

# Valley Christian School (Dublin, CA)

## Re-Opening Plan

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**Cleaning and Disinfecting:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized, and what modifications will be made to increase the flow of fresh outdoor air within your school buildings.

- Valley Christian has a full-time, six-person, janitorial crew that follow a regular cleaning and disinfecting schedule. They have access to ample COVID-19, EPA approved, cleaning and disinfecting supplies and PPE. Members of this team clean and disinfect high-traffic and high-touch areas throughout the day and night (including all meeting spaces, restrooms, floors, countertops, interior handrails, door handles, and glass/metal partitions, etc.).
- All intensive cleaning is done when children are not present.
- Each classroom and office space is equipped with a bottle of Lemon-Quat, and PPE for its use is readily available. Teachers and staff have been instructed and trained to clean and disinfect their desks, work areas, student desks, chairs, light switches, and other high-touch surfaces daily. This procedure began last spring, so our faculty and staff are already very familiar with it.

**Lemon-Quat** (EPA Reg. No. 10324-157-2296) is a disinfectant, Virucide, cleaner that can be found on the EPA List N: Disinfectants for Use Against SARS-CoV-2 dated 3/03/2020:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Campus-wide exterior handrails are sprayed with disinfectant by a facilities staff member at 6:30 AM each morning with BTC 885 Neutral Disinfectant Cleaner – 256

**BTC 885 Neutral Disinfectant Cleaner - 256** (EPA Reg. No. 1839-167-5741) is a disinfectant, Virucide, cleaner that can be found on the EPA List N: Disinfectants for Use Against SARS-CoV-2 dated 3/03/2020:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Grade levels are assigned exclusive use bathrooms cleaned throughout the day with transition windows and lunchtime in mind (students eat lunch in their classroom cohort).
- Staff and children have hand washing stations or hand sanitizer readily available in each classroom and wipe/disinfect desks and tables after lunch and upon exit.
- Ongoing CAL/OSHA training and email reminders are sent to faculty and staff regarding cleaning and disinfecting often, including high touch surfaces.
- Janitorial crewmembers are assigned to buildings for greater accountability and use specific supplies and equipment for their buildings only.
- Janitorial and Facilities crew members have their own supplies, tools, and equipment. All shared items are disinfected after each use.
- All elementary school classrooms have individual thermostats set so fans continuously run in order to circulate fresh air.
- High-quality filters are replaced in all HVAC units on a rotating schedule to maximize central air filtration.

- All faculty and staff have been instructed to keep windows and exterior doors open whenever possible.
- Teachers are encouraged to do lessons and activities outdoors when feasible.
- Students must have their *own* classroom supplies and other items individually labeled; sharing is strictly prohibited.
- iPad's and other shared devices must be cleaned and disinfected after each use.
- Students are required to bring a personal water bottle and lunch from home.
- Choice Lunch, an onsite lunch catering service, has been discontinued until further notice.
- All drinking fountains are covered and labeled with "Water Fountain Closed" signage to avoid contamination.
- If a classroom item must be shared, it is cleaned and disinfected after each use.
- Areas where a suspected or known case of COVID-19 has been identified, are immediately quarantined off. These areas are thoroughly cleaned and disinfected with EPA, List N, approved products after a 24 hours has passed to avoid the additional risk of exposure or infection.

**Cohorting:** How students will be kept in small, 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 cohort.

- Students are pre-screened for COVID-19 symptoms and have their temperature checked with a touchless thermometer before exiting their parent's vehicle. Hand sanitizer (>60% ethyl alcohol) is applied before entering the building.
- Students report directly to their learning cohort once they are checked in. Staff is sprinkled throughout the building; making sure students are not congregating on their way to their cohorts.
- Campus protocols for access, egress, and directional movement are in place to avoid mixing cohorts; directional signage is posted throughout campus for traffic flow and physical distancing in hallways and other common areas.
- Approximately 165 students are segregated into small cohorts in a 52,500 sq. ft. building, containing 38 separate large meeting spaces, with a credentialed or degreed faculty member who does not change their cohort throughout the day.
- Seating and educational support are set up for physical distancing.
- All classes are limited to a *maximum* of 15 students.
- Cohorts do not mix, even when engaged in outdoor activities, and must follow a list of COVID-19 protocols and procedures, including social distancing and the mandatory wearing of masks.
- Students stay with their classroom cohort for lunch and modified recesses.
- Play areas are sectioned off, so no mixing of pods/cohorts occurs.
- Hand washing is required after each recreation time.
- Cohorts of students are assigned particular use bathrooms that are cleaned with transition windows and lunch periods in mind.
- Students are required to bring their own water bottle and lunch to campus each day.
- All drinking fountains are covered with "Water Fountain Closed" signage to avoid contamination and students drawing together.
- Choice Lunch distribution is temporarily discontinued due to COVID-19.
- All field trips and after school clubs are on pause until further notice.

