

TLC Charter School

2020-2021

Reopening of School Plan for
Distance Learning, On-site Staff, &
On-site Daycare



Mission Statement

The mission of TLC Public Charter School is to educate students through a rigorous, standards-based, innovative educational program that embraces the rich learning potential of classroom diversity, and supports all students in becoming conscientious, caring, and responsible members of 21st Century society. TLC Public Charter School is grounded in an inclusive vision of education, with curriculum and instruction designed according to principles of constructivism, hands-on learning, and a school-wide learning community cultivated intentionally to promote friendship, empathy, and the joy of new discovery. Students at TLC Public Charter School are active learners who engage in group problem-solving, critical thinking, creativity, communication and collaboration. All members of the TLC Public Charter School community – students, staff, and families – honor and celebrate the diverse range of socioeconomic and cultural backgrounds, abilities, languages, perspectives, and interests students bring to the learning setting.

TLC aims to maximize every child's learning potential within an atmosphere of caring and belonging. The TLC instructional philosophy rests upon the concepts of hands-on learning, meaningful instructional activities, systematic instruction, and a collaborative group of professionals working together to make the learning environment exciting for students. Evidence-based teaching strategies are tailored to meet individual development.

Reopening of School Plan Introduction

On March 19, Governor Gavin Newsom issued a stay-at-home order to protect the health and well-being of all Californians and slow the spread of the COVID-19 pandemic. Initially, the TLC Public Charter School Board of Directors unanimously took action to close all schools March 13, 2020 effective March 16th – June 5th. No classes were scheduled March 30th – April 3rd due to the regularly scheduled Spring Recess. On April 1st, Gov. Newsom released a statement urging schools to remain closed for the remainder of the 2019-20 school year and schools within the Orange County complied with his request and recommendation.

Despite a statewide stay-at-home order, school districts across the state were required to continue academic instruction via Distance Learning. In order to provide Distance Learning, school districts were faced with many issues related to: device availability and deployment, internet access, bandwidth capacity, developing and implementing a standards-based curriculum, utilizing new video conferencing platforms on a large scale, grading and accountability, graduation and end-of-year events, meal distribution, identifying essential employees, providing professional development, and establishing safety guidelines. TLC Charter School staff responded with flexibility, collaboration, innovative ideas, resiliency and determination to provide our families and students with support.

As of Friday, July 17th the Governor of California has released new school mandates that require schools in Orange County to open the school year 100% online. It is for that reason that this plan is hereby submitted by TLC Public Charter School for opening up 100% online.

Because working parents will be affected greater because of their need to work, TLC has opened child care services for essential workers, full-time working households with no childcare option, staff and families with additional needs for support. TLC's Board of Directors approved the opening of childcare at TLC on Friday, October 2, 2020. Childcare is set to open at TLC on Monday, October 12, 2020.



Instructional Model

100% Virtual Learning

□ Academic Instruction via Distance Learning

This model was developed to support families keep their children at home until a COVID-19 therapeutic remedy is available or the state allows TLC to go back to an in-person model. This model will be substantially equivalent to the quality and rigor of classroom-based instruction. Outcomes of student success will require continuous, active involvement and supervision by parents, guardians and/or caretakers.

- Distance Learning Instruction:
 - Daily live instruction with designated Distance Learning certificated teacher
 - Live instruction will be done via ZOOM
 - As part of daily live instruction, students will be interacting with peers to maintain school connectedness
 - Independent practice time
 - Accountability (Attendance and grades)
 - Office hours for students and parents
 - Health, Safety and Social-Emotional Learning (SEL) activities to address individual student's health and wellness will be implemented
 - Documented daily student interaction and support systems to identify non-participating/engaged students
 - Designed supports to address the needs of students not performing at grade-level, special student populations, including but not limited to English Learners, Special Education and Foster Youth population
 - Frequent communication with parents regarding student academic progress
- Technology:
 - TLC is proud to have 1:1 access of technology for all its students.
 - Tablets for our young learners and Chromebooks for grades 1-6
 - Working towards providing each student in need with internet hotspots
- Support for Vulnerable Populations:
 - SPED
 - EL Learners
- Enrichments for students
 - Art
 - Music
 - Zumba dance class

Special Education:

Special Education Services for students with an Individualized Education Plan (IEP) will include increased time for continuity of learning engagement and student growth.

