masks available when one is forgotten.
- Students should have several masks available to them while at school and should be kept in the student's bag.
- Face coverings cover the person's entire nose and mouth area, and are to be secured to the person's head.
- Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded.

- Fabric face coverings should be washed per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-clothface-coverings.html>
- Parents should discuss proper use of face covering with their children and have children practice wearing face coverings at home and in the community.
- Students whose medical condition, mental condition, or disability prevents them from wearing either a mask or a face shield must provide a medical determination from a health care provider.
- Per CDPH guidance, staff and students could use face shields with a cloth drape attached across the bottoms and tucked into the shirt, which enable students to see their faces and to avoid potential barriers to phonological instruction. Face shields with drape are permitted only during the lesson as the adult stays 6 feet away from the students, and masks should be put back on at the end of the lesson.

## Staff COVID 19 Testing

The schools will follow the most recent guidance from California Department of Public Health regarding COVID-19 testing for staff. As of August, 2021 vaccinated staff members will not be required to get routine COVID-19 screening tests. Unvaccinated staff members will be required to provide proof of negative COVID-19 test on a weekly basis.

Free testing is available through the county or state. A copy of the testing results should be sent to the office manager.

## Health Screening and Reporting

Parents must screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school. Staff will self-screen daily using the same guidelines.

Stay home if exhibiting one or more symptoms associated with COVID-19.

[Symptoms-Graphic.pdf \(cchealth.org\)](#)

- Fever of 100 or higher
- New and different cough in addition to any other symptom
- New and different shortness of breath in addition to any other symptom
- Additional symptoms may include chills, fatigue, repeated shaking with chills, muscle/body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea

Anyone exhibiting one or more symptoms is encouraged to get tested for COVID-19. Student will stay home with independent study until they meet the CDPH criteria for returning to school:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and

- ii. Other symptoms have improved; and
- iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Unvaccinated staff and students should stay home when the student/staff member has had close contact with someone who was ill with confirmed COVID-19 while one or both people were not wearing masks. Refer to the flowchart in the “Quarantine Recommendations” section for more information.

Parents must report exposure to confirmed COVID-19 information to the County Health Department and the school.

Parents must notify the school of the reason for the student’s absence.

## **Arrival on campus**

A banner with the screening questions for parents will be displayed in the drop off area as a reminder (see Health Screening above)

Several staff members will be at the drop off area to assist with temperature screening. As cars pull up, staff will take the temperature of student(s) using a touchless thermometer. Any student with a fever of 100 or higher will be sent home and not allowed to come on campus.

If students arrive late, after staff has left the drop off area, a parent/driver must walk the student(s) into the office for a temperature check. Both the student(s) and the adult must wear a mask.

## **Departure from campus**

Students will be walked out to the carpool pick up area by aides or teachers. During carpool time, parents may use the drive through pick up line where students will walk to the car. Or, parents may park in designated parking spots to walk to pick up their child(ren) from the carpool pickup area. Parents/drivers who walk to pick up their students need to meet their students outside the gate. Parents/drivers may not enter the gates during carpool pickup time.

If students depart early, the person picking up the child must walk into the office to sign out their student. All visitors onto campus must wear a mask.

## **Visitors/Volunteers**

The number of visitors on campus interacting with students will be limited. Some visitors, volunteers, and vendors will be allowed on campus. For example, to pick up materials for students, to maintain facilities, etc...

All visitors to the campus will be asked to follow the same health self-screening process as students and staff, and to wear face coverings.

Volunteers who will interact with children will be required to provide proof of vaccination or weekly negative COVID tests.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Vaccine-Record-Guidelines-Standards.aspx>

Because of the close proximity of sitting in a car, study trip drivers who will drive other people's children will be required to provide proof of vaccination.

Family Network adult meetings (eg 2nd cup of coffee or meetings) will be encouraged to be held outdoors.

## **Recess & PE**

- Playground recess supervisors will have first aid kits that include hand sanitizer, face coverings, and gloves nearby and accessible during recess
- Conduct activities outdoors whenever possible, with at least 6 feet of physical distancing within groups when masks are not being worn.
- Masks must be worn during indoor physical conditioning and training or physical education classes
- Activities conducted inside should be those that do not require heavy exertion and can be done with a mask. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing
- Masks are required to be worn outdoors during recess and PE. There will be designated outdoor areas for students to remove their masks for a "mask break" while maintaining physical distance of at least 6 feet away from others.