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

- Valley Christian students have the option to continue with remote learning rather than returning to campus (approximately 30% of our student body has chosen this option).
- Faculty and staff have been trained to maintain physical distance from each other.
- For students who will be on campus, drop off times have been staggered to avoid students congregating before and after school.
- Students are pre-screened for COVID-19 symptoms and have their temperature checked with a touchless thermometer *before exiting their parent's vehicle* in one of several drop off zones.
- Faculty, staff, and children must follow campus protocols for access, egress, and directional movement to avoid mixing with others.
- Additional staff is on hand and stationed at critical points to keep students moving to their classroom cohorts and avoid congregating in hallways and other areas.
- Students report directly to their cohort once checked in; cohorts do not mix.
- Classroom size and furnishings have been strategically limited to maintain 6' of social distance.
- Desks have been arranged to avoid face-to-face contact.
- Students must have their own classroom supplies that have been visibly labeled with their name; sharing is strictly prohibited.
- Students stay with their pods for lunch.
- Faculty are encouraged to conduct lessons outside whenever feasible.
- Playtimes have been modified to maintain cohorts and social distancing.
- Play areas are sectioned off, so no mixing of cohorts occurs.
- P.E. is limited to individual skill building or games that can be conducted where physical distancing is maintained.
- Equipment sharing is prohibited.
- All equipment is cleaned and disinfected between each use.
- Enrichment activities where an increased likelihood of transmission from contaminated exhaled droplets have been canceled, including organized sports, performing arts plays, singing, and playing musical instruments.
- Assignments are turned in remotely or via a homework box to minimize contact.
- Copy room use is limited to 2 staff members at a time.
- Staff does not gather in break rooms and are encouraged to eat in their learning space.
- Staff meetings are conducted remotely via Zoom. When meeting in person is unavoidable, strict adherence to face coverings and social distancing is required.
- On-campus visits by parents and volunteers are limited to emergencies only.
- If a parent comes to the building unannounced, they are assisted outside with social distancing.
- We have discontinued the use of our facilities by outside organizations until further notice.
- A formal policy has been written and distributed regarding corporate-wide adherence to COVID-19 safety practices and procedures, including social distancing. This policy contains a mechanism for reporting violations and steps that will be taken for instances of non-compliance.

**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.

- Students are pre-screened for COVID-19 symptoms and have their temperature checked with a touchless thermometer *before exiting their parent's vehicle*.
- Designated entrances and exits are in use for different grade levels.
- Valley Christian staff and students have been trained and must follow campus protocols for access, egress, and directional movement within the buildings to avoid mixing with others.
- Signage is posted throughout campus to ensure physical distancing in hallways and other common areas.
- Arrow markers have been placed on the floors to direct the flow of traffic.
- Faculty and students report directly to their classroom cohort once they are checked in.
- Additional staff members are available during critical transition times to ensure students are not congregating on their way to their cohorts.
- Students stay with their classroom cohorts throughout the day, including lunch and recesses.
- Playtimes have been modified to maintain cohorts and social distancing.
- Play areas are sectioned off, so no mixing of cohorts occurs.
- P.E. is limited to individual skill building or games that can be conducted where physical distancing is maintained.
- Grade-levels have been assigned exclusive use bathrooms to avoid congregating and minimize mixing of cohorts.
- Bathrooms are equipped with touchless soap and paper towel dispensers to minimize contact.
- All drinking fountains are covered with "Water Fountain Closed" signage to avoid contamination and students drawing together.
- All classrooms have handwashing stations stocked with soap and papertowels or touchless hand sanitizers containing >60% ethyl alcohol.
- Copy room use is limited to 2 staff members at a time.
- Staff does not gather in break rooms and are encouraged to eat in their learning space.
- Staff meetings are conducted remotely via Zoom. When meeting in person is unavoidable, strict adherence to social distancing is required.
- On-campus visits by parents and volunteers are limited to emergencies only.
- Should a parent or visitor need to gain access to the campus, they must report to the school office for pre-screening before further entrance into the buildings.
- If a parent comes to the building unannounced, they are assisted outside with social distancing.
- Parent/teacher meetings are conducted remotely.
- We have discontinued the use of our facilities by outside organizations until further notice.

