



Redwood Christian Schools
COVID-19 Safety Plan (CSP):

- 1) COVID-19 Prevention Program (CPP)
- 2) COVID-19 School Guidance Checklist
- 3) Rebuilding RCS - RCE Phase 2 For On-Campus Instruction
- 4) Rebuilding RCS - MSHS Phase 2 For On-Campus Instruction

I. PURPOSE

The purpose of Redwood Christian Schools (RCS) COVID-19 Prevention Program (CPP) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes RCS from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. SCOPE

This CPP applies to all School employees except for employees who are teleworking.

III. DEFINITIONS

For the purposes of the CPP, the following definitions shall apply:

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“Close contact COVID-19 exposure” means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.0 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

IV. PROGRAM

A. SYSTEM FOR COMMUNICATING WITH SCHOOL EMPLOYEES

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at School Worksites and Facilities

RCS requires that employees immediately report to their principal or to the superintendent any of the following: (1) the employee’s presentation of COVID-19 symptoms; (2) the employee’s possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at RCS worksites or facilities.

RCS will not discriminate or retaliate against any employee who makes such a report.

2. Accommodations Process for Employees at Increased Risk of Severe COVID-19 Illness

RCS policy is to provide an accommodation process for employees who can demonstrate that they are or may be at higher risk of severe illness from COVID-19.

The CDC identifies the following individuals as being at an increased risk of severe COVID-19 illness, as set forth in the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.

School employees are encouraged to review the list of medical conditions and other conditions and factors identified by the CDC as placing an individual at increased risk of severe illness from COVID-19.

To request an accommodation under RCS policy, employees may make a request in writing to the superintendent.

3. COVID-19 Testing

RCS may require that employees who report to work at School worksites or facilities be tested for COVID-19.

Where RCS requires that employees be tested, RCS will inform employees for the reason that testing is required.

RCS will also inform employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that the employee not report for work at RCS during the high-risk exposure period and satisfying the minimum criteria to return to work, as defined in Section IV.K.

Where RCS requires testing, it has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act (“CMIA”).¹ Specifically, RCS will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

4. COVID-19 Hazards

RCS will notify employees and employers of subcontracted employees of any potential COVID-19 exposure at a School worksite or facility where a COVID-19 case and employee were present on the same day.

RCS will notify employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

RCS will also notify employees of cleaning and disinfecting measures RCS is undertaking in order to ensure the health and safety of the worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT SCHOOL WORKSITES AND FACILITIES

1. Screening Employees for COVID-19 Symptoms

RCS has adopted screening protocols, which **require that employees self-screen** for COVID-19 symptoms.

¹ LCW has prepared a template CMIA policy for employees, which is included in the Return-to-Work & School Toolkit.

RCS employees will self-screen for COVID-19 symptoms prior to reporting to any worksite or facility **and** may screen employees for COVID-19 symptoms prior to their entering worksites and facilities.

2. Responding to Employees with COVID-19 Symptoms

Should an employee present COVID-19 symptoms during a self-screening or a school administered screening, RCS will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work, as set forth in Section IV.K.

The RCS business office will advise the employee of any leaves to which they may be entitled during this self-quarantine period.

Further, RCS has adopted policies and procedures that ensure the confidentiality of employees and compliance with the CMIA. Specifically, RCS will not disclose to other employees, except for those who need to know, the fact that the employee is experiencing symptoms associated with COVID-19.

3. RCS Response to COVID-19 Cases

In the event that a RCS employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, RCS will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work set forth in Section IV.K.

RCS will advise the employee of any leaves to which they may be entitled during this self-isolation period.

RCS will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances:

- (1) the local health department;
- (2) Cal/OSHA;
- (3) employees who were present on RCS worksite or facility when the COVID-19 case was present;
- (4) the employers of subcontracted employees who were present at RCS worksite or facility; and
- (5) RCS workers' compensation plan administrator.

If possible, RCS will interview the COVID-19 case in order to ascertain the nature and circumstances of any contact that the employee may have had with other employees during the high-risk exposure period. If RCS determines that there were any close contact COVID-19 exposures, RCS will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work set forth in Section IV.K.

RCS has adopted policies and procedures that ensure the confidentiality of employees and compliance with the CMIA. Specifically, RCS will not disclose to other employees, except for those who need to know, the fact that the employee tested positive for or was diagnosed with COVID-19. Further, RCS will keep confidential all personal identifying

information of COVID-19 cases or persons unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

RCS conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, RCS identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, RCS identified potential workplace exposure to all persons at worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. RCS considered how employees and other persons enter, leave, and travel through worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

As part of this process, RCS treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor areas of RCS worksites and facilities, RCS evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

6. Compliance with Applicable State and Local Health Orders

RCS monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to RCS location and operations.

RCS fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, RCS will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment ("PPE").

8. Periodic Inspections

RCS will conduct periodic inspections of its worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with RCS COVID-19 policies and procedures.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES AT SCHOOL WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

RCS has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following:

- (1) the verification of COVID-19 case status;
- (2) receiving information regarding COVID-19 test results;
- (3) receiving information regarding the presentation of COVID-19 symptoms; and
- (4) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, RCS will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work set forth in Section IV.K.

a. Contact Tracing

If possible, RCS will interview the COVID-19 case in order to ascertain the following information: (1) the date on which the employee tested positive, if asymptomatic, or the date on which the employee first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at a School worksite or facility; and (3) the nature and circumstances of the COVID-19 case's contact with other employees during the high-risk exposure period, including whether there was any close contact COVID-19 exposure.

If RCS determines that there were any close contact COVID-19 exposures, it will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work set forth in Section IV.K.

b. Reporting the Potential Exposure to Other Employees

RCS will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a school worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at a school worksite or facility.

c. Free COVID-19 Testing for Close Contact Exposures

RCS will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a School worksite or facility.

d. Leave and Compensation Benefits for Close Contact Exposures

RCS will provide these employees with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, RCS own leave policies, and leave guaranteed by contract.

RCS will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

RCS may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

RCS will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

3. Confidential Medical Information

RCS will protect the confidentiality of the COVID-19 case, and will not disclose to other employees, except for those who need to know, the fact that the employee tested positive for or was diagnosed with COVID-19.

RCS will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT SCHOOL WORKSITES AND FACILITIES

RCS will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF EMPLOYEES

1. COVID-19 Symptoms

RCS provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.0 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

RCS monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including as provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

RCS will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

RCS provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

2. School's COVID-19 Policies and Procedures

RCS provides regular updates to employees on RCS policies and procedures to prevent COVID-19 hazards at School worksites and facilities and to protect School employees.

3. COVID-19 Related Benefits

RCS advised employees of the leaves to which they may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, RCS own leave policies, and leave guaranteed by contract.

Further, when an employee requires leave or is directed not to report to work by the School, RCS will advise the employee of the leaves to which the employee may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

RCS advised employees of the fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

RCS further advised employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

RCS advised employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, RCS trained and instructed employees on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

Further, RCS trained and instructed employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

F. PHYSICAL DISTANCING

RCS requires that all employees be separated from other persons by at least six (6) feet, except where RCS can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

RCS has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) reducing the number of persons in an area at one time, including visitors; (2) posting visual cues as a reminder of six feet; (3) adopting PikMyKid to control student arrival and dismissal; and (4) adjusting work processes or procedures, to allow greater distance between employees.

When it is not possible for employees to maintain a distance of at least six (6) feet, RCS requires individuals to be as far apart as possible.

G. FACE COVERINGS

1. Face Covering Requirement

RCS provides face coverings to employees and requires that such face coverings are worn by employees and individuals at School worksites and facilities.

School policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

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

RCS policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

RCS policy requires that face coverings are clean and undamaged. RCS policy allows for face shields to be used to supplement, and not supplant face coverings.

RCS policy provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

2. **Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

RCS policy requires that employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

3. **Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative**

RCS policy requires that any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employee is tested at least twice (2x) weekly for COVID-19.

However, RCS does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

4. **Prohibition on Preventing Employees from Wearing Face Covering**

RCS does not prevent any employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

5. **Communication to Non-Employees Regarding Face Covering Requirement**

RCS posts signage to inform non-employees that RCS requires the use of face coverings at School worksites and facilities.

6. **Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings**

RCS has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at School worksites and facilities, employees wear face coverings at other times, maintain physical distance from persons not wearing a face covering, and observe proper hand hygiene.

H. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

2. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor School worksites and facilities, RCS evaluated how to maximize the quantity of outdoor air.

Further, for School worksites and facilities with mechanical or natural ventilation, or both, RCS has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

RCS cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. RCS will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of School vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.²

² To include as applicable for Schools who operate school-owned or operated vehicles.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, RCS requires that cleaning and disinfecting must be done in a manner that does not create a hazard to employees or subcontracted employees.

4. Evaluation of Handwashing Facilities

In order to protect employees, RCS evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

RCS encourages employees to wash their hands for at least 20 seconds each time.

RCS does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

RCS policy provides for PPE.

RCS evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, RCS evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, RCS will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, RCS will provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

I. REPORTING, RECORDKEEPING AND ACCESS

1. Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, RCS will report information about COVID-19 cases at the workplace to the local health department.

Further, RCS will provide any related information requested by the local health department.

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, RCS will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of employees occurring at a School worksite or facility or in connection with any employment.

Further, in accordance with applicable law, RCS will record any serious work-related COVID-19-related illnesses or deaths.

3. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, RCS will maintain records of the steps taken to implement this CPP.

4. Availability of the CPP for Inspection

RCS will make this written CPP available to employees and employee organizations at School worksites or facilities.

Further, RCS will make this written CPP available to Cal/OSHA representatives immediately upon request.