❑ Academic Instruction via Distance Learning

- ❑ When school is provided through the “Distance Learning” model, students will receive instruction and services delivered virtually.
- ❑ Services will be adjusted to support distance learning.
- ❑ Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools.
- ❑ Assessments may be completed “In-Person” when necessary and appropriate.
- ❑ “In-Person” services and/or assessments will take place at TLC as soon as possible with health and safety guidelines.

TLC's Onsite Day Care Program



TLC began offering childcare for students in grades TK-6th. Services started on Monday, October 12, 2020. Childcare is on campus Monday - Friday from 7:45 am until 3:00pm. TLC Health and safety protocols are implemented.

Limited spaces are available and are offered on a first come first serve basis. Small pods are organized with similar grade levels. Pod sizes range from 10- 12 students with 2 staff members per pod.

Breakfast and lunch are offered to all students. Meals are held outside under tents weather conditions permitting.

TLC abides by the following daily procedures and mandates:

- Daily symptom and temperature screenings
- Face covering (Recent guidance from the California Department of Public Health states the use of gaiters and masks with exhalation valves or vents is not recommended. We will no longer allow the use of gaiters, bandanas, or masks with exhalation valves or vents. TLC will provide students with masks if needed.
- TLC follows 6ft social distancing protocols.

Further questions should be addressed to the Childcare Director, Yesica Valenica at 657-284-52283.

Safety Protocols

Safety is of the utmost importance. Families will be educated about keeping their child(ren) home from school to decrease risks of spreading illness. School sites will ask families to update their emergency contact list prior to August 1st via the AERIES Parent Portal and have a plan for picking up ill students.



In working with the Orange County Health Agency (OCHA), the following safety considerations will be in place at TLC and its child care and on-site programs:

Safety Protocols

- Student emergency contact information must be updated in the Student Information System in AERIES with the most current information in the event a student must be picked up. Increasing the number of contacts may be useful in developing an emergency pick up plan.
- It is considered an excused absence for students who are self-quarantining.
- Parents may request for their students who are on self-quarantine to be placed on Independent Study (Short-Term).
- Face Coverings**
 - Requirements
 - All students, staff members, visitors and volunteers will be required to wear a face covering upon entry to District, school sites, classrooms, physical settings and after school program. (Per [CDPH Guidance for Face Coverings: https://www.cdph.ca.gov/](https://www.cdph.ca.gov/))
 - Face coverings will be worn during periods of transition (in walkways, restrooms.)
 - **Requirements related to face coverings may change per order of the Governor or Public Health agency.**

- Alternative

- TLC will make reasonable accommodations. Per CDPH guidelines, teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. Due to the COVID-19 pandemic, supplies of this nature are prioritized for use by health care providers. This equipment will be provided, as supplies are available.

- Hand sanitizer dispensers and hand-washing stations are available in all classrooms, and throughout our campus. All students, staff members, visitors and volunteers will be expected to sanitize their hands upon every entry into the classroom or learning space and as needed.
- Clearly labeled hallway traffic patterns at each school will be established by site administrators.
- Floor markings indicating appropriate social distancing will be placed in high-traffic areas, including entrance gates (i.e., Office, and Multipurpose Rooms).
- Social Distancing in classrooms and physical settings.

- Non-Instructional, multipurpose rooms, unused classrooms, common areas and outdoor spaces (when needed and weather permitting) may be used to adjust student capacity.
- Hand sanitizing solutions are kid-safe and EPA-approved.
- All students, staff members, visitors and volunteers are encouraged to bring water bottles.
- Windows and doors will be kept open in classrooms for maximum ventilation, when feasible.
- Extracurricular activities and club meetings will be held virtually.
- The sharing of electronic devices such as Chromebooks, clothing, toys, books, games and learning aids will be avoided to the extent practical.

Isolation Room

TLC has identified space on campus to serve as an “isolation space,” to attend to students who display symptoms of illness while at school. A student displaying symptoms of illness will immediately be escorted to an isolation space.