**Face Coverings and Other Essential Protective Gear:** How CDPH and ACPHD's face covering requirements will be satisfied and enforced. Availability to supply appropriate personal protective equipment to staff and students when needed.

*For Faculty & Staff*

- CAL/OSHA COVI-19 training was performed on August 6, 2020, for all faculty and staff, including the proper use of face coverings and other PPE.
- Signs are posted at every main entrance that face-coverings are mandatory in our facilities.
- We have incorporated a separate written COVID-19 policy that all faculty and staff received and acknowledged with their 20-21 contract/offer letter.
- A cloth face covering or surgical mask is *required* on campus by all faculty and staff unless specifically exempted per CDPH guidelines.
- Faculty and staff who are exempted from wearing masks are asked to wear a face shield with a drape that hangs to the shoulders and to maintain physical distancing at all times.
- Masks may only be removed while the individual is alone in an isolated office or another enclosed workspace with the door closed.
- Masks may be removed briefly to drink or eat, while an individual is seated and separated from other individuals in their office or workspace.
- Employees may wear any purchased mask or make their own masks from tightly woven, heavy cotton fabric. A fabric scarf, bandana, or handkerchief that closely covers their nose and mouth is also acceptable.
- Human Resources and Facilities have an ample supply of medical masks and other PPE for Faculty and Staff.
- Employees may not report to work without a mask and are encouraged to bring multiple masks to work should a replacement be required. Human resources also have a readily available supply of medical masks and PPE should a faculty or staff member need one.
- School leadership and human resources are conducting regular and ongoing formalized compliance inspections.
  
- Communicated guidelines for handling masks:
  - Wash, sanitize, or glove your hands before fitting a mask on your face.
  - Make sure the mask is sitting comfortably on your face, covering your nose and mouth.
  - Once the mask is sitting comfortably on your face, you should avoid touching it.
  - Wash or sanitize your hands after removing your mask.
  - Store masks individually in a clean, breathable container, such as a paper bag.
  - Only one mask per bag, to avoid cross-contamination; replace bag weekly.
  
- Communicated guidelines for cleaning/decontaminating masks:
  - Masks should be routinely cleaned and disinfected in a washing machine
  - A handheld steamer can be used to disinfect a cloth mask

*For Students*

- Signs are posted at every main entrance that face-coverings are mandatory in our facilities.
- Age-appropriate signage is posted in the halls and classrooms, emphasizing the proper use of face coverings.

- Students in TK – 2<sup>nd</sup> grade are “strongly encouraged” to wear a mask. Those who find it intolerable or who cannot wear masks properly are invited to use a face shield with a drape that falls to the shoulder.
- Students age 3<sup>rd</sup> grade and higher must wear a mask unless exempted from doing so per the CDPH guidelines. Anyone exempted from wearing a mask per the CDPH guidelines will be asked to wear a face shield with a drape that hangs to the shoulders.
- Masks may be removed briefly to drink or eat, while a student is seated and separated via social distancing from others in their classroom.
- The first week of school is dedicated to training students in our campus-wide COVID-19 safety protocols and procedures, including the mandatory use of face coverings.
- Students are trained to wash their hands before putting on and after removing their face covering.
- Signage is posted in classrooms to remind students of the proper use of face coverings and that they should not touch them.
- These protocols and procedures are gently and lovingly emphasized and re-emphasized by our teachers and staff daily, including reminders not to touch the face-covering once they are seated on the face.
- Students refusing to comply with face-covering protocols are asked to return to remote instruction.
- A supply of medical masks is on hand in the school office in case of an emergency or to prevent unnecessary exclusion from instruction.
  
- Communicated guidelines for handling masks:
  - Wash or sanitize hands before fitting a mask on your face.
  - Make sure the mask is sitting comfortably and covering both your nose and mouth.
  - Once the mask is sitting comfortably on your face, you should avoid touching it.
  - Wash or sanitize your hands after removing your mask.
  - Store masks in a clean, breathable container, such as a paper bag when not in use.
  - Only one mask per bag, to avoid cross-contamination; replace bag weekly.
  
- Communicated guidelines for cleaning/decontaminating masks:
  - Masks should be routinely cleaned and disinfected in a washing machine

*For Parents, Visitors, and Vendors*

- Signs are posted at every main entrance that face-coverings are *mandatory* in our facilities.
- On-campus visits by parents, visitors, and vendors are HIGHLY LIMITED.
- Parent/teacher meetings are conducted remotely via Zoom. Should a parent, visitor, or vendor need to access the campus, they MUST report to the school office for temperature checks and pre-screening before further entrance into the buildings.
- NO parent, visitor, or vendor is allowed to enter the building without a face covering.
- An ample supply of medical masks is available at the front office for emergencies.