5. Records Related to COVID-19 Cases

RCS will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act ("CMIA") and applicable law, RCS will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, RCS will make this information available to employees with personal identifying information removed. RCS will also make this information available as otherwise required by law.

J. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from School Worksites and Facilities

RCS will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from School Worksites and Facilities

RCS will exclude employees with close contact COVID-19 exposure from the workplace for 14 days after the last known close contact COVID-19 exposure.

3. Provision of Benefits to Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Employees Who Are Able to Telework During Isolation or Quarantine Period

RCS will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. RCS will provide these employees

their normal compensation for the work that they perform for RCS **during** the isolation or quarantine period.

b. Employees Who Are Unable to Telework During Isolation or Quarantine Period

The provision of benefits described below does not apply to either: (1) School employees who RCS can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) School employees who are unable to work for reasons other than protecting employees and non-employees at School worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, RCS will require that employees who are unable to telework, but are otherwise able and available to work, use paid sick leave in order to receive compensation during the isolation or quarantine period. School employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. RCS may use the “Catastrophic Illness Policy” to provide such employees who are unable to telework, but who do not have any paid sick leave available, additional sick leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, RCS will maintain the employee’s seniority and all other employee rights and benefits, including the employee’s right to their former job status, during the isolation or quarantine period.

RCS may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, School policy, or collective bargaining agreement³ that provides employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, RCS will provide the excluded employee the information on benefits to which the employee may be entitled under applicable federal, state, or local laws.

³ As applicable to schools with unionized employees.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, RCS own leave policies, and leave guaranteed by contract.

K. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

School policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any School worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.0 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

School policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any School worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, RCS does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If an employee is subject to an isolation or quarantine order issued by a state or local health official, School policy requires that the employee not report to any School worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

5. Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety.

In such cases, RCS will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at RCS worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

“Rebuilding RCS” - RCE Phase 2 For On-Campus Instruction

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- VIII. [Healthy Hygiene Practices](#)
- IX. [Identification and Tracing of Contacts](#)
- X. [Staff Training and Family Education](#)
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- XII. [Triggers For Switching To Distance Learning](#)
- XIII. [Communication Plans](#)
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Preface

Why the title “Rebuilding RCS” instead of “Reopening RCS?” The simple answer is, “RCS was never closed. Therefore by definition RCS does not need to reopen!” The more detailed answer is, currently there is no way to return to the “normal” school we have all known and loved. The modality of education that RCS provides to fulfill our mission to students called into our classrooms is going to change while we do our best to ensure that what makes the RCS Christ-centered education uniquely Christian remains the same. The calling set before us is similar to the calling given to Nehemiah in chapter 1: Just as Nehemiah was called to rebuild the walls of Jerusalem in order to provide safety and security to the residents of the city, we are called to metaphorically “rebuild” our campuses in an effort to minimize the risk of COVID-19 infection for students, staff, faculty, and administration, while maintaining the excellence and standards of an RCS education.

Even though we are in the midst of a pandemic with infection rates that have not stabilized and facing a recession, I am greatly encouraged as the RCS Superintendent. Why? I see God's faithfulness to this ministry despite everything happening in the world around us. A few examples I see of God's faithfulness are: 1) God changed the calling of eleven individuals during the 2019-20 school year, which means as of right now, RCS is not having to look to reduce staffing, even though the school enrollment has decreased; 2) God has provided RCS with the exact number of classrooms needed to establish small, stable cohorts; 3) As I have worked with RCS personnel behind the scenes to prepare them for a major change in role and/or responsibilities, I have received the same response each time, which goes along the lines of "Whatever RCS needs for me to do, I am all in!" I am grateful to serve alongside such a multi-talented administration, faculty, and staff who understand that we are here for the students, and that the students are not here for us.

School Information

Redwood Christian Schools - Redwood Christian Elementary Campus, 19300 Redwood Road, Castro Valley, CA 94546. 510-537-4288. www.rcs.edu

COVID-19 Point Person

The RCS Superintendent, Dr. Al Hearne II is the RCS COVID-19 Point Person. He can be reached at 510-889-7526 (office) or by email at AlHearne@rcs.edu

I. Introduction [\[TOC\]](#)

Re-Building RCS - The Quest For The Elementary Waiver

The CDC has published [Considerations for Schools](#) which encourages decisions to be made based upon the level of risk. The "Rebuilding RCS" plan includes four phases of returning to campus in a pandemic, each with a growing level of risk:

- [This is the current mode of education] Phase One - *Virtual Education*, the Lowest Risk - Students and teachers engage in virtual-only classes, activities, and events. However, virtual learning is very difficult for younger students. Therefore, RCS is requesting an elementary school waiver so that our elementary students can return to school in small, stable cohorts.
- Phase Two - *Small Cohorts*, contains Some Risk - Students and teachers will be placed in small, stable cohorts of 15 or fewer students. Movement is severely limited. Events and activities such as campus gatherings are completed via Zoom.
- Phase Three - *Classroom Cohorts*, contains More Risk - Students and teachers will be placed in the "normal" pre-pandemic classroom size. Movement is severely limited. Events and activities such as campus gatherings are completed via Zoom.
- Phase Four - *Return to Normal*, is the Highest Risk - Students and teachers return to the pre-pandemic school days.

[\[Current\]](#) Phase One: Virtual Education

RCS is currently in Phase One Virtual Education until Alameda County has achieved 14 consecutive days of “being red” and Alameda County deems it safe for schools to reopen.

Phase One is a full school day (9 am - 3:30 pm) and, using best practices gleaned from Online Distance Learning (ODL; in March-May, 2020), includes virtual classroom instruction by the students’ teacher(s), viewed online rather than in a classroom. RCS uses Zoom conferencing software for instruction and Schoology as the Learning Management System. The day will consist of live instructional blocks with teachers teaching and interacting with students throughout the school day.

[For the Elementary Waiver] Phase Two - Small Cohorts [and for when Alameda County allows schools to open after Alameda County moves into the Red Tier]

With the elementary waiver, or when Alameda County deems it safe for schools to open, elementary students can be on campus, in cohorts as small as practicable, no larger than 15 students, all day, every day with small in-person classes and activities. Cohort movement is severely limited to help mitigate risk. Cohorts do not mix and will remain together (although cohorts can be adjusted after four weeks; just as RCS does not typically change class placement, RCS does not envision changing cohort placement). Classrooms will be set up with students physically distanced 6 feet apart, and students will not be allowed to share supplies. Gatherings will not be allowed; assemblies will be conducted via Zoom.

RCS recognizes that Phase Two presents a greater risk than Phase One because students will be interacting with other students in their assigned, stable cohort. One benefit of the small cohort model is that in the event of COVID-19 exposure or suspected exposure, only individual cohorts will be sent home for quarantine and virtual learning. With this model, the entire school will not have to be shut down and go into quarantine because exposure will be limited and controlled.

After students have returned to campus for live instruction as allowed by either obtaining an Elementary Waiver or Alameda County allowing live instruction, RCS will follow the California Department of Public Health [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) which has established metrics for closing due to COVID-19 (also applicable to Phase Three and Phase Four):

- If a student or a teacher in a cohort (1 student in a cohort is greater than 5%) tests positive for the virus, this cohort classroom would be closed, followed by 14 days of quarantine. The student and teacher would transition back to Phase One with Virtual Learning. The cohort classroom would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.
- If the elementary campus experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine. The students and teachers would transition back to Phase One with Virtual Learning. The campus

would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.

In addition, for the elementary waiver, and while in Phase Two or Phase Three, families who are concerned about sending their child(ren) back to campus, students who are sick, and students (or cohorts) who have to go into quarantine due to exposure/confirmed case of COVID-19 will receive instruction from their teacher(s) virtually via Zoom.

All students on campus will receive a combination of live instruction from the teacher in the cohort and instruction via Zoom from teachers assigned to other cohorts, while students at home will receive all instruction via Zoom. This will also allow for families who are concerned about sending their child(ren) back to campus, students who are sick, and students (or cohorts) who have to go into quarantine due to exposure/confirmed case of COVID-19 to receive instruction via Zoom alongside those in the physical classroom.

Due to the need for increased student supervision of cohorts, some electives and enrichment classes will be either reduced or eliminated because these teachers are needed to be working with cohorts.

Phase Three

Phase Three, when deemed safe by Alameda County, RCS will move to the “Classroom Cohort,” by enlarging the cohort number to a “normal”/pre-pandemic classroom size and reduce the number of rooms used. This involves more risk due to more students being together. Movement of students will still be limited and classroom cohorts will not be allowed to mix in order to continue to minimize the potential exposure and spread of COVID-19. All enrichment and elective classes will also return.

Phase Four

Phase Four – when deemed safe by Alameda County, RCS will return to Normal, like “the good old days”/pre-pandemic, and it will have the highest risk because it will have the most interactions. The goal for our return to normal school is for everyone to be as safe as possible, following the best practices, guidance, guidelines, and requirements from [the CDC, California Department of Public Health - COVID-19 Industry Guidance: Schools and School-Based Programs Updated August 3, 2020](#) and [the County of Alameda](#). RCS will be an even better, safer school due to new hygiene habits/procedures and campus improvements made to clean and disinfect more effectively.

II. Cleaning, Disinfection and Ventilation [\[TOC\]](#)

RCS will work to maintain healthy environments through: a cleaning and disinfection schedule, requiring students to have their own school supplies, eliminating shared supplies, keeping doors and windows open as often as practicable to increase ventilation in the classrooms, modifying classroom layouts, and closing communal spaces. Students will not be issued lockers. Five additional, foot-pedal operated sinks for handwashing are currently being installed. Touchless hand sanitizer stations have been installed

inside each classroom. Bathrooms receive frequent cleaning and disinfection throughout the day and a deep cleaning each night. If school-provided equipment must be shared, it will be disinfected frequently. Handwashing will be promoted. Cohort teachers will teach the importance of handwashing and personal hygiene.