## **Electives & Enrichment Classes**

- Wonderful Wednesday (ACA) and Fantastic Friday (ACAI) will be in person this year. All guidelines in this document apply to these classes.

- There will be an emphasis on percussion and rhythm instruments this year more than choir or singing during Wednesday/Friday music classes.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as woodwind and brass band instruments and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent.
- Students will use hand sanitizer or wash hands upon entering and exiting all Enrichment and Elective classrooms/outdoor spaces.

## **Lunch/Snack breaks**

- Students will be physically distanced at least 6 feet apart while removing masks to eat.
- Spaces for seating will be marked out on tables. Students may choose to bring a towel to and from school daily to sit on the grass area at lunch or during outdoor learning
- Alternate lunch area location during Inclement Weather
  - For ACA, multi-use room and classrooms will be used
  - For ACAII, Paradise Skate and/or Red Barn, and/or classrooms can be used
- After lunch time Pupil Supervisor(s) will clean and sanitize areas used for eating.
- Reminder: We will not be able to heat lunches in the microwave. Students should bring lunch items that do not require heating.

## **Social Emotional Supports**

- Prioritize a focus on social-emotional learning to provide support for students as they re-enter school; identify students in need of additional support, and build a safe and inclusive classroom community.
- Provide lessons that discuss the impact of not being physically close, being able to read emotions or social cues with faces covered, and how to share thoughts and feelings so that others understand what is needed.
- Offer individual counseling, group counseling, and group education support to overcome anxiety and fear, and various other stresses.

- Continue to identify students with social-emotional needs and offer counseling and therapeutic support.
- Provide routine communication (in-person or virtual) to staff members to encourage self-care and promote staff cohesion and coping skills.

## **Creating and Providing Isolation Spaces**

- Create a designated isolation area for triage for other student illnesses or injuries.
- Use the isolation room to manage students with fever and respiratory symptoms.
- Any student exhibiting potential symptoms will wait to be picked up in a designated isolation space.
- Designate a staff member to monitor the space
- Disinfect space after usage.

## **COVID 19 monitoring, reporting, and testing**

### **Case reporting, contact tracing and investigation**

- Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
- Each school has a COVID-19 liaison to assist the local health department with contact tracing and investigation.
- The school will send a notice, developed in collaboration with the local health department, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people. Names of cases will be kept confidential.
- The school will clean and disinfect the classroom and primary spaces where the case spent significant time (see Cleaning and Disinfection above for recommendations).
- The school will implement independent study for student cases if they are well enough to participate.

- Students and staff are to follow school policies on student health in order to be readmitted on campus after being sick.

## Quarantine and Isolation Guidelines

### Definitions

Quarantine: restricts the movement of persons who were exposed to a contagious disease in case they become infected.

Isolation: separates those infected with a contagious disease from people who are not infected.

### Quarantine Guidelines

- Quarantine recommendations for vaccinated close contacts
  - a. For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
- Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
  - a. When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:
    - i. Are asymptomatic;
    - ii. Continue to appropriately mask, as required;
    - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
    - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #2 above.