**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.

- All staff, before coming onto campus, must submit a daily staff COVID-19 self-assessment. Human Resources regularly monitor the results of these pre-screenings.
- Employees have “check-in” stations at all main entrances where temperature checks, attendance, and hand sanitizer use occurs before entry. A social distance of 6’ is observed and monitored at all times.
- Parents have been advised and are required to prescreen their children for signs of COVID-19 symptoms before coming onto campus.
- Students are pre-screened for COVID-19 symptoms once they arrive and have their temperature checked with a touchless thermometer before exiting their parent’s vehicle. Hand sanitizer (>60% ethyl alcohol) is applied before entering the building (see attached).
- Social distance markers are in use at each drop-off zone.
- Faculty and staff have been trained to discreetly monitor others for visual signs and symptoms of COVID-19, including:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills (or repeated shaking with chills)
  - Fatigue
  - Muscle Pain
  - Headache
  - Sore Throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - New loss of taste or smell
- Valley Christian Elementary has two separate private isolation rooms for students or staff exhibiting COVID-19 symptoms.
- Any student or staff exhibiting COVID-19 symptoms must wait in an isolation room until a parent, or family member can transport them home or to a healthcare facility.
- 911 will be called if symptoms are severe or life-threatening, including persistent pain or pressure in the chest, confusion, bluish lips, and/or face.
- Areas where a suspected or known case of COVID-19 has been identified are immediately quarantined. These areas are thoroughly cleaned and disinfected with EPA, List N approved products after a 24 hour period of time has passed to avoid the additional risk of exposure or infection.
- Faculty and students will remotely learn until they are symptom-free and can safely return to campus.
- A formal investigation will be conducted after each known case to assess school or work-related factors that may have contributed to infection risk. COVID-19 protocols, procedures, and compliance measures will be updated as necessary to shore up any weaknesses.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

- Employees have “check-in” stations at all main entrances where temperature checks, attendance, and hand sanitizer use occurs before entry.
- Children are pre-screened for COVID-19 symptoms and have their temperature checked with a touchless thermometer before exiting their parent’s vehicle. Hand sanitizer (>60% ethyl alcohol) is applied before entering the building.
- Handwashing stations are available in classrooms; touchless hand sanitizer dispensers are installed in all remaining classrooms and other spaces.
- Students and staff use classroom handwashing or hand sanitizing stations each morning and at regular intervals throughout the day, including:
  - Before and after school
  - After having close contact with others
  - Before and after snacks and lunch
  - After outdoor playtimes
  - After using shared surfaces
- Age-appropriate infographics are posted near handwashing stations and in all restrooms to help train students in proper handwashing for a minimum of 20 seconds with soap, rubbing thoroughly after application to the fingertips.
- Fragrance-free hand sanitizer with >60% ethyl alcohol is used when a handwashing station is not readily available; students and staff are trained to rub the sanitizer into hand and down to the fingertips until completely dry.
- Faculty and staff model and monitor proper handwashing and sanitizing techniques.
- Students and staff must wash their hands after touching their face or having contact with the eyes, nose, or mouth, and covering coughs and sneezes.
- Longer breaks are utilized to accommodate handwashing.
- Bathrooms are equipped with touchless soap and paper towel dispensers to minimize contact.
- Ample hand soap and sanitizer stock are delivered via our janitorial supplier - Cole Supply.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated at least two (2) 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.

- Valley Christian’s COVID-19 Investigation and Response Team members (see below) are responsible for responding to all COVID-19 concerns. Staff is trained and instructed to contact these individuals should an issue arise. This team will also document and track potential exposure, notify local health officials, and work with the Head of Schools to inform parents via the school’s email system when communication is warranted.