RCS utilizes KMC Cleaners as the evening custodial service. Each of the MCS Cleaners technicians have earned a certification in "[Cleaning and Disinfecting Principles](#)" from Global Biorisk Advisory Council. In addition, each RCS custodian, groundskeeper, principal, the Director of Advancement, and the Superintendent have also received the same certification.

Each night, KMC Cleaners will thoroughly clean and disinfect each classroom and office, with particular attention focused on highly-touched surfaces. KMC will continue to utilize a disinfectant and will also be adding Virus Shield (EPA Reg. 84198-1) which is on the EPA List N for disinfecting COVID-19. All classroom surfaces will be misted with Virus Shield according to its directions for COVID-19.

- The Administration has established a cleaning and disinfecting schedule in order to avoid both under- and over- use of cleaning products.
- Staff will clean and disinfect frequently-touched surfaces within the school on a regular basis, as practicable. Highly-touched surfaces include:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Student desks
 - Chairs
- RCS has a sufficient supply of hand sanitizers, soap, tissues, no-touch trash cans, and paper towels.
- Staff is equipped with proper protective equipment, including gloves, eye protection, masks or respirators, and disposable gowns that may be needed for deep cleaning and disinfection due to a COVID-19 exposure.
- All cleaning products will be kept out of children's reach and stored in a location with restricted access.

III. Cohorting [\[TOC\]](#)

Students will remain in assigned cohorts of 15 or fewer students, in the same classroom, and in groups as small and as consistent as possible in Phase 2. Cohorts will remain together throughout the day (for instruction, lunch, and recess), under the supervision of the teacher. The cohort will eat lunch in the classroom. Each cohort will be assigned its own location for recess and be supervised by its teacher. For younger children, keeping a physical distance from teachers will be difficult, yet teachers will work to train all students on the importance of practicing physical distancing. Cohort movement is severely limited to help mitigate risk. Cohorts will not mix and will remain together (although cohorts can be

adjusted after four weeks; just as RCS does not typically change class placement, RCS does not envision changing cohort placement). Classrooms will be set up with students 6 feet apart for social distancing, and students' sharing supplies will not be allowed. All campus gatherings will be done via Zoom. Cohort teachers will teach the importance of cohorting to help mitigate risk.

IV. Physical Distancing [\[TOC\]](#)

When on campus, all students, parents/guardians, employees, volunteers, and visitors (the use of volunteers and visitors will be severely limited and only if needed for essential school functions/business) are required to practice physical distancing of 6 feet as much as practicable.

All classrooms will be arranged so that chairs/desks will be placed 6 feet apart as practicable and arranged in a way that minimizes face-to-face contact. All extra furniture will be removed from classrooms. Cohort teachers will continually teach the importance of physical distancing to help mitigate the risk.

Physical barriers, such as face shields, gloves, protective equipment, barriers, and shields may also be used as appropriate and/or desired. Desks and/or tables and chairs will be spread out to help achieve physical distancing.

V. Entrance, Egress, and Movement Within the School [\[TOC\]](#)

Regarding Entrance and Egress: One-Way driving and utilizing the app PikMyKid.

Movement within the campus parking lots will be designated as one-way. Cars will enter on Alma Avenue and exit on James Avenue (grades 4 and 5) or enter on James Avenue and exit on Heyer Avenue (grades TK-3). Upon arrival at school and before the student is allowed to exit the car, a staff member will confirm (using the app PikMyKid) that the daily COVID-19 Health Screening Protocol has been completed. Then the student will be allowed to exit the vehicle and walk to their classroom. Staff members will be present to facilitate physical distancing of students as they exit the vehicle and move to the classroom. Parents/guardians will not be allowed to exit their vehicle.

At the end of the day, the app PikMyKid will be used for dismissal. The app facilitates a time-spaced, drive-through pickup. Students will be dismissed from their classroom only when their parent/guardian is in the "ready line." Staff members will be present to facilitate physical distancing of students as they exit their classrooms and move to the parking lot.

Regarding Movement Within the School: It will be severely limited and monitored by staff.

Cohort movement will be directed by the cohort teacher. Each cohort will be given several designated bathroom break times. Each cohort will be given separate, designated recess times. Co-curricular activities/elective classes will be held in their cohort rooms, thereby reducing cohort interaction. Students will eat lunch in their classroom at desks that are 6 feet apart. As all staff members are trained in first aid, minor medical needs will be handled by the cohort teacher to limit office visits. Cohort teachers will teach the importance of cohorting to help mitigate risk.

Designated parking spaces will be available for those who have business to conduct on campus. Upon parking, signage will direct the person to call the school office. If the business cannot be completed over

the phone, a staff member will either meet the person in the parking lot, or if necessary, the person will be asked to come into the office. Only members of one family will be allowed to be in the office at any one time.

All meetings (faculty, staff, or parent-teacher-student conferences) will be conducted via Zoom.

VI. Face Coverings and Other Essential Protective Gear [\[TOC\]](#)

Cloth face coverings will be worn (except when eating or drinking) by students and all school staff, with the exception of students unable to wear them due to documented special circumstances (with appropriate documentation confirming a particular developmental or health diagnosis that would limit or prohibit their ability to wear a face covering). Cohort teachers will teach proper wearing and care of cloth face coverings as well as frequently reminding students to not touch their faces.

Furthermore, as part of the dress code, K-12 students and employees will be required to always wear a neck gaiter around their neck even if the student or staff member chooses to utilize a different type of cloth face covering. RCS has purchased 800 neck gaiters to be given to elementary students and staff.

RCS has added a neck gaiter to the student and staff dress code (i.e. every employee and every student will always have a cloth face covering and cannot easily lose it, drop it in the bathroom, use it as a slingshot, etc). Any design on the neck gaiter (or preferred face covering) must be consistent with existing RCS dress code (“All clothing must be modest, neat and clean in appearance without frays, holes, or rips, and free from slogans, pictures, logos, etc. which are inconsistent with RCS philosophy”).

Students and staff may choose to wear a face shield in addition to the neck gaiter, if desired. RCS has a supply of cloth face coverings and disposable face coverings in case a student or staff member arrives at school without one.

Face Shields & Other Orifice Covering

Face shields with a cloth across the bottom and secured (i.e. tucked into a shirt, tied around the back of neck), may be worn as a substitute for cloth face coverings by both teachers and students. A neck gaiter is still required.

Both students and employees may choose to wear cloth face coverings (such as over-the-ear), face shields, goggles, and/or other orifice covering in addition to a neck gaiter.

VII. Health Screenings For Students and Staff [\[TOC\]](#)

Daily Student Health Screening Protocol Questionnaire

RCS will implement the use of an online safety system, PikMyKid, to help facilitate daily screenings, drop off, and pickup. Students will not be allowed to exit the vehicle until an RCS staff member has verified that the daily health screening has been completed. If self-screening is not completed when arriving on campus, the parent/guardian will be directed to park and complete the screening before the child(ren)

exit(s) the vehicle. No one will be allowed on campus with a temperature greater than or equal to 100 degrees Fahrenheit. Before exiting the car when arriving on campus, each student will need to apply hand sanitizer.

The current student daily health screening consists of four questions from the [Alameda County Public Health Department COVID-19 Guidance: Health Screening at Programs for Children and Youth](#):

1. In the last 24 hours, has your child had any of these symptoms, new or different from what they usually have or not explained by a pre-existing diagnosis?
 - Fever or chills
 - Cough
 - Shortness of breath, difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea and vomiting
 - Diarrhea
 - Seems sick or like they are starting to get sick
2. Look at the child. Do they look ill? Look for signs of illness like cough, fatigue, extreme fussiness, or difficulty breathing.
3. Have you given the child any medicines to lower a fever (such as Tylenol, Advil, or Motrin)?
4. Take the child's temperature. Is it greater than or equal to 100 degrees Fahrenheit?

If the answer is "Yes" to any of the questions above do not come to school, and follow the COVID-19 School Guidance Alameda County School Reopening Plans (pages 25-26), [Alameda County Public Health Department Protocols for the Onset of Symptoms, Close Contact with an Individual Testing Positive for COVID-19 in a School or Childcare Setting](#).

Signage will be posted that states anyone needing to conduct business in the school office will need to first park, then call the office and ask for permission to exit their car and enter the office. Only one person (or family) will be allowed in the office lobby at any one time. The volunteer screening protocol will be administered over the phone before permission is granted to enter the office.

If a student begins to exhibit symptoms while at school, the student will be isolated in a designated area (an office in room C5 which is currently not being used), away from other students and staff, pending immediate pick up from the school. The student's parents will be notified that they have 30 minutes to come and pick up their child.

Employee Screening Protocol

All employees are required to self-screen BEFORE coming to campus following a regimen from Alameda County Public Health Department's [COVID-19 Screening Guidance for Businesses and Organizations](#). At 6am each morning, the Employee Health Screening Protocol is automatically emailed to all RCS employees and they are required to complete it before coming to work. Dr. Hearne checks the results each morning before school and sends a text message reminder to anyone who has forgotten.

The employee daily health screening consists of three questions:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 - Yes - Do Not Come To School, contact your principal to request a substitute.
 - No - Continue to question #2.

2. "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19. Do you live in the same household with, or have you had *close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
 - Yes - Do Not Come To School, contact your principal to request a substitute.
 - No - Continue to question #3.

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, chills, or repeated shaking/shivering
 - Cough
 - Sore throat
 - Shortness of breath, difficulty breathing
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea
 - Nausea and vomiting

If you answer "Yes" to questions 1 or 2, or have symptoms that are not explained by a reason other than COVID-19, you must not come to school. Contact your principal BEFORE 6:30am so that a substitute can be secured before the start of school. A call list is provided just in case the principal does not answer the phone. Then follow the appropriate [Isolation](#) or [Quarantine](#) instructions. For additional information visit the [Isolation & Quarantine](#) page on the ACPHD website.

