

Reopening & COVID-19 Mitigation Plan Template

School / District: Bridges Charter School

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
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Promote Healthy Hygiene Practices

Describe your plan to:

1. Disseminate [Educational Resource Tools](#) to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough)
2. Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene

Plan: We will disseminate educational resources related to effective hygiene practices with students, staff, and families with the intention of mitigating the spread of COVID-19.

As part of our annual volunteer training with families, Bridges Administration will hold mandatory parent meetings that will include best hygiene practices such as hand washing, wearing face coverings, and disinfecting, and physical distancing. We will also request that parents and care givers re-enforce these practices at home with their children. For families who are unable to attend the training, a recording will be published. We will also communicate this information regularly via our Director's Newsletter and we will post resources on our webpage.

Further, every classroom teacher will integrate lessons on healthy hygiene practices, including how to properly wear a face covering, when students return to school that may include videos, readings, and class discussions.

Students will be required to wash their hands when they enter a classroom, and each classroom will maintain a hand washing schedule that includes hand washing before and after eating, after being outside, and before and after using the restroom.

Signage on proper hand washing techniques that are developmentally appropriate for students will be posted in all restrooms.

Additional hand sanitizing stations have been purchased and will be installed in common areas around the school.

Person(s) responsible	Date of Implementation
Administration Teachers Office Staff Custodians	Volunteer Trainings TBA in October (before return to classrooms) Classroom lessons to be integrated upon return on October 26th (first anticipated date of hybrid learning) Signage posted in August. Webpage resources posted by August 19th Hand sanitizing stations installed no later than October 23rd.

Intensity Cleaning, Disinfecting, and Ventilation

Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

Plan: Upon return to school, we will prohibit the use of shared playground equipment. Students will be grouped with their class and given access to specific areas of the play yard to eat and play without co-mingling with other groups.

Physical activities and games that limit the sharing of objects will be facilitated by staff. If sharing of objects occurs, we have trained staff disinfect those objects between uses.

We will be using the electrostatic sprayer in all classrooms between groups of students. The electrostatic sprayer kills all germs for 24 hours.

Middle school classes will be spaced with 15 minute breaks between periods to allow for increased cleaning and sanitation between transitions.

For disinfecting, we will use ACE 256 or Spartan HDQ specifically approved for use against COVID-19, and is on the EPA approved list “N”. We will train staff on the proper use and storage of disinfectants.

If disinfecting is done indoors, proper ventilation that allows for outdoor airflow will be ensured. We will purchase fans for restrooms to allow for increased ventilation and circulation of air.

Our custodial schedule is set up to allow for daily routine cleaning and disinfecting of surfaces and objects that are frequently touched such as doorknobs, light switches, sink handles, and countertops.

Teachers and staff will be provided with EPA-registered disinfecting wipes to use on commonly used surfaces in their workspaces that can be wiped down between uses.

Person(s) responsible	Date of Implementation
Administration Staff Teachers CVUSD	CVUSD will restrict access to playground equipment with caution tape (Complete). Training for staff will be complete by August 19th. Purchase disinfectant and sprayer (Complete) Disinfecting (Ongoing)

Implementing Distancing Inside and Outside the Classroom

Plan: Classroom desks and tables will be arranged in classrooms using the Rosner Model to ensure 6 feet of physical distance between the teacher and students in the classroom. Based on the size of our classrooms, between 16-20 students/adults can fit in a classroom as a group. Before re-opening our site, we will ensure that classrooms are set-up to maintain 6 feet of physical distancing between desks and tables. <https://drive.google.com/file/d/1-Djl6N3UgHyImpun3uQjIBE9-eBNGZv3/view?hsmi=90459708&hsenc=p2ANqtz-8Ll4UFPfoRjaAca79b5ePJA9Vd76toGKoTFKTYU4MyqB1tj2NeHvSQ6SCy7Bh6uUf0v-ZAUWZUe8YRcB1xquZcxPoN3Bg8pw8esUzX5cVD3MI54X8>

Students will be grouped in consistent family cohorts with designated staggered arrival and departure times based on family. Families will also be designated one of four separate outdoor entrances to utilize when arriving to school. These entrances will be monitored by a staff member during arrival and departure times.

All field trips, assemblies, and large gatherings will be cancelled.

PE, music classes, and intermixing of multiple classroom groups will be cancelled or offered virtually. If we return to hybrid learning, we will consider offering PE outdoors with physical distancing of 6 feet.

Intermixing of students in common areas will be avoided. Students will play in designated outdoor spaces without intermixing with other classroom groups. Recess times will be staggered.

A grab and go lunch will be served for students at staggered dismissal times between 12-12:30pm.

We will enact staggered start and release times for families between 8:30am-9:00am and between 12:00-12:30pm to restrict intermixing.

Hallways will be marked with stickers demonstrating six feet of distancing.

Non-essential visitors will be limited.