The student will be temperature screened and their parent, guardian or emergency contact will be required to pick up the student if the student has a fever of 100.4° F or higher. In the event that a student has a fever of 100.4° F or higher, is exhibiting symptoms of COVID-19, and a parent, guardian or emergency contact is unable to pick up their child, emergency services may be called.

Please be advised, the Isolation Room will:

- Follow the guidelines of the CDC, as feasible.
- Be equipped with appropriate PPE.
- Follow strict disinfecting protocols after use.
- Protect confidential health information of students and staff.

Examples of Isolation Room Signage:

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

If you had close contact with a person who has COVID-19

- Stay home until 14 days after your last contact.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

If you are sick and think or know you have COVID-19

- Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after
 - 10 days have passed since your positive test.

If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS317422-A 6/8/2020 2176

Source: Center for Disease Control and Prevention (CDC)

Sanitation

Additional Custodians will be hired to assist school site custodians with increased responsibilities. Their primary responsibility will be to sanitize all restrooms, drinking fountains, playground equipment, break rooms and commonly used areas and surfaces (door knobs, push handles, outside tables, chairs etc.) frequently throughout the day using EPA approved disinfectants.

All recess equipment at the primary level will be disinfected after each recess. Staff areas and commonly used items such as microwaves, copy machines and refrigerators will be disinfected throughout the day.

- ❑ Students and staff will be required to wash and/or sanitize hands at the beginning of the day, prior to and after eating snacks/meals, after using the restroom, prior to and after recess, and upon entering and leaving the classroom/office, etc.
- ❑ Signage will be posted in all classrooms, restrooms, staff lounges and sinks on the proper handwashing procedure.

Examples of Restroom Signage:



Source: Center for Disease Control and Prevention (CDC)

Training

- ❑ Staff members will be trained on COVID-19 related topics including:
 - ❑ How to identify symptoms and risk factors
 - ❑ How to reduce the risk of exposure by using the proper use of Personal Protective Equipment (PPE) (i.e., Putting on face coverings, masks, shields, gloves, and/or goggles).
 - ❑ The proper use of Non-Contact Thermometers.
 - ❑ Properly sanitizing their classrooms, work spaces and how to securely store cleaning agents.
 - ❑ Where to find the most credible news and information about the COVID-19 outbreak.
- ❑ Staff will also be trained on Social Emotional Learning (SEL) to better support students.
- ❑ Staff tasked with cleaning and disinfection will be provided with appropriate training.
- ❑ Staff will train students and emphasize the importance of Proper Hygiene (i.e., handwashing, using sanitizers, coughing/sneezing etiquette), the proper use of PPE, and social distancing.

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19, in the context of community transmission. CDC recommends that you:

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Most people may spread the virus before symptoms start, or even if people never have symptoms. Wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- Your hand have an difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arm's length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

Source: Center for Disease Control and Prevention (CDC)

Campus Arrivals

TLC will develop a plan to allow students onto the campus each day using multiple points of supervised entry.

- All students, staff members, visitors and volunteers will undergo a mandatory temperature screening, as well as verbal pre-screening questionnaire prior to accessing the campus.
- All students, staff members, visitors and volunteers must wear face coverings upon arrival and throughout their stay on campus.
- All students, staff members, visitors and volunteers will be required to frequently wash hands and sanitize upon entering and exiting classrooms and work spaces.
- The number of visitors and volunteers on campuses will be limited.
- For those in need of a face covering to enter the campus, one (1) will be made available in the front office.
- Students will follow a consistent daily schedule to exit the campus using multiple points of exit and staggered times to promote adequate social distancing.

Breaks and Transitions

CHILDCARE Recess

Childcare recess will continue with enhanced safety protocols.

- Students will be expected to maintain appropriate social distance from one another, when feasible.
- Structured activities will be planned.
- No contact related activities will take place.
- Playground structures will be sanitized after each recess.
- The number of students in the restroom at one time will be limited.

Student Meals

Breakfast and lunch meal service will continue. TLC students who would like to eat a meal on campus will be able to receive meals. Students who wish to bring their own lunch may do so.

