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:
 - o Daily live instruction with designated Distance Learning certificated teacher
 - o 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)
 - o 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 nonparticipating/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:
 - Special Education Students
 - o EL Learners
 - Students with limited access (low-income)
 - o TK-2 grade students
 - Foster & Homeless Youth

- Enrichments for students
 - o Art
 - o 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. Cohorts, now known as "stable groups" will be organized by grade level classes. Stable group structures will be composed of each class having no more than 1 group of 14 students and 2 adults or 12 students with 3 adults.

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

TLC will continue to follow the Cohorting Guidance now called stable groups. Stable group structures where **<u>groups will stay fixed for all activities</u>** including but not limited to instructional time, lunch, and recess.

TLC abides by the following daily procedures and mandates:

- Daily symptom and temperature screenings.
- Parents are asked to prescreen their child/ren before coming to campus.
- Healthy hygiene practices (frequent hand washing and hand sanitizing stations in rooms).
- Face covering required for all students (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 a 4ft minimum to 6ft optimum social distancing protocols.
- Small group instructional support to vulnerable groups of students (Young learners/English Language Learners/Students with IEPs).
- Class sizes of no more than 14 students and 2 adults or 12 students and 3 adults.
- Same adults (when applicable, staff may change depending on availability)

Further questions should be addressed to the Childcare Director, Yesica Valencia 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).
- **Gamma** Face Coverings
 - o 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 <u>CDPH Guidance for Face Coverings:</u> <u>https://www.cdph.ca.gov/</u>)
 - 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.

- o Alternative
 - TLC will make reasonable accommodations. Per CDPH guidelines, teachers can use face shields with drapes, 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.
- **D** 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

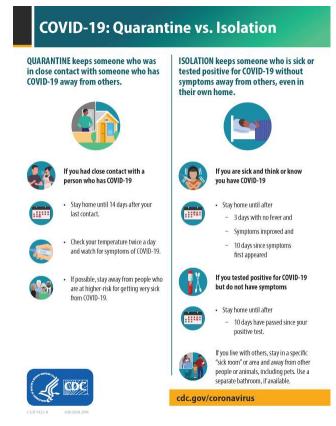
TLC has identified space on campus to serve as an "isolation space," to attend to students who display symptoms of illness while at school. A student displaying symptoms of illness will immediately be escorted to an isolation space. The space will be in the left corner space in the MPR room. It will be separated from the general population using a room divider and bed will be placed next to a door for sufficient air flow.

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 <u>a fever of 100.1° F or higher</u>. If a student has a fever of 100.1° F or higher, is exhibiting symptoms of COVID-19, they will be sent home and only allowed to return to school 24 hours after symptom resolution (without fever reducing medication). If a parent, guardian, or emergency contact is unable to pick up their child, emergency services may be called. <u>Staff exhibiting symptoms will be asked to go home immediately.</u>

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:



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 (in the event that the playground opens). 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.

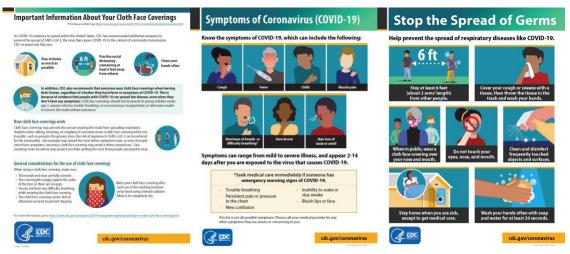
Examples of Restroom Signage:



Source: Center for Disease Control and Prevention (CDC)

<u>Training</u>

- □ Staff members will be trained on COVID-19 related topics including:
 - $\hfill\square$ 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, face shields with drape, 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.



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.
 - □ Families will be asked to self-screen at home for symptoms including temperature checks.
 - □ Students will again have their temperature checked at the gate and recorded daily.
 - □ Families and students will also answer questions about symptoms and exposure at the gate daily.
- □ 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 workspaces.
- □ 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.

Entrance/Egress/Movement:

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

For morning drop off, grade levels 1st -6th with a start time of 8:00 am will enter campus between 7:45 am and 8:00 am. Students in TK and Kindergarten who start at 8:15 am will arrive on campus no earlier than 8:00 am.

For afternoon pick up, students will stay in class and walkie-talkies will be used to contact the stable group to let them know that they can go to the pick-up area to go home. Students do not wait in clustered waiting areas rather socially distanced in their stable groups until notified.

Students and staff entering campus will follow the arrows leading in a one-way direction to enter and exit the campus. Parents, family members, and or guardians are not allowed onto campus without an appointment.

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.
- □ Break and mealtimes will be done at different times for students in TK/K and for students in grades 1-6.
- □ They will still have separate eating areas that are designated for each specific stable group to use daily.
- □ Stable groups do not mix or pass each other in hallways as directional markers have been placed for students to follow.

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.