If an employee begins to exhibit symptoms while at school, the employee will immediately be sent home.

Volunteers and Visitors

Volunteers and visitors are severely limited. If it is necessary for a volunteer or visitor to visit campus, they are required to self-screen BEFORE gaining access to the campus following a regimen from Alameda County Public Health Department's [COVID-19 Screening Guidance for Businesses and Organizations](#). Signage states anyone needing to conduct business in the school office will need to first park, call the office, and then the Screening Protocol will be conducted over the phone. Permission must be granted by the office for the person to exit their car and enter the office or conduct their business. Only one person (or family) will be allowed in the office lobby at any one time.

The volunteer and visitor daily health screening consists of three questions:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 - Yes - Do Not Come To School, call the school office.
 - No - Continue to question #2.

2. "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19. Do you live in the same household with, or have you had *close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
 - Yes - Do Not Come To School, call the school office.
 - No - Continue to question #3.

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, chills, or repeated shaking/shivering
 - Cough
 - Sore throat
 - Shortness of breath, difficulty breathing
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea
 - Nausea and vomiting

If you answer "Yes" to questions 1 or 2, or have symptoms that are not explained by a reason other than COVID-19, you cannot be on campus. Please follow the appropriate [Isolation](#) or [Quarantine](#) instructions. For additional information visit the [Isolation & Quarantine](#) page on the ACPHD website.

If a volunteer or visitor begins to exhibit symptoms while at school, the volunteer or visitor will immediately be sent home.

VIII. Healthy Hygiene Practices [\[TOC\]](#)

Five additional, foot-pedal operated sinks for handwashing are currently being installed on the elementary campus, to help with the frequency of handwashing. In addition, a touchless hand sanitizer dispenser has been installed in each classroom. Each cohort teacher will develop a schedule for handwashing. RCS has already stocked an ample supply of soap, tissues, face coverings, and hand sanitizer. In addition, RCS will be receiving a shipment of additional supplies from the State of California as soon as it is available to be picked up. Cohort teachers will teach the importance of healthy hygiene practices, including handwashing and hand sanitizer use.

RCS has created a spiraled set of [COVID-19 Public Health Standards](#) for all grades which cover healthy hygiene practices at an age appropriate level. The Cohort Teachers will recursively teach these standards throughout the year.

COVID-19 Public Health Anchor Standards For Grades TK-5

Students are to understand and comply with RCS and public health standards by:

Standard 1 - wearing a cloth face covering during the school day.

Standard 2 - Maintaining 6 feet of physical distance between themselves and other people.

Standard 3 - Frequently washing their hands for at least 20 seconds with soap and water.

Standard 4 - Understanding the symptoms of COVID-19.

Standard 5 - Informing the school if they feel ill during the school day.

Standard 6 - Staying within their cohorts during the school day.

Standard 7 - Not sharing any items to include, but not limited to: supplies, curriculum, or food-related items with anyone else.

Standard 8 - Following indoor and outdoor handwashing station and bathroom protocols.

Standard 9 - Following drop-off and pick-up protocols.

IX. Identification and Tracing of Contacts [\[TOC\]](#)

The RCS Superintendent, Dr. Al Hearne II, is the designated point person to work with Alameda County Public Health Department for all COVID-19 related matters.

Four staff members have completed the [Johns Hopkins COVID-19 Contact Tracing](#) course: Megan Sinisi, Mike Kady, Jim Cleveland, and Jennifer Beck.

When a case of COVID-19 is confirmed for a student or staff member (henceforth called the Case), the following steps will be taken by the appropriate Redwood Christian School (RCS) staff:

1. The school's superintendent (Dr. Al Hearne) or his appointed designee (Megan Sinisi, Mike Kady, Jim Cleveland, or Jennifer Beck) will contact the Alameda County Public Health Department (ACPHD).
2. If the Case is present at school when the positive test is confirmed, the Case will be isolated in a designated area (an office in room C5 which is currently not being used), away from other students and staff, pending pick up from the school.
3. Custodial staff will clean and disinfect the classroom and identifiable spaces where the Case spent a significant amount of time (≥ 15 minutes).
4. Appropriate staff (Megan Sinisi, Mike Kady, Jim Cleveland, or Jennifer Beck) will begin contact tracing procedures. The Contact Tracer will:
 - a. Contact the Case;
 - b. Determine the Case's infectious period;
 - c. Identify Contacts of the Case who were exposed up to 2 days prior of the Case exhibiting COVID-19 symptoms. Contacts include:
 - i. All students in the Case's cohort, including adult supervisor(s);
 - ii. Members of Case's household;
 - iii. Others who were <6 feet away from the Case for ≥ 15 minutes (close contact);
 - iv. Others who were in the same room for ≥ 6 feet for an extended period of time (proximate contact).
 - d. Notify Contacts, inform them of quarantine procedures, and request they enter quarantine;
 - e. For RCS students and staff member(s), advise them of school's required quarantine period (see 6. below);
 - f. Inform the Case and Contacts of available resources;
 - g. Perform additional follow-up contacts to the Case and Contacts;
 - h. Ensure all required documents and associated paperwork is completed.
5. For a student or staff member testing positive to COVID-19, the Contact Tracer will inform the Case that they cannot return to school until:
 - a. If the Case **is** experiencing COVID-19 related symptoms, they may return to school when:
 - i. It has been at least 10 days since the date the Case's symptom(s) first appeared **AND**
 - ii. The Case had no fever for the last 24 hours (without the use of a fever reducing medication **AND**
 - iii. Symptoms have improved.
 - b. If the Case **is NOT** experiencing COVID-19 related symptoms, they may return to school 10 days after the date of their positive COVID-19 test.

6. For a student or staff member who is a Contact, the Contact Tracer will inform the Contact that they cannot return to school until:
 - a. If the Contact **is** experiencing COVID-19 related symptoms, they may return to school when:
 - i. It has been at least 10 days since the date the Contact's symptom(s) first appeared **AND**
 - ii. The Contact had no fever for the last 24 hours (without the use of a fever reducing medication **AND**
 - iii. Symptoms have improved.
 - b. If the Contact **is NOT** experiencing COVID-19 related symptoms, they may return to school when:
 - i. It has been at least 14 days from the date of last exposure **AND**,
 - ii. Check for symptoms 2X per day **AND**
 - iii. The Contact is symptom-free.

X. Staff Training and Family Education [TOC]

During the RCS PreSeason Orientation, professional development sessions were devoted to Staff Training: COVID-19 symptoms, transmission, hand washing, cloth face coverings, and physical distancing. Additional professional development will be provided throughout the year.

Each RCS custodian, groundskeeper, principal, the Director of Advancement, and Superintendent have earned a certification in "[Cleaning and Disinfecting Principles](#)" from Global Biorisk Advisory Council.

Four staff members, Megan Sinisi, Mike Kady, Jim Cleveland, and Jennifer Beck have completed the Johns Hopkins course, [COVID-19 Contact Tracing](#).

Initial family training has begun as we posted the Rebuilding RCS plan on our website and hosted several Zoom Q&A sessions. We have already emailed families about our dismissal program and are sending home training videos. Families have received initial training in the daily health screening protocol as they had to fill it out for our packet-pick up day. In addition, signs are posted throughout the school that teach proper hygiene. We will be sending the following documents home to families:

- [Checklist to plan and prepare for in-person learning](#)
- [How to protect yourself and others](#)
- [10 Things to do at home to manage COVID-19 symptoms](#)
- [Door Hanger Mask Reminder Option 1](#)
- [Door Hanger Mask Reminder Option 2](#)

In addition, RCS has created a spiraled set of [COVID-19 Public Health Standards](#). The RCE faculty will recursively teach these standards throughout the year. (See section IX. Healthy Hygiene Practices.)

XI. Testing of Staff and Students [TOC]

The California Department of Public Health [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) requires testing of all school staff each month. RCS has reserved the following testing dates with Arch Staffing and Consulting:

- September 24, 2020;
- October 29, 2020;
- November 19, 2020;
- December 17, 2020;
- January 28, 2021;
- February 25, 2021;
- March 25, 2021;
- April 29, 2021;
- May 20, 2021.

Arch Staffing and Consulting uses PMH Laboratory, Inc., CLIA #: 05d2137011, a licensed COVID-19 processing center, to process the results.

If a staff member has symptoms of COVID-19, RCS will instruct the staff member to not come to school or to leave school immediately and encourage them to follow the [Isolation](#) or [Quarantine](#) instructions for Alameda County. If it is a teacher, a substitute will be arranged during the quarantine / isolation period, unless the teacher requests to teach virtually from their home. The staff member will be instructed to contact their personal doctor and make arrangements for a COVID-19 test. In addition, RCS will send the staff member a copy of Alameda County Public Health Department's [Tips-Waiting for COVID-19 Test Results?](#)

The Daily Student Health Screening Protocol requires students with any symptoms to stay home. When parents contact the school, RCS recommends that students be immediately tested and provides the parents with the [Alameda County Public Health Department list of free testing locations](#). Students staying home will attend school on Zoom and cannot return until the [Alameda County Public Health Department Protocols](#) have been satisfied. Each campus principal verifies that the protocol has been satisfied and also notifies the child's teacher as well.

XII. Triggers For Switching To Distance Learning [\[TOC\]](#)

After students have returned to campus for live-instruction as allowed by either obtaining an Elementary Waiver or Alameda County allowing live instruction, RCS will follow the California Department of Public Health [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) which has established metrics for closing due to COVID-19 (also applicable to Phase Three and Phase Four):

- If a student or a teacher in a cohort (1 student in a cohort is greater than 5%) tests positive for the virus, this cohort classroom would be closed, followed by 14 days of quarantine. The student and teacher would transition back to Phase One with Virtual Learning. The cohort classroom would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.
- If the elementary campus experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine. The students and teachers would transition back to Phase One with Virtual Learning. The campus

would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.