- Child Nutrition Services staff must wear a mask and disposable (single use) gloves at all times while working in the central kitchen and while distributing meals at school sites and Grab and Go distributions.
 - Breakfast and lunch meals will be pre-packaged to reduce contact and congestion by other students.

Technology

Each TLC student will have access to their own device. Chromebooks will be issued to all students to take home for Distance Learning.

A limited number of Hotspots are available to families in need.

TLC Students will:

- Abide by all TLC technology usage standards as outlined in the Technology Acceptable Use Policy document signed at the start of each school year.
- Have access to connectivity and devices adequate to participate in the education program and complete work.

Device Usage and Care

- Keep Chromebook plugged in when not in use.
- If the battery will not recharge, Chromebook will need to be plugged in while working.
- DO NOT USE BLEACH solutions as they will damage the Chromebook.
- Clean using a damp, soft rag prior to disinfection.

- Isopropyl alcohol is recommended for disinfection.
- Use alcohol solutions with at least 60% alcohol.
 - Absorb some isopropyl alcohol on a lint-free soft cloth.
 - Squeeze out excess liquid.
 - Gently wipe the keyboard surface, ensuring no liquid drips on or between the keys.
 - Allow to dry.
- It is safe to use wipes designed for home/office use. Please check that they do not contain BLEACH. Some medical grade wipes could cause damage or discoloration.
- ONLY CLEAN THE SCREEN WITH A LINT FREE CLOTH (DO NOT USE ANY PAPER TOWELS, KLEENEX OR LIQUID ON THE SCREEN).

Student/Parent Support

- Teachers will share clear expectations for which technology platforms will be used for communication and participation.
- Students/Families in need of device support or to report damaged or lost devices will need to contact the IT team through email support@tlccharter.org or call the office (657) 284-5228.
- The cost of damaged or lost devices may be the responsibility of the parents.

EXHIBIT A

Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure

The purpose of the guidance is to help employers and community members determine next steps when being notified that a person has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19. This guidance is not intended to replace medical evaluation or any other recommendations by the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) or the [California Department of Public Health \(CDPH\)](#).

All information is subject to change.

BACKGROUND

Coronavirus Disease 2019 (COVID-19) is an infection caused by a virus that can spread from person to person through respiratory droplets when a person coughs or sneezes. While it is primarily spread by coming into close contact (about 6 feet) of a person who is infected with COVID-19, it may also be spread by touching a surface with the virus on it and then touching your mouth, nose, or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. This includes staying home as much as possible, avoiding close contact with others, cleaning and disinfecting frequently touched surface, and washing your hands with soap and water or using an alcohol-based hand sanitizer.

[EPA-approved disinfectants](#) can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Bleach solutions (for example 1/3 cup bleach added to 1 gallon of water) and 70% alcohol solutions are also effective alternatives if the EPA-approved disinfectants are in short supply.