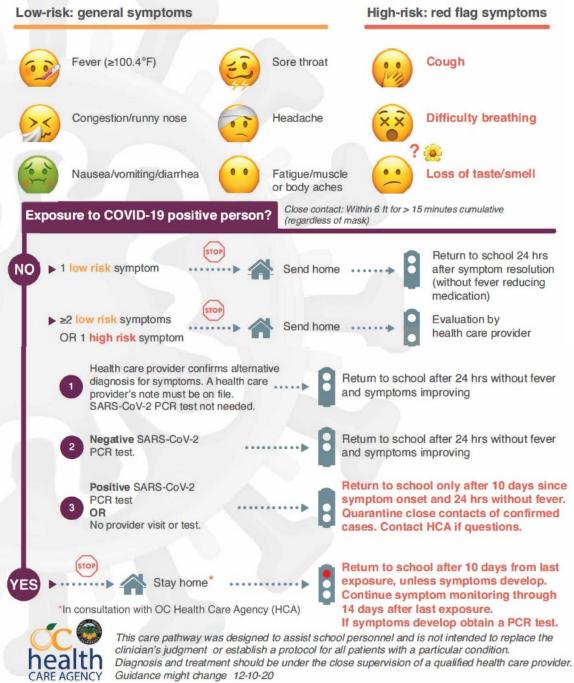
Device Usage and Care

- □ 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.
 - \Box 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 <u>support@tlccharter.org</u> or call the office (657) 284-5228.
- □ The cost of damaged or lost devices may be the responsibility of the parents.

Student Symptom Decision Tree Screen all students for potential COVID-19 symptoms or exposure



Guidance might change 12-10-20

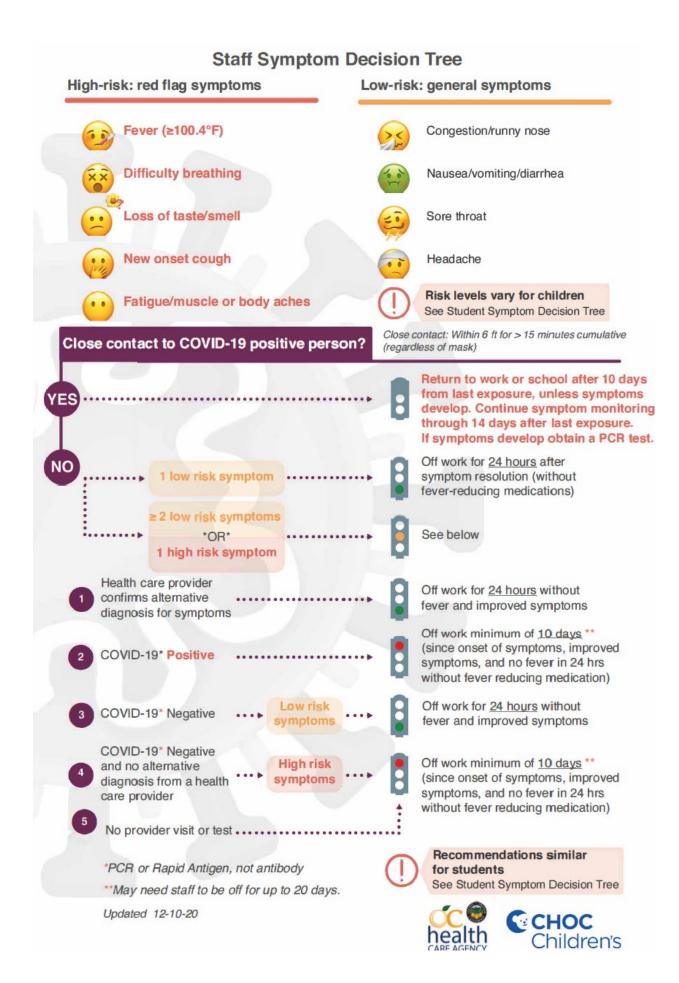


EXHIBIT A

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 hasbeendiagnosed 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>U.S. Centers for Disease Control and Prevention (CDC)</u> or the <u>California Department of Public Health (CDPH)</u>.

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.

<u>EPA-approved disinfectants</u> can be found online at <u>https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</u>. 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 atrisk 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 <u>serious underlying medical conditions</u>, particularly if not well controlled. More details regarding people who may be at higher risk can be foundonlineathttps://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.

CONFIRMED POSITIVE CASE HANDLING & REPORTING WORKFLOW FOR EDUCATION SECTOR



School Administration

Action Items for School Administration

- Review CDPH, CDC and OCHCA guidance
- Obtain information on case and school-related close contacts
- Direct confirmed case to isolate
- Recommend temporary assignment for students and staff pending investigation by school
- Send exposure letters as applicable
- Report positive cases and close contacts to OCHCA

School receives notification of COVID positive case (ex. Student/Faculty/Staff)



investigation and contact tracing activities

Obtains case and close contacts

assignment to distance learning for Student/ Staff Members who may be

School provides exposure letters to close contacts and low exposure letters as applicable



School reports positive cases and close contacts to OCHCA by using provided forms/mechanisms

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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 school will provide gear and equipment as it is available.

Face Coverings

Personal Protective Equipment (PPE)

Essential Protective Gear (EPG)