### **COVID-19 Investigation and Response Team:**

- The following Valley Christian staff members are hereby identified as our COVID-19 investigation and response team:
  - Tawni Garcia

Chief Operating Office  
[tgarcia@comediscovervcc.org](mailto:tgarcia@comediscovervcc.org)  
(925) 560-6215

- o Yesenia Dodson  
Human Resource Director  
[ydodson@valleychristianschools.org](mailto:yDodson@valleychristianschools.org)  
(925) 560-6221

### Valley Christian Public Health Department Contact:

- The following Valley Christian staff member has been identified as our COVID-19 Public Health Department contact:
  - o Tawni Garcia  
Chief Operating Office  
[tgarcia@comediscovervcc.org](mailto:tgarcia@comediscovervcc.org)  
(925) 560-6215

### All Positive Cases of COVID-19 Are Reported To:

- o Alameda County Public Health Department  
Workplace Team  
[COVIDWorkplace@acgov.org](mailto:COVIDWorkplace@acgov.org)  
(510) 268-2101

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

- Valley Christian has a COVID-19 task force consisting of our Chief Operating office, Head of Schools, Human Resource Director, School Principal, and School Safety Officer who have planned, prepared, and memorialized safety protocols, procedures, and training for the return of faculty, staff, and school-aged children. These measures include CDPH, ACDPH, CDC, EPA, and CAL/OSHA recommended guidance, educational materials, and training to reduce the risk of COVID-19 exposure. This group continues to monitor, assess, remind, and audit compliance with both the written and workaday procedures.
- COVID-19 signage is posted at each building entrance including:
  - o Site-Specific Protection Plan (*last updated August 1, 2020*)
  - o Cal/OSHA COVID-19 General Checklist for School-Based Programs
  - o Social Distancing (see attached)
  - o Symptoms of Coronavirus Disease (see attached)
  - o Mandatory Face Coverings (see attached)
  - o Stay Home If You Feel Sick (see attached)
  - o Stop the Spread of Germs (see attached)

- All faculty contracts and staff offer letters for the 20-21 academic year have COVID-19 policies. They include language that faculty and staff are responsible for cleaning and disinfecting their office spaces, desks, student desks, countertops, etc.
- CAL/OSHA COVID-19 training was performed during our return to campus on August 6, 2020.
- Campus-wide COVID-19 safety protocols and procedures were provided during safety and human resource remote breakout sessions.
- A formal policy was written, distributed, and acknowledged regarding corporate-wide adherence to COVID-19 safety practices and procedures, including reporting violations and steps that will be taken for instances of non-compliance.
- Ongoing training and email reminders for social distancing, masks, and other safety protocols are regularly sent to staff and leadership via email.
- COVID-19 health and safety modus operandi was provided to all staff members during teacher preparation weeks in August and were written on individual schedules.
- Employees are encouraged to “see something, say something” by reporting staff violations of COVID-19 policies to Human Resources. Once a report is made, an investigation is completed, and the following action is taken:
  - First Violation: a verbal warning is issued.
  - Second Violation: a written warning is issued, and additional OSHA COVID-19 training is required.
  - Third Violation: a Performance Improvement Plan (PIP) is implemented in conjunction with the immediate supervisor and Human Resource Department.
- School leadership and human resources are conducting regular and ongoing formalized compliance inspections.
- Ongoing COVID-19 guidance provided by the CDPH, ACDPH, CDC, EPA, and CAL/OSHA is updated and distributed as it is received.
- Valley Christian’s full Reopening Plan is published on our website for all our constituents to see and pose questions or concerns.
- On July 27, 2020, a communication was sent to all families containing a PowerPoint of the Reopening plan. This message also included a parent survey and the *4th video* in a series of communications we called - "We're Getting Ready."
- The first week of in-person instruction for students is dedicated to training children on our campus-wide COVID-19 safety procedures, including social distancing and the proper use and storage of face coverings.
- Faculty and staff are instructed to gently, repetitively, and lovingly work with students on an ongoing basis to ensure compliance with COVID-19 procedures, social distancing, and the use of face coverings.
- Repeat student offenses of COVID-19 policies will result in the family/child’s return to distance learning.

**Testing of Staff:** How school officials will ensure that 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. Describe how staff will be tested periodically to detect asymptomatic infections (e.g. Screening Testing), including the name of a testing provider the school or district is planning to partner with.

- Valley Christian has contracted with the following provider for COVID-19 Testing:

**Mehrnaz Jamali MD, Inc.  
Jacob Devinney DDS, Inc.  
5000 Pleasanton Avenue, Ste. 110  
Pleasanton, CA 94566**

- Tests are conducted on a rotating schedule to capture 25% of our faculty and staff every two (2) weeks.
- All staff will be regularly tested a minimum of one time every two months.
- Employees exposed to a known case of COVID-19 or exhibiting symptoms of COVID-19 are required to report for a rapid test at one of the county's available sites, through their physician, or with the above-named provider.
- A list of available county testing sites is available through our Human Resource Department.
- A testing FAQ and what to do while "Waiting for a Test Result" are provided to all employees exposed to COVID-19, are exhibiting symptoms, and are required to report for testing.
- In addition, ACPHD *Home Quarantine Guidance for Close Contacts to Coronavirus Disease* and/or *Home Isolation Instructions for People with Coronavirus Infection and People Awaiting COVID-19 Test Results* will also be provided.
- Strict confidentiality in testing is maintained consistent with all FERPA and HIPAA regulations.
- Students are not being tested at this time.