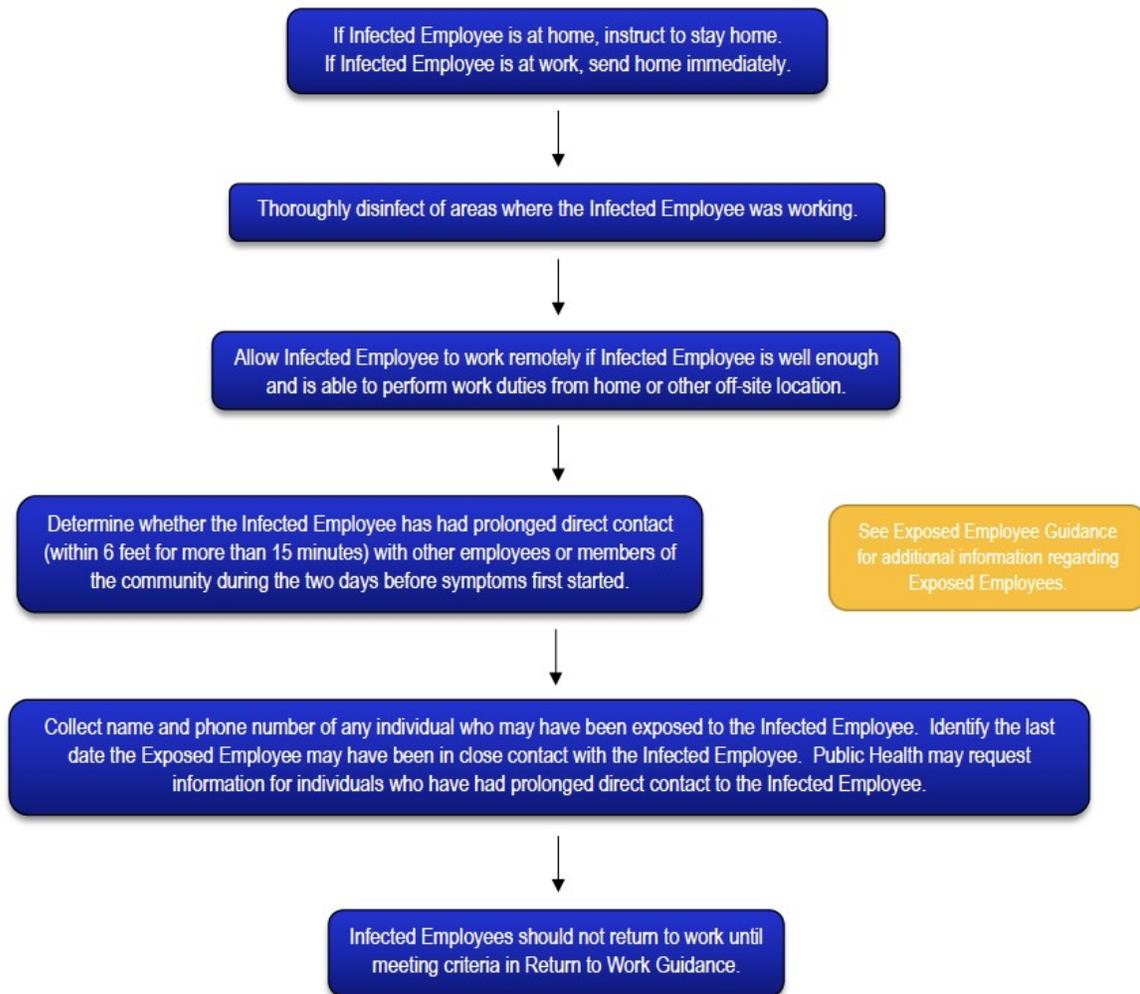
Anyone who is ill should stay home. Symptoms of COVID-19 include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever (generally defined as 100.4 °F)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Everyone is at risk of getting COVID-19, but some people are at higher risk for more severe illness, including hospitalization and death. Persons who are at higher risk include those who are over 65 years of age and people with [serious underlying medical conditions](#), particularly if not well controlled. More details regarding people who may be at higher risk can be found online at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>.