In addition, the RCS Board of Directors has the authority to transition the school back to virtual learning if they believe it is in the best interest of the school due to health and safety concerns. Finally, RCS will comply if Alameda County or the State of California orders schools to switch back to distance learning.

XIII. Communication Plans [\[TOC\]](#)

RCS will continue to communicate with students, staff, faculty, administration, and families, as it has throughout the era of COVID-19, using a combination of emails to deliver information, surveys to solicit information and opinions, Zoom for video conferences and group discussions, and Facebook Live for major announcements. In addition, RCS utilizes the school's website (www.rcs.edu) and the Eagle Update (weekly newsletter) to keep the RCS community informed.

RCS will use the six scenario's found in the "[Alameda County Health Department Protocols for the Onset of Symptoms, Close-Contact with an Individual Testing Positive for COVID-19 in a School or Childcare Setting](#)" (this is taken from pages 25-26 in [COVID-19 School Guidance - Alameda County School Reopening Plans, Version 8, September 3, 2020](#)) to determine the action(s) to take and type of communication required. Every effort will be made to keep all staff and families informed while also following all applicable privacy laws. RCS will use [this letter template](#) to inform staff or parent/guardian of a student of a possible exposure to COVID-19. RCS will use [this letter template](#) to inform the staff or parents/guardians if there was a confirmed COVID-19 case on campus, but it has been determined they do not need to quarantine.

XIV. Key Constituent Consultation [\[TOC\]](#)

RCS has consulted with both families and staff in the creation of the "Rebuilding RCS" plan. Each phase outlined in the introduction was finalized based upon stakeholder feedback. All RCS families were sent a survey announcement on June 5, 2020, with the actual survey being sent on June 8, 2020 and open for the next 10 days. The survey sought to determine the modality of education RCS families wanted for the 2020-21 school year. An overwhelming majority (77%) of the families who responded wanted their children to return to campus, full-time, five days a week. Only 8% of families wanted their children to continue with 100% virtual learning. The high percentage of families wanting their children to return to campus full time is a major driving force behind obtaining the elementary waiver, as it will allow for all of the elementary students to receive live instruction. On June 23, 2020, the entire RCS community was sent an email with the Executive Summary regarding the family preference survey.

On July 8, 2020, the RCS staff received an update email from the Superintendent as well as a survey regarding their preferences for returning to campus for live instruction or to continue virtual learning. Only two staff members (neither of which were on the elementary campus) stated they were uncomfortable returning to campus. RCS has made provision for these two staff members to continue to work from home. In addition, Dr. Hearne personally called 100% of the elementary teachers during the month of July to determine their willingness to bring students back on campus. All teachers were willing to return.

Based upon the results from the two surveys, the four phase plan “Rebuilding RCS” was created. The plan was released via email and posted on the school website and is still the backbone of what has now become this elementary waiver application:

- July 14, 2020 – “Rebuilding RCS” The Introduction
- July 17, 2020 – “Rebuilding RCS” The RCS Response To Governor Newsom’s New Criteria
- July 23, 2020 – “Rebuilding RCS” Plans and Scenarios
- July 31, 2020 – “Rebuilding RCS” Student and Employee Health, Safety, and Cleaning Protocols

In addition, Dr. Hearne hosted two open Zoom Sessions to update RCS families and staff, as well as answer questions:

- July 29, 2020
- August 5, 2020

XV. Sources [\[TOC\]](#)

[Alameda County Public Health Department: Confirmed Positive COVID-19 Process for Schools, Childcare Programs and Extracurricular Programs](#)

[Alameda County Public Health Department: Home Isolation Instructions for People with Coronavirus Disease 2019 \(COVID-19\) Infection and People Awaiting COVID-19 Test Results](#)

[Alameda County Public Health Department: Home Quarantine Guidance for Close Contacts to Coronavirus Disease 2019](#)

[California Department of Public Health - COVID-19 Industry Guidance: Schools and School-Based Programs Updated August 3, 2020](#)

[California Department of Public Health Schools Guidance FAQs](#)

[COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, July 17, 2020](#)

[COVID-19 School Guidance - Alameda County School Reopening Plans, Version 8, September 3, 2020](#)

“Rebuilding RCS” - MSHS Phase 2 For On-Campus Instruction

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PREFACE

Why the title “Rebuilding RCS” instead of “Reopening RCS?” The simple answer is, “RCS was never closed. Therefore, by definition RCS does not need to reopen!” The more detailed answer is, currently there is no way to return to the “normal” school we have all known and loved. The modality of education that RCS provides to fulfill our mission to students called into our classrooms is going to change while we do our best to ensure that what makes the RCS Christ-centered education uniquely Christian remains the same. The calling set before us is similar to the calling given to Nehemiah in chapter 1: Just as Nehemiah was called to rebuild the walls of Jerusalem in order to provide safety and security to the residents of the city, we are called to metaphorically “rebuild” our campuses in an effort to minimize the risk of COVID-19 infection for students, staff, faculty, and administration, while maintaining the excellence and standards of an RCS education.

Even though we are in the midst of a pandemic with infection rates that have not stabilized and facing a recession, I am greatly encouraged as the RCS Superintendent. Why? I see God's faithfulness to this ministry despite everything happening in the world around us. A few examples I see of God's faithfulness are: 1) God changed the calling of eleven individuals during the 2019-20 school year, which means as of right now, RCS is not having to look to reduce staffing, even though the school enrollment has decreased; 2) God has provided RCS with the exact number of classrooms needed to establish small, stable cohorts; 3) As I have worked with RCS personnel behind the scenes to prepare them for a major change in role and/or responsibilities, I have received the same response each time, which goes along the lines of "Whatever RCS needs for me to do, I am all in!" I am grateful to serve alongside such a multi-talented administration, faculty, and staff who understand that we are here for the students, and that the students are not here for us.

School Information

Redwood Christian Schools - Redwood Christian Middle School & High School, 1000 Paseo Grande, San Lorenzo, CA 94580. 510-317-8990. www.rcs.edu

COVID-19 Point Person

The RCS Superintendent, Dr. Al Hearne II is the RCS COVID-19 Point Person. He can be reached at 510-889-7526 (office) or by email at AlHearne@rcs.edu

Date of Reopening

Redwood Christian Middle School students in Grades Six to Eight will return to campus for live instruction, in small, stable cohorts on November 16, 2020 and High School students on November 30, 2020. Other middle school and high school students will continue with virtual education.

I. Introduction [\[TOC\]](#)

Re-Building RCS - The Quest For Students To Return To Campus

The CDC has published [Considerations for Schools](#) which encourages decisions to be made based upon the level of risk. The "Rebuilding RCS" plan includes four phases of returning to campus in a pandemic, each with a growing level of risk:

- [This is the current mode of education for middle school and high school] Phase One - *Virtual Education*, the Lowest Risk - Students and teachers engage in virtual-only classes, activities, and events. However, virtual learning is very difficult for younger students.
- **[Beginning November 16, 2020 for middle school students and November 30, 2020 for high school students]** Phase Two - *Small Cohorts*, contains Some Risk - Students and teachers will be placed in small, stable cohorts of 15 or fewer students. Movement is severely limited. Events and activities such as campus gatherings are completed via Zoom.
- Phase Three - *Classroom Cohorts*, contains More Risk - Students and teachers will be placed in the "normal" pre-pandemic classroom size. Movement is severely limited. Events and activities such as campus gatherings are completed via Zoom.
- Phase Four - *Return to Normal*, is the Highest Risk - Students and teachers return to the pre-pandemic school days.

[\[Current\]](#) Phase One: Virtual Education

RCS is currently in Phase One Virtual Education until Alameda County has achieved 14 consecutive days of “being red” and Alameda County deems it safe for schools to reopen.

Phase One is a full school day (8am - 2:40 pm) and, using best practices gleaned from Online Distance Learning (ODL; in March-May, 2020), includes virtual classroom instruction by the students’ teacher(s), viewed online rather than in a classroom. RCS uses Zoom conferencing software for instruction and Schoology as the Learning Management System. The day will consist of live instructional blocks with teachers teaching and interacting with students throughout the school day.

[Beginning November 16, 2020 for middle school students and November 30, 2020 for high school students] Phase Two - Small Cohorts

Now that Alameda County has deemed it safe for schools to open, the parents of approximately 50% of the MSHS campus enrollment have decided to have their child(ren) return.

Middle school and high school students will be on campus, in cohorts as small as practicable, with most cohorts having 15 or fewer students, all day, every day with small in-person classes and activities. Cohort movement is severely limited to help mitigate risk. Cohorts do not mix and will remain together (although cohorts can be adjusted after four weeks; just as RCS does not typically change class placement, RCS does not envision changing cohort placement). Classrooms will be set up with students physically distanced 6 feet apart, and students will not be allowed to share supplies. Gatherings will not be allowed; assemblies will be conducted via Zoom.

RCS recognizes that Phase Two presents a greater risk than Phase One because students will be interacting with other students in their assigned, stable cohort. One benefit of the small cohort model is that in the event of COVID-19 exposure or suspected exposure, only individual cohorts will be sent home for quarantine and virtual learning. With this model, the entire school will not have to be shut down and go into quarantine because exposure will be limited and controlled.

After students have returned to campus for live instruction as allowed by Alameda County, RCS will follow the California Department of Public Health [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) which has established metrics for closing due to COVID-19 (also applicable to Phase Three and Phase Four):

- If a student or a teacher in a cohort (1 student in a cohort is greater than 5%) tests positive for the virus, this cohort classroom would be closed, followed by 14 days of quarantine. The student and teacher would transition back to Phase One with Virtual Learning. The cohort classroom would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.
- If the middle school & high school campus experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine. The students and teachers would transition back to Phase One with Virtual Learning. The campus would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.