Person(s) responsible

Date of Implementation

<p>After school and enrichment programs with intermixed groups of students will be cancelled or offered virtually.</p> <p>The health office will be divided into two distinct sections, one will be utilized for students with flu-like symptoms with a separate entrance for parents to pick up their children, and the other section will be utilized for all other medical issues with stations set-up six feet apart to avoid intermixing of students.</p> <p>Work stations for office staff and other supplementary staff who are essential to being on site will be set-up six feet apart with plexiglass barriers for staff who have regular contact with others.</p> <p>We have and will continue to educate students, family, and staff on the importance of physical distancing.</p> <p>Bathroom use will be staggered and monitored by a trained adult.</p>	<p>Administration</p> <p>Teachers</p> <p>Custodians</p> <p>Staff</p>	<p>Education will happen before August 19th.</p> <p>Cancellation of programs will happen immediately</p>
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Limit Sharing

	Person(s) responsible	Date of Implementation
<p>Plan: Each child will store their belongings separately in individual storage containers labeled with their names. The child's personal belongings will be taken home every day and cleaned.</p> <p>Shared classroom supplies will be minimized and to the extent possible, each child will have their own classroom supplies and equipment. When this is not possible, sharing will be limited to a consistent group, and supplies will be disinfected between use.</p> <p>Electronic devices, clothing, toys, books, and other objects will not be shared, and if sharing happens, the objects will be disinfected between use.</p> <p>Teachers will be given designated times for use of common essential spaces such as the copy room, and they will be required to disinfect common materials before and after use. Teachers will be asked to limit the amount of personal items brought to campus, and the items they do bring will be stored in their classrooms and taken home daily to clean.</p> <p>Access to non-essential common areas such as the teachers lounge will be closed.</p>	<p>Administration</p> <p>Teachers</p>	<p>Classroom supplies organized before return to school site (October 26th)</p> <p>Training of teachers and staff no later than August 19th.</p> <p>Teacher schedule for common areas created no later than August 15th.</p>

Train all Staff and Educate Families

Describe your plan to:

1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures, and transmission of illness
2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

Plan:	Person(s) responsible	Date of Implementation
<p>We will ensure that workplace posters from the CDC are visible around campus for students, staff, and visitors with messages that include the importance of staying home when sick, and avoiding the spread of germs through use of preventative measures, face coverings, screening practices, and prevention of illness transmission.</p> <p>Before returning to the school site, all teachers and staff will be required to complete mandated trainings provided by Safe Schools in the areas of cleaning and disinfecting, first aid, and use of protective equipment. For the areas of physical distancing, face coverings, attendance surveillance, and contact tracing, we will utilize updated resources directly from the CDC.</p> <p>Training for families will be provided via zoom by administration during our mandated parent meetings offered during the first three weeks of school. We will review symptom identification, physical distancing guidelines, use of face coverings, screening practices, preventative measures, and transmission of illness. We will continually review these topics with families during our bi-weekly parent meetings.</p>	<p>Administration</p> <p>Staff</p> <p>Teachers</p>	<p>Trainings for teachers and staff completed by return to school site, October 23rd.</p> <p>Parent meetings completed by September 15th</p> <p>Bi-weekly parent meetings are ongoing.</p>

Check for Symptoms - Screening Staff, Students, and Visitors

Describe your plan to:

1. Screen all students, staff, and visitors entering school facilities
2. Monitor students and staff throughout the day for signs of illness
3. Support ill students and staff to remain at home without fear of reprisal

Plan:

- 1) We will engage in Active Screening as students, staff, and visitors enter campus consistent with the public health guidance which includes visual wellness checks and temperature checks with no-check thermometers located in all of our classrooms. We will actively communicate to our students and staff the importance of staying at home if they are sick or if they have had close contact with anyone diagnosed with COVID-19. Our policies will reflect attention to non-discrimination and will be applied uniformly.

We will also train parents and caregivers on passively screening their children before school. We will ask parents and caregivers to check their child's temperature in the morning before coming to school, and we will request that parents keep their child at home if their temperature is greater than 99.5 with a no-touch forehead thermometer, or 100.4 with an oral thermometer.

- 2) All individuals who enter our site will be asked if they or anyone in their home is exhibiting signs of or has been recently diagnosed with COVID. We will engage in continuous monitoring of staff and students throughout the day for signs of illness and will send home students and staff with a fever of 100.4 degrees or higher with an oral thermometer, or 99.5 with a no-touch forehead thermometer, or if they have a cough, or other COVID-19 symptoms.
- 3) Absences from the school site will not be penalized.
- 4) Discussions about COVID-19 will be normalized in both trainings with parents and teachers, and in classroom conversations. When students are at home, programs will be offered through distance learning; learning from home program will be aligned with learning at school program to ensure the fluidity of student learning between the two settings.

Person(s) responsible

Administration
Health and Attendance Clerk
Teachers
Staff
Parents and Caregivers

Date of Implementation

Policies developed and articulated by August 19th

Symptom monitoring is ongoing

Training of staff will happen before August 19th and will be re-visited regularly throughout the school year.

Plan for When a Staff Member, Student, Visitor Becomes Sick

Describe your plan to:

1. Include health office procedures for ill students
2. Involve HR for ill staff and visitors
3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email

Plan: Anyone with symptoms of illness will be sent to the health office and separated from other students and staff. While on site, that person will be monitored and sent home immediately.

Our health office will be set up to separate students who are well and students who are ill using a non-porous privacy screen between stations.

We will monitor attendance and conduct daily absence verification of symptoms, and we will enter this information into our SIS. We will provide a weekly report of COVID or influenza-like illnesses of staff and students using the VCPH surveillance survey. If more than 10% of our population of staff or students are out in a single day, we will report this information to the VCPH.

For students sent home, we will instruct parents to take their child to their primary care physician or coordinate with VCPH to arrange for same day testing.

Our designated liaisons will work with the VCPH PHN's on contact tracing for confirmed COVID-19 cases.

For staff and visitors diagnosed with COVID, we will work with our insurance carrier, Charter Safe and BSA to ensure employees and visitors have information about resources for health care, and that they know their rights and responsibilities