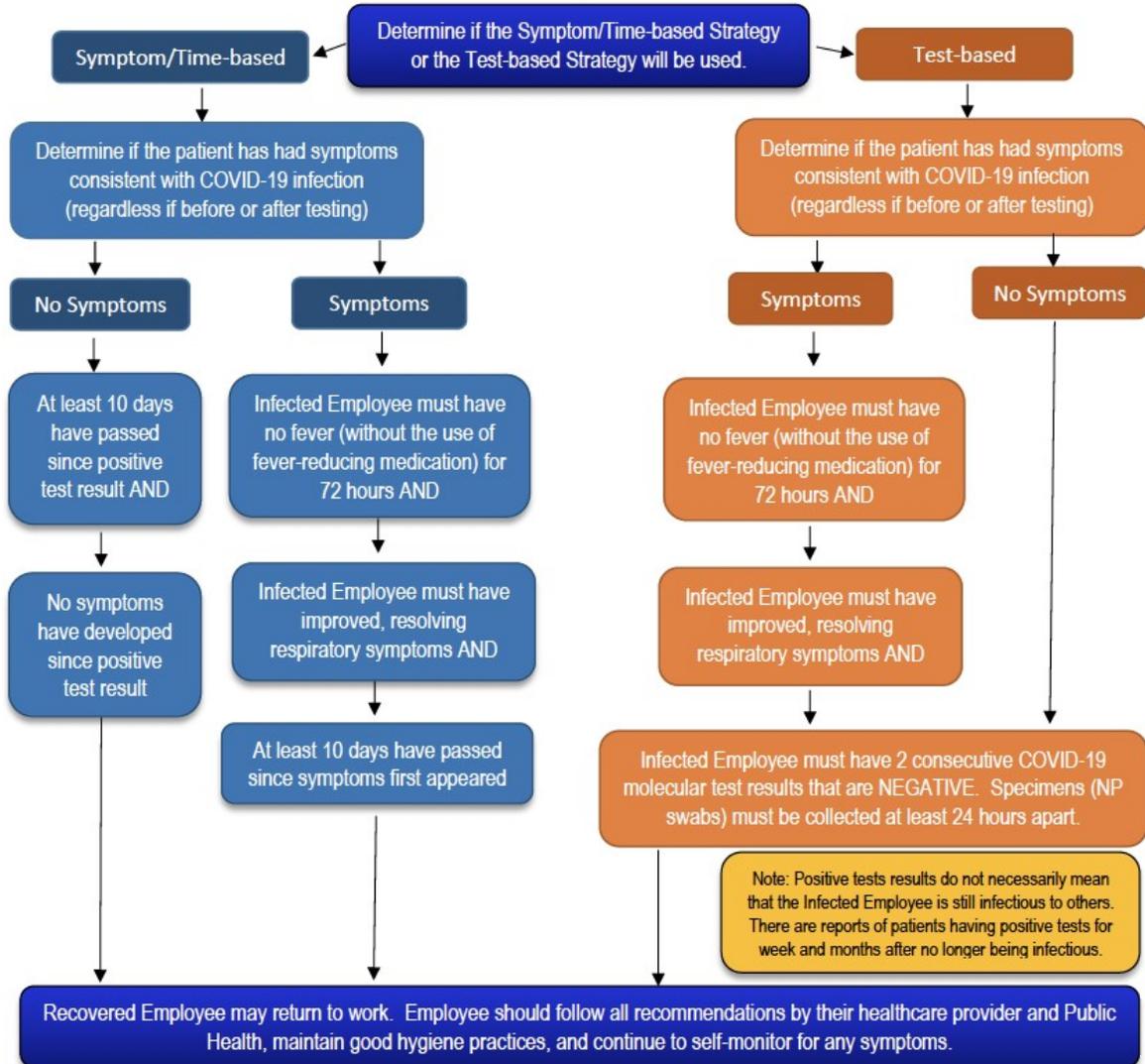
Please contact the Orange County Health Care Agency at (833) 426-6411 if you have questions regarding this guidance or other questions about COVID-19 in Orange County. Visit the Orange County Health Care agency's website at <https://covid19info.ocgov.com/> for additional resources.