In addition, while in Phase Two or Phase Three, families who are concerned about sending their child(ren) back to campus, students who are sick, and students (or cohorts) who have to go into

quarantine due to exposure/confirmed case of COVID-19 will receive instruction from their teacher(s) virtually via Zoom.

All students on campus will receive a combination of live instruction from the teacher in the cohort and instruction via Zoom from teachers assigned to other cohorts, while students at home will receive all instruction via Zoom. This will also allow for families who are concerned about sending their child(ren) back to campus, students who are sick, and students (or cohorts) who have to go into quarantine due to exposure/confirmed case of COVID-19 to receive instruction via Zoom alongside those in the physical classroom.

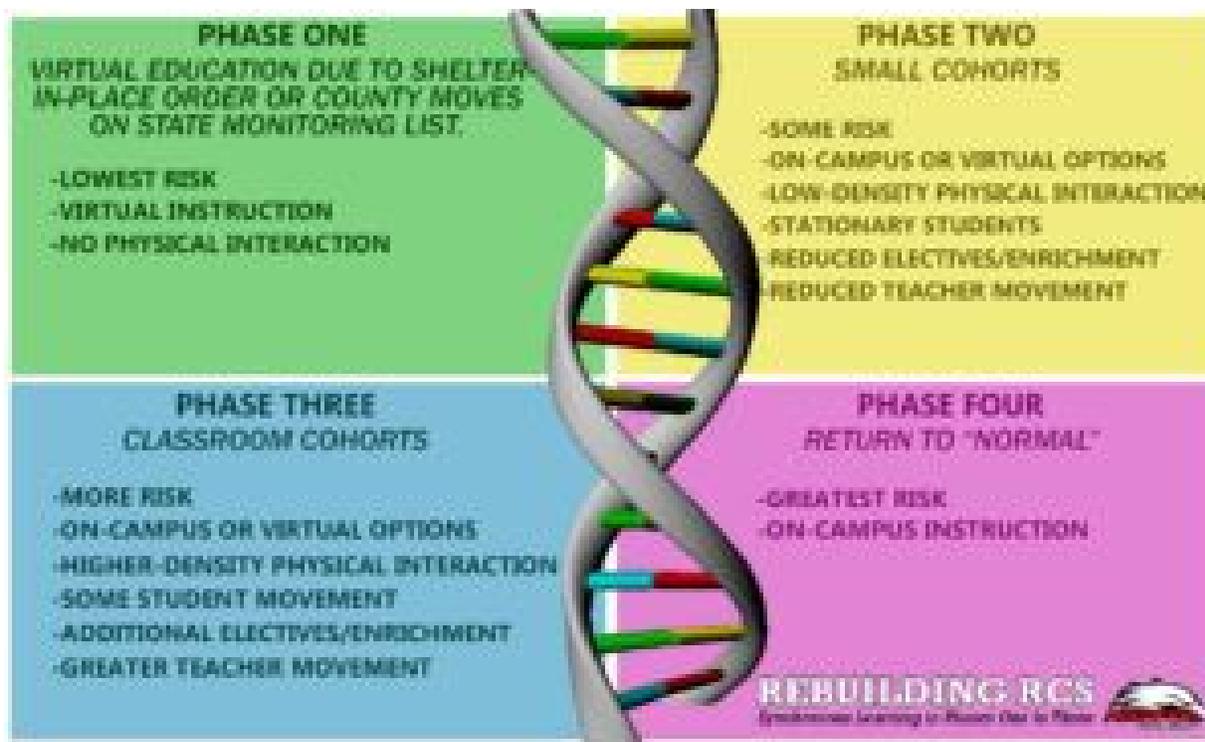
Due to the need for increased student supervision of cohorts, some electives and enrichment classes will be either reduced or eliminated because these teachers are needed to be working with cohorts.

Phase Three

Phase Three, when deemed safe by Alameda County, RCS will move to the “Classroom Cohort,” by enlarging the cohort number to a “normal”/pre-pandemic classroom size and reduce the number of rooms used. This involves more risk due to more students being together. Movement of students will still be limited and classroom cohorts will not be allowed to mix in order to continue to minimize the potential exposure and spread of COVID-19. All enrichment and elective classes will also return.

Phase Four

Phase Four – when deemed safe by Alameda County, RCS will return to Normal, like “the good old days”/pre-pandemic, and it will have the highest risk because it will have the most interactions. The goal for our return to normal school is for everyone to be as safe as possible, following the best practices, guidance, guidelines, and requirements from [the CDC, California Department of Public Health - COVID-19 Industry Guidance: Schools and School-Based Programs Updated August 3, 2020](#) and [the County of Alameda](#). RCS will be an even better, safer school due to new hygiene habits/procedures and campus improvements made to clean and disinfect more effectively.



II. Cleaning, Disinfection and Ventilation [\[TOC\]](#)

RCS will work to maintain healthy environments through: a cleaning and disinfection schedule, requiring students to have their own school supplies, eliminating shared supplies, keeping doors and windows open as often as practicable to increase ventilation in the classrooms, modifying classroom layouts, and closing communal spaces. Students will not be issued lockers. Four additional, foot-pedal operated sinks for handwashing have been installed. Touchless hand sanitizer stations are currently being installed inside each classroom. Bathrooms receive frequent cleaning and disinfection throughout the day and a deep cleaning each night. If school-provided equipment must be shared, it will be disinfected frequently. Handwashing will be promoted. Cohort teachers will teach the importance of hand-washing and personal hygiene.

RCS utilizes KMC Cleaners as the evening custodial service. Each of the MCS Cleaners technicians have earned a certification in “Cleaning and Disinfecting Principles” from Global Biorisk Advisory Council. In addition, each RCS custodian, groundskeeper, principal, the Director of Advancement, and the Superintendent have also received the same certification.

Each night, KMC Cleaners will thoroughly clean and disinfect each classroom and office, with particular attention focused on highly-touched surfaces. KMC will continue to utilize a disinfectant and will also be adding Virus Shield (EPA Reg. 84198-1) which is on the EPA List N for disinfecting COVID-19. All classroom surfaces will be misted with Virus Shield according to its directions for COVID-19.

- The Administration has established a cleaning and disinfecting schedule in order to avoid both under- and over- use of cleaning products.
- Staff will clean and disinfect frequently-touched surfaces within the school on a regular basis, as practicable. Highly-touched surfaces include:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student desks
- Chairs
- RCS has a sufficient supply of hand sanitizers, soap, tissues, no-touch trash cans, and paper towels.
- Staff is equipped with proper protective equipment, including gloves, eye protection, masks or respirators, and disposable gowns that may be needed for deep cleaning and disinfection due to a COVID-19 exposure.
- All cleaning products will be kept out of children's reach and stored in a location with restricted access.

III. Cohorting [\[TOC\]](#)

Students will remain in assigned cohorts, in the same classroom, and in groups as small and as consistent as possible in Phase 2. Cohorts will remain together throughout the day (for instruction, lunch, and recess), under the supervision of the teacher. The cohort will eat lunch in the Teacher's classroom, and the teacher will work to train all students on the importance of practicing physical distancing. Cohort movement is severely limited to help mitigate risk. Cohorts will not mix and will remain together (although cohorts can be adjusted after four weeks; just as RCS does not typically change class placement, RCS does not envision changing cohort placement). Classrooms will be set up with students 6 feet apart for physical distancing, and students' sharing supplies will not be allowed. All campus gatherings will be done via Zoom. Cohort teachers will teach the importance of cohorting to help mitigate risk.

IV. Physical Distancing [\[TOC\]](#)

When on campus, all students, parents/guardians, employees, volunteers, and visitors (the use of volunteers and visitors will be severely limited and only if needed for essential school functions/business) are required to practice physical distancing of 6 feet as much as practicable.

All classrooms will be arranged so that chairs/desks will be placed 6 feet apart as practicable and arranged in a way that minimizes face-to-face contact. All extra furniture will be removed from classrooms. Cohort teachers will continually teach the importance of physical distancing to help mitigate the risk.

Physical barriers, such as face shields, gloves, protective equipment, barriers, and shields may also be used as appropriate and/or desired. Desks and/or tables and chairs will be spread out to help achieve physical distancing.

V. Entrance, Egress, and Movement Within the School [\[TOC\]](#)

Regarding Entrance and Egress: One-Way driving and utilizing the app PikMyKid.

Movement within the campus parking lots will be designated as one-way. Upon arrival at school and before the student is allowed to exit the car, a staff member will confirm (using the app PikMyKid) that the daily COVID-19 Health Screening Protocol has been completed. Then the student will be

allowed to exit the vehicle and walk to their classroom. Staff members will be present to facilitate physical distancing of students as they exit the vehicle and move to the classroom. Parents/guardians will not be allowed to exit their vehicle.

At the end of the day, the app PikMyKid will be used for dismissal. The app facilitates a time-spaced, drive-through pickup. Students will be dismissed from their classroom only when their parent/guardian is in the “ready line.” Staff members will be present to facilitate physical distancing of students as they exit their classrooms and move to the parking lot.

Regarding Movement Within the School: It will be severely limited and monitored by staff.

Cohort movement will be directed by the cohort teacher. Each cohort will be given several designated bathroom break times. Co-curricular activities/elective classes will be held in their cohort rooms, thereby reducing cohort interaction. Students will eat lunch in their classroom at desks that are 6 feet apart. As all staff members are trained in first aid, minor medical needs will be handled by the cohort teacher to limit office visits. Cohort teachers will teach the importance of cohorting to help mitigate risk.