**Triggers for Switching to Distance Learning:** The criteria the school or district leadership will use to determine when to physically close the school and prohibit in-person instruction.

- Once Valley Christian is open for in-person instruction, the CDPH and ACPHD have established the following metrics for closing school due to COVID-19:
  - If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
  - If a school experiences a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to a 14-day quarantine.
- Distance learning will be offered during classroom or school-wide closures.

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

**For Close Contact with a confirmed case of COVID-19 (defined as less than 6 ft. away for longer than 15 minutes)**

- Contact School Leader Immediately.
- School Leader collects as much information as possible.  
(i.e., Date of exposure, length of exposure, PPE worn, symptoms, are they being tested)
- School Leader informs the Head of Schools and COVID-19 Investigation and Response

Team.

- o COVID-19 Investigation and Response Team contacts the Alameda County Public Health Department.
- o School Leadership contacts parents of students in the class and informs the teacher if they are unaware.
- o If a student or employee is in school – isolate them immediately until they can be sent home to quarantine for 14 days and/or be tested for COVID-19.
- o Inform parents when test results are available.
- o Follow Alameda County Public Health’s guidance on possible classroom or school closure if the test comes back positive.
- o Clean and disinfect the classroom.
- o Confidentiality of employee or student and family shall be maintained at all times.

### For Confirmed Cases of COVID-19:

- o Contact School Leader Immediately.
- o School Leader gathers all of the information and quarantines affected area.
- o School Leader informs the Head of Schools and COVID-19 Investigation and Response Team.
- o COVID-19 Investigation and Response Team contacts Alameda County Public Health Department to report a confirmed case of COVID-19.
- o School Leadership contacts parents of students in the class and informs the teacher of the exposure if they are unaware.
- o COVID-19 Investigation and Response Team sends a letter to all families using templates.
- o Students and teachers in the classroom are to isolate at home for 14 days and monitor for symptoms.
- o Affected areas are deep cleaned and disinfected 24 hours after exposure.
- o Once students and staff return to campus, they are retrained on social distancing, use of face coverings, and other COVID-19 health and safety protocols.

**Key Constituent Consultation:** The school, school district, or system of private schools has consulted with relevant labor, community, and parent organizations, as applicable. Please provide a list of the meetings and/or forums held to obtain input and the key highlights from these events that support your plan to re-open your school, school district, or system of private schools for in-person instruction.

- A Zoom meeting with faculty and staff was conducted on August 4, 2020, at 9:30 AM to discuss the possibility of Valley Christian Elementary pursuing a waiver to be on campus for grades TK-6. During the meeting, a link was sent to a confidential survey all staff was asked to respond to once the call had ended. The results of the survey are available upon request.
- Ongoing conversations with faculty and staff and open lines of communication continue in our weekly staff meetings.
- Valley Christian fosters an atmosphere of training, collaboration, and open dialogue regarding COVID-19 with our faculty and staff. Questions and concerns are publicly expressed in staff meetings and addressed by leadership immediately.

- One-on-one conversations to address individual concerns are encouraged and handled with care and respect.
- We are in ongoing communication with the ACOE and ACPHD via the All Schools COVID-19 Update Call weekly on Thursdays from 2:00 - 3:00 PM.
- Our Chief Operating Officer regularly monitors CDPH, ACPHD, CDE, and ACOE websites for COVID-19 updates, local health conditions, and instruction on implementing statewide and local health orders and statutes.
- Our school leadership is in relationship and regularly collaborates with other districts, private, and public school leaders regarding implementation of COVID-19 best practices and state and county guidance.
- Valley Christian sent out regular and ongoing communication to families throughout June, July, and August in a series we called “We’re Getting Ready” to communicate all things COVID-19.
- Parent communication was sent on July 27, 2020, containing a PowerPoint of our reopening plan (also published on our website), a parent survey, and the 4th video in a series of communications we called - "We're Getting Ready."
- Feedback and dialogue with our school parents and families regarding COVID-19 have been ongoing since March and throughout the re-opening process.