If an Employee tests positive for COVID-19

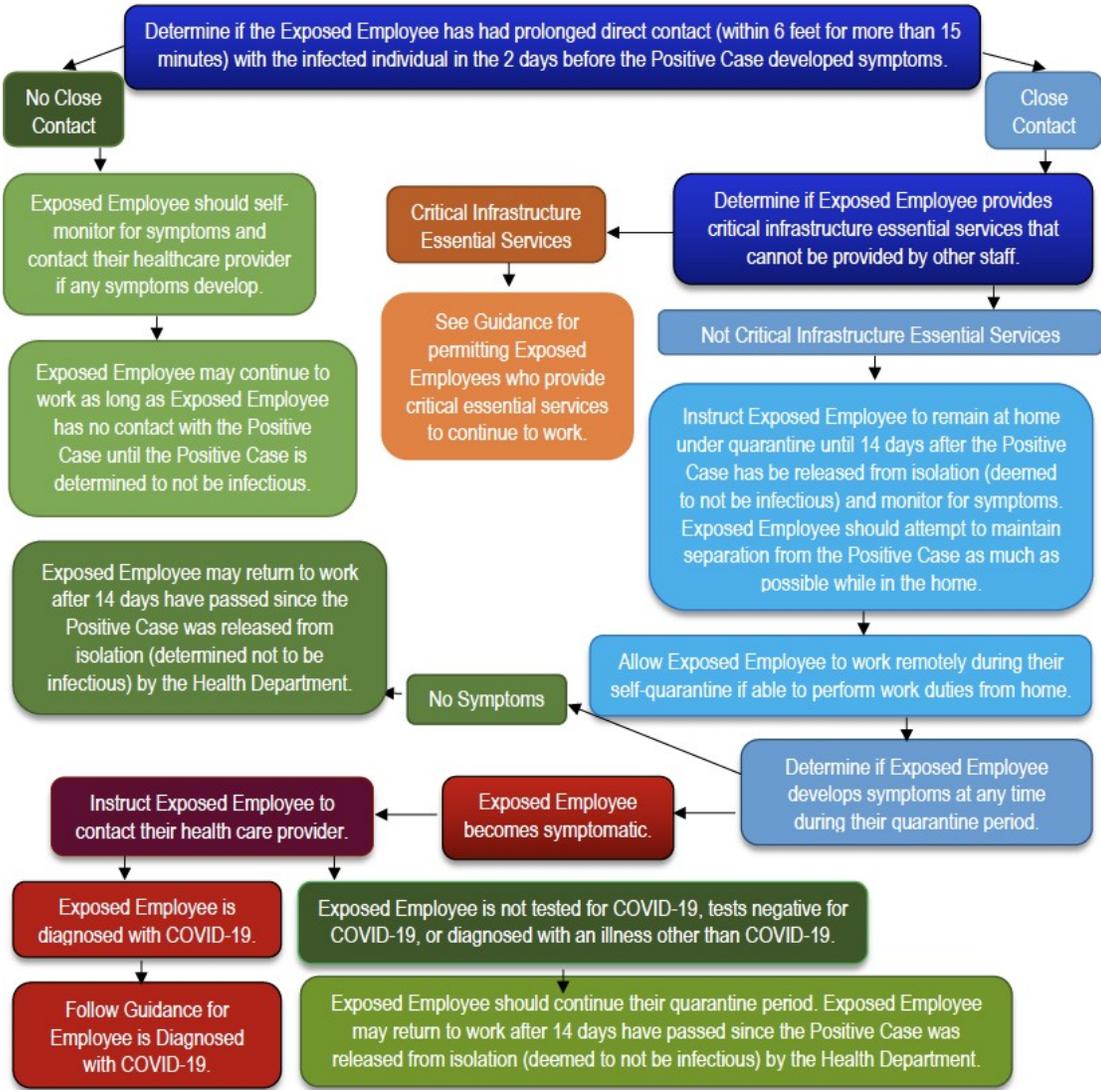


Returning to Work

Infected Employees who have been diagnosed with COVID-19 may not return to work until they meet the CDC criteria for discontinuation of isolation.



If an Employee's family member or household member tests positive for COVID-19 and Employee has ongoing exposure



Based on the CDC's [Public Health Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)