Designated parking spaces will be available for those who have business to conduct on campus. Upon parking, signage will direct the person to call the school office. If the business cannot be completed over the phone, a staff member will either meet the person in the parking lot, or if necessary, the person will be asked to come into the office. Only members of one family will be allowed to be in the office at any one time.

All meetings (faculty, staff, or parent-teacher-student conferences) will be conducted via Zoom.

VI. Face Coverings and Other Essential Protective Gear [\[TOC\]](#)

Cloth face coverings will be worn (except when eating or drinking) by students and all school staff, with the exception of students unable to wear them due to documented special circumstances (with appropriate documentation confirming a particular developmental or health diagnosis that would limit or prohibit their ability to wear a face covering). Cohort teachers will teach proper wearing and care of cloth face coverings as well as frequently reminding students to not touch their faces.

Furthermore, as part of the dress code, K-12 students and employees will be required to always wear a double-lined neck gaiter around their neck even if the student or staff member chooses to utilize a different type of cloth face covering. RCS has purchased 800 double-lined neck gaiters to be given to middle school and high school students and staff.

RCS has added a neck gaiter to the student and staff dress code (i.e. every employee and every student will always have a cloth face covering and cannot easily lose it, drop it in the bathroom, use it as a slingshot, etc). Any design on the neck gaiter (or preferred face covering) must be consistent with existing RCS dress code (“All clothing must be modest, neat and clean in appearance without frays, holes, or rips, and free from slogans, pictures, logos, etc. which are inconsistent with RCS philosophy”).

Students and staff may choose to wear a face shield in addition to the neck gaiter, if desired. RCS has a supply of cloth face coverings and disposable face coverings in case a student or staff member arrives at school without one.

Face Shields & Other Orifice Covering

Face shields with a cloth across the bottom and secured (i.e. tucked into a shirt, tied around the back of neck), may be worn as a substitute for cloth face coverings by both teachers and students. A neck gaiter is still required.

Both students and employees may choose to wear cloth face coverings (such as over-the-ear), face shields, goggles, and/or other orifice covering in addition to a neck gaiter.

VII. Health Screenings For Students and Staff [\[TOC\]](#)

Daily Student Health Screening Protocol Questionnaire

RCS will implement the use of an online safety system, PikMyKid, to help facilitate daily screenings, drop off, and pickup. Students will not be allowed to exit the vehicle until an RCS staff member has verified that the daily health screening has been completed. If self-screening is not completed when arriving on campus, the parent/guardian will be directed to park and complete the screening before the child(ren) exit(s) the vehicle. No one will be allowed on campus with a temperature greater than or equal to 100 degrees Fahrenheit. Before exiting the car when arriving on campus, each student will need to apply hand sanitizer.

The current student daily health screening consists of four questions from the [Alameda County Public Health Department COVID-19 Guidance: Health Screening at Programs for Children and Youth](#):

1. In the last 24 hours, has your child had any of these symptoms, new or different from what they usually have or not explained by a pre-existing diagnosis?
 - Fever or chills
 - Cough
 - Shortness of breath, difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea and vomiting
 - Diarrhea
 - Seems sick or like they are starting to get sick
2. Look at the child. Do they look ill? Look for signs of illness like cough, fatigue, extreme fussiness, or difficulty breathing.
3. Have you given the child any medicines to lower a fever (such as Tylenol, Advil, or Motrin)?
4. Take the child's temperature. Is it greater than or equal to 100 degrees Fahrenheit?

If the answer is "Yes" to any of the questions above do not come to school, and follow the [COVID-19 School Guidance Alameda County School Reopening Plans](#) (pages 25-26), [Alameda County Public Health Department Protocols for the Onset of Symptoms, Close Contact with an Individual Testing Positive for COVID-19 in a School or Childcare Setting](#).

Signage will be posted that states anyone needing to conduct business in the school office will need to first park, then call the office and ask for permission to exit their car and enter the office. Only one

person (or family) will be allowed in the office lobby at any one time. The volunteer screening protocol will be administered over the phone before permission is granted to enter the office.

If a student begins to exhibit symptoms while at school, the student will be isolated in a designated area (an office in room C5 which is currently not being used), away from other students and staff, pending immediate pick up from the school. The student's parents will be notified that they have 30 minutes to come and pick up their child.

Employee Screening Protocol

All employees are required to self-screen BEFORE coming to campus following a regimen from Alameda County Public Health Department's [COVID-19 Screening Guidance for Businesses and Organizations](#). At 6am each morning, the Employee Health Screening Protocol is automatically emailed to all RCS employees and they are required to complete it before coming to work. Dr. Hearne checks the results each morning before school and sends a text message reminder to anyone who has forgotten.

The employee daily health screening consists of three questions:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 - Yes - Do Not Come To School, contact your principal to request a substitute.
 - No - Continue to question #2.
2. "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19. Do you live in the same household with, or have you had *close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
 - Yes - Do Not Come To School, contact your principal to request a substitute.
 - No - Continue to question #3.
3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, chills, or repeated shaking/shivering
 - Cough
 - Sore throat
 - Shortness of breath, difficulty breathing
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea
 - Nausea and vomiting

If you answer "Yes" to questions 1 or 2, or have symptoms that are not explained by a reason other than COVID-19, you must not come to school. Contact your principal BEFORE 6:30am so that a substitute can be secured before the start of school. A call list is provided just in case the principal does not answer the phone. Then follow the appropriate [Isolation](#) or [Quarantine](#) instructions. For additional information visit the [Isolation & Quarantine](#) page on the ACPHD website.

If an employee begins to exhibit symptoms while at school, the employee will immediately be sent home.

Volunteers and Visitors

Volunteers and visitors are severely limited. If it is necessary for a volunteer or visitor to visit campus, they are required to self-screen BEFORE gaining access to the campus following a regimen from Alameda County Public Health Department's [COVID-19 Screening Guidance for Businesses and Organizations](#). Signage states anyone needing to conduct business in the school office will need to first park, call the office, and then the Screening Protocol will be conducted over the phone. Permission must be granted by the office for the person to exit their car and enter the office or conduct their business. Only one person (or family) will be allowed in the office lobby at any one time.

The volunteer and visitor daily health screening consists of three questions:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 - Yes - Do Not Come To School, call the school office.
 - No - Continue to question #2.
2. "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19. Do you live in the same household with, or have you had *close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
 - Yes - Do Not Come To School, call the school office.
 - No - Continue to question #3.
3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, chills, or repeated shaking/shivering
 - Cough
 - Sore throat
 - Shortness of breath, difficulty breathing
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea
 - Nausea and vomiting

If you answer "Yes" to questions 1 or 2, or have symptoms that are not explained by a reason other than COVID-19, you cannot be on campus. Please follow the appropriate [Isolation](#) or [Quarantine](#) instructions. For additional information visit the [Isolation & Quarantine](#) page on the ACPHD website.

If a volunteer or visitor begins to exhibit symptoms while at school, the volunteer or visitor will immediately be sent home.

VIII. Healthy Hygiene Practices [\[TOC\]](#)

Four additional, foot-pedal operated sinks for handwashing have been installed on the middle school & high school campus, to help with the frequency of handwashing. In addition, a touchless hand sanitizer dispenser is being installed in each classroom. Each cohort teacher will develop a schedule for handwashing. RCS has already stocked an ample supply of soap, tissues, face coverings, and hand sanitizer. In addition, RCS has received a shipment of additional supplies from the State of California as soon as it is available to be picked up. Cohort teachers will teach the importance of healthy hygiene practices, including handwashing and hand sanitizer use.

RCS has created a spiraled set of COVID-19 Public Health Standards for all grades which cover healthy hygiene practices at an age appropriate level. The Cohort Teachers will recursively teach these standards throughout the year.

COVID-19 Public Health Anchor Standards For Grades TK-5

Students are to understand and comply with RCS and public health standards by:

Standard 1 - Wearing a cloth face covering during the school day.

Standard 2 - Maintaining 6 feet of physical distance between themselves and other people.

Standard 3 - Frequently washing their hands for at least 20 seconds with soap and water.

Standard 4 - Understanding the symptoms of COVID-19.

Standard 5 - Informing the school if they feel ill during the school day.

Standard 6 - Staying within their cohorts during the school day.

Standard 7 - Not sharing any items to include, but not limited to: supplies, curriculum, or food-related items with anyone else.

Standard 8 - Following indoor and outdoor handwashing station and bathroom protocols.

Standard 9 - Following drop-off and pick-up protocols.

IX. Identification and Tracing of Contacts [\[TOC\]](#)

The RCS Superintendent, Dr. Al Hearne II, is the designated point person to work with Alameda County Public Health Department for all COVID-19 related matters.

Three staff members have completed the *Johns Hopkins COVID-19 Contact Tracing* course: Jennifer Beck, Jim Cleveland, and Mike Kady.

When a case of COVID-19 is confirmed for a student or staff member (henceforth called the Case), the following steps will be taken by the appropriate Redwood Christian School (RCS) staff:

1. The school's superintendent (Dr. Al Hearne) or his appointed designee (Mike Kady, Jim Cleveland, or Jennifer Beck) will contact the Alameda County Public Health Department (ACPHD).
2. If the Case is present at school when the positive test is confirmed, the Case will be isolated in a designated area (an office which is currently not being used), away from other students and staff, pending pick up from the school.