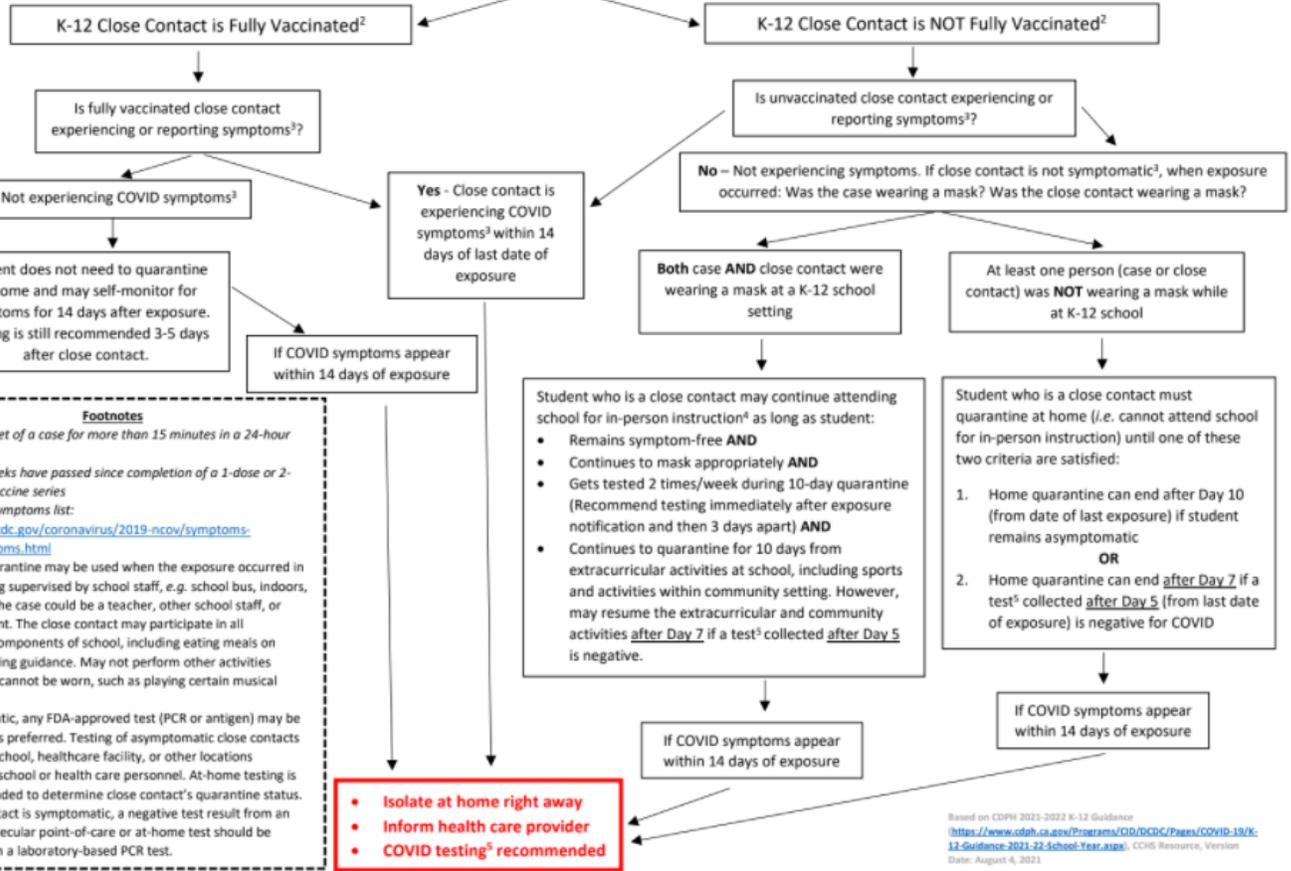
- a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
  - i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
  - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
  - i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
  - ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
- c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

## **Isolation Guidelines**

- a. For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

## K-12 School COVID Student Close Contact<sup>1</sup> Follow-up Steps (Version: August 4, 2021)

What is the Vaccination Status of the K-12 Student Who is a Close Contact to a Case in a School



**Footnotes**

- <sup>1</sup> Within 0-6 feet of a case for more than 15 minutes in a 24-hour period.
- <sup>2</sup> At least 2 weeks have passed since completion of a 1-dose or 2-dose COVID vaccine series
- <sup>3</sup> CDC COVID symptoms list: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- <sup>4</sup> Modified quarantine may be used when the exposure occurred in a school setting supervised by school staff, e.g. school bus, indoors, or outdoors. The case could be a teacher, other school staff, or another student. The close contact may participate in all instructional components of school, including eating meals on campus following guidance. May not perform other activities where a mask cannot be worn, such as playing certain musical instruments.
- <sup>5</sup> If asymptomatic, any FDA-approved test (PCR or antigen) may be used but PCR is preferred. Testing of asymptomatic close contacts may occur at school, healthcare facility, or other locations supervised by school or health care personnel. At-home testing is not recommended to determine close contact's quarantine status.
- <sup>6</sup> If a close contact is symptomatic, a negative test result from an antigen or molecular point-of-care or at-home test should be confirmed with a laboratory-based PCR test.

Based on CDPH 2021-2022 K-12 Guidance  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>, CCHS Resource, Version  
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# References & Resources

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Palo Alto Unified School District *Return to Campus Roadmap* <https://www.pausd.org/return-to-campus>