Updated 06/11/2020

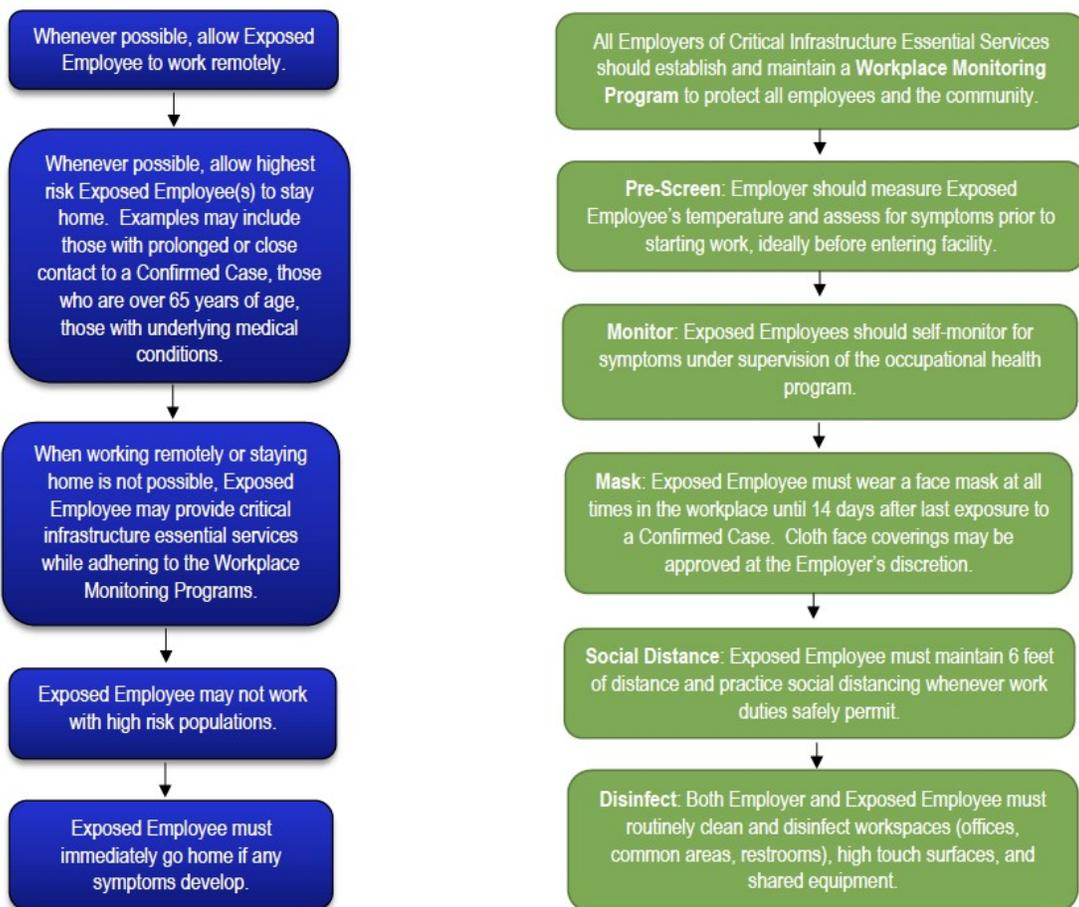
If an Employee's close contact tests positive for COVID-19, but Employee does not have ongoing exposure



Based on the CDC's [Public Health Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Updated 06/11/2020

If an Exposed Employee provides critical infrastructure and/or essential services



Based on the CDC's [Safety Practices for Critical Infrastructure Workers Exposed to COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html)
<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
Industry-specific guidance may be available at CDC's [COVID-19 Website](https://www.cdc.gov/coronavirus/2019-ncov/community/index.html)
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Updated 06/11/2020

If an Exposed Employee tests NEGATIVE and displays no symptoms of COVID-19

A negative result does not eliminate the possibility of the Exposed Employee from developing symptoms at a later date.

Exposed Employee should continue to their quarantine instructions, even if the test result is negative.

Follow Guidance for if an Employee's family member, household member, or close contact tests positive for COVID-19, including processes for critical infrastructure essential services and self-monitoring for symptoms.

Be aware that in some instances, a Positive Case will be released from isolation faster than an Exposed Employee will complete their quarantine. The 14-day quarantine is the period in which the patient should continue to watch for symptoms in case they have been infected.

If Exposed Employee develops symptoms at any time, Exposed Employee should be instructed to contact their healthcare provider. If the Exposed Employee provides critical infrastructure essential services and is at work at the time symptoms start, the Exposed Employee should be sent home immediately.

Exhibit B

Photo Examples of Essential Protective Gear (EPG) and Personal Protective Equipment (PPE)
Actual equipment provided by the district may vary in appearance and design.

Due to the pandemic, safety gear and equipment is in high demand and is prioritized for medical hospitals and their personnel. The District will provide gear and equipment as it is available.

Essential Protective Gear (EPG)

Face Coverings

			
Cloth Mask	Cloth Scarf	Disposable Mask	Face Shield with Drape

Personal Protective Equipment (PPE)

			
Face Shield	N95 Respirator	Disposable Gown/Suit	Disposable Gloves