3. Custodial staff will clean and disinfect the classroom and identifiable spaces where the Case spent a significant amount of time (≥ 15 minutes).
4. Appropriate staff (Mike Kady, Jennifer Beck, or Jim Cleveland) will begin contact tracing procedures. The Contact Tracer will:
 1. Contact the Case;
 2. Determine the Case's infectious period;
 3. Identify Contacts of the Case who were exposed up to 2 days prior of the Case exhibiting COVID-19 symptoms. Contacts include:
 4. All students in the Case's cohort, including adult supervisor(s);
 5. Members of Case's household;
 6. Others who were <6 feet away from the Case for ≥ 15 minutes (close contact);
 7. Others who were in the same room or ≥ 6 feet for an extended period of time (proximate contact).
 8. Notify Contacts, inform them of quarantine procedures, and request they enter quarantine;
 9. For RCS students and staff member(s), advise them of school's required quarantine period (see 6. below);
 10. Inform the Case and Contacts of available resources;
 11. Perform additional follow-up contacts to the Case and Contacts;
 12. Ensure all required documents and associated paperwork is completed.
 13. For a student or staff member testing positive to COVID-19, the Contact Tracer will inform the Case that they cannot return to school until:
 14. If the Case **is** experiencing COVID-19 related symptoms, they may return to school when:
 15. It has been at least 10 days since the date the Case's symptom(s) first appeared AND
 16. The Case had no fever for the last 24 hours (without the use of a fever reducing medication AND
 17. Symptoms have improved.
 18. If the Case **is NOT** experiencing COVID-19 related symptoms, they may return to school 10 days after the date of their positive COVID-19 test.
 19. For a student or staff member who is a Contact, the Contact Tracer will inform the Contact that they cannot return to school until:
 20. If the Contact **is** experiencing COVID-19 related symptoms, they may return to school when:
 21. It has been at least 10 days since the date the Contact's symptom(s) first appeared AND
 22. The Contact had no fever for the last 24 hours (without the use of a fever reducing medication AND
 23. Symptoms have improved.
 24. If the Contact **is NOT** experiencing COVID-19 related symptoms, they may return to school when:
 25. It has been at least 14 days from the date of last exposure AND,
 26. Check for symptoms 2X per day AND
 27. The Contact is symptom-free.

X. Staff Training and Family Education [\[TOC\]](#)

During the RCS PreSeason Orientation, professional development sessions were devoted to Staff Training: COVID-19 symptoms, transmission, hand washing, cloth face coverings, and physical distancing. Additional professional development will be provided throughout the year.

Each RCS custodian, groundskeeper, principal, the Director of Advancement, and Superintendent have earned a certification in "[Cleaning and Disinfecting Principles](#)" from Global Biorisk Advisory Council.

Three staff members, Jennifer Beck, Mike Kady, and Jim Cleveland have completed the Johns Hopkins course, [COVID-19 Contact Tracing](#).

Initial family training has begun as we posted the Rebuilding RCS plan on our website and hosted several Zoom Q&A sessions. We have already emailed families about our dismissal program and are sending home training videos. Families have received initial training in the daily health screening protocol as they had to fill it out for our packet-pick up day. In addition, signs are posted throughout the school that teach proper hygiene. We will be sending the following documents home to families:

- [Checklist to plan and prepare for in-person learning](#)
- [How to protect yourself and others](#)
- [10 Things to do at home to manage COVID-19 symptoms](#)
- [Door Hanger Mask Reminder Option 1](#)
- [Door Hanger Mask Reminder Option 2](#)

In addition, RCS has created a spiraled set of [COVID-19 Public Health Standards](#). The RCE faculty will recursively teach these standards throughout the year. (See section IX. Healthy Hygiene Practices.)

XI. Testing of Staff and Students [\[TOC\]](#)

The California Department of Public Health [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) requires testing of all school staff each month. RCS has reserved the following testing dates with Arch Staffing and Consulting:

- September 24, 2020;
- October 29, 2020;
- November 19, 2020;
- December 17, 2020;
- January 28, 2021;
- February 25, 2021;
- March 25, 2021;
- April 29, 2021;
- May 20, 2021.

Arch Staffing and Consulting uses PMH Laboratory, Inc., CLIA #: 05d2137011, a licensed COVID-19 processing center, to process the results.

If a staff member has symptoms of COVID-19, RCS will instruct the staff member to not come to school or to leave school immediately and encourage them to follow the [Isolation](#) or [Quarantine](#) instructions for Alameda County. If it is a teacher, a substitute will be arranged during the quarantine / isolation period, unless the teacher requests to teach virtually from their home. The staff member will be instructed to contact their personal doctor and make arrangements for a COVID-19 test. In

addition, RCS will send the staff member a copy of Alameda County Public Health Department's [Tips-Waiting for COVID-19 Test Results?](#)

The Daily Student Health Screening Protocol requires students with any symptoms to stay home. When parents contact the school, RCS recommends that students be immediately tested and provides the parents with the [Alameda County Public Health Department list of free testing locations](#). Students staying home will attend school on Zoom and cannot return until the [Alameda County Public Health Department Protocols](#) have been satisfied. Each campus principal verifies that the protocol has been satisfied and also notifies the child's teacher as well.

XII. Triggers For Switching To Distance Learning [**\[TOC\]**](#)

After students have returned to campus for live-instruction as allowed by Alameda County, RCS will follow the California Department of Public Health [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California](#) which has established metrics for closing due to COVID-19 (also applicable to Phase Three and Phase Four):

- If a student or a teacher in a cohort (1 student in a cohort is greater than 5%) tests positive for the virus, this cohort classroom would be closed, followed by 14 days of quarantine. The student and teacher would transition back to Phase One with Virtual Learning. The cohort classroom would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.
- If the middle school & high school campus experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine. The students and teachers would transition back to Phase One with Virtual Learning. The campus would be reopened after the quarantine and a thorough cleaning and disinfection, public health investigation, and consultation with the Alameda County Public Health Department.

In addition, the RCS Board of Directors has the authority to transition the school back to virtual learning if they believe it is in the best interest of the school due to health and safety concerns. Finally, RCS will comply if Alameda County or the State of California orders schools to switch back to distance learning.

XIII. Communication Plans [**\[TOC\]**](#)

RCS will continue to communicate with students, staff, faculty, administration, and families, as it has throughout the era of COVID-19, using a combination of emails to deliver information, surveys to solicit information and opinions, Zoom for video conferences and group discussions, and Facebook Live for major announcements. In addition, RCS utilizes the school's website (www.rcs.edu) and the Eagle Update (weekly newsletter) to keep the RCS community informed.

RCS will use the six scenario's found in the "[School Scenarios and Protocols for Symptoms and Positive Cases](#)" (this is taken from pages 24-29 in [COVID-19 School Guidance - Alameda County School Reopening Plans, Version 12, October 1, 2020](#)) to determine the action(s) to take and type of communication required. Every effort will be made to keep all staff and families informed while also following all applicable privacy laws. RCS will use [this letter template](#) to inform staff or parent/guardian of a student of a possible exposure to COVID-19. RCS will use [this letter template](#)

to inform the staff or parents/guardians if there was a confirmed COVID-19 case on campus, but it has been determined they do not need to quarantine.

IV. Key Constituent Consultation [\[TOC\]](#)

RCS has consulted with both families and staff in the creation of the “Rebuilding RCS” plan. Each phase outlined in the introduction was finalized based upon stakeholder feedback. All RCS families were sent a survey announcement on June 5, 2020, with the actual survey being sent on June 8, 2020 and open for the next 10 days. The survey sought to determine the modality of education RCS families wanted for the 2020-21 school year. An overwhelming majority (77%) of the families who responded wanted their children to return to campus, full-time, five days a week. Only 8% of families wanted their children to continue with 100% virtual learning. The high percentage of families wanting their children to return to campus full time is a major driving force behind allowing students to receive live instruction. On June 23, 2020, the entire RCS community was sent an email with the Executive Summary regarding the family preference survey.

On July 8, 2020, the RCS staff received an update email from the Superintendent as well as a survey regarding their preferences for returning to campus for live instruction or to continue virtual learning. The results of the survey indicated that only three teachers (one elementary teacher and two high school teachers) were uncomfortable returning to campus for face-to-face instruction. RCS has made provision for these teachers to continue to work virtually.

Based upon the results from the two surveys, the four phase plan “Rebuilding RCS” was created. The plan was released via email and posted on the school website:

- [July 14, 2020 – “Rebuilding RCS” Introduction](#)
- [July 17, 2020 – “Rebuilding RCS” The RCS Response To Governor Newsom](#)
- [July 23, 2020 – “Rebuilding RCS” Plans and Scenarios](#)
- [July 31, 2020 – “Rebuilding RCS” Student and Employee Health, Safety, and Cleaning Protocols](#)
- [September 16, 2020 – “Rebuilding RCS” Elementary Waiver and MSHS Cohort Facilitation Update](#)
- [September 17, 2020 – “Rebuilding RCS” Employee COVID-19 Testing](#)
- [September 23, 2020 – “Rebuilding RCS” Alameda County Moves to the Red Tier](#)
- [September 29, 2020 – “Rebuilding RCS” Students Potentially Returning to Campus Soon](#)

In addition, Dr. Hearne hosted four Zoom Sessions to update RCS families and staff, as well as answer questions:

- July 29, 2020
- August 5, 2020
- September 10, 2020
- September 17, 2020

XV. Sources [\[TOC\]](#)

[Alameda County Public Health Department: Confirmed Positive COVID-19 Process for Schools, Childcare Programs and Extracurricular Programs](#)

[Alameda County Public Health Department: Home Isolation Instructions for People with Coronavirus Disease 2019 \(COVID-19\) Infection and People Awaiting COVID-19 Test Results](#)

[Alameda County Public Health Department: Home Quarantine Guidance for Close Contacts to Coronavirus Disease 2019](#)

[California Department of Public Health - COVID-19 Industry Guidance: Schools and School-Based Programs Updated August 3, 2020](#)

[California Department of Public Health Schools Guidance FAQs](#)

[COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, July 17, 2020](#)

[COVID-19 School Guidance - Alameda County School Reopening Plans, Version 12, October 1, 2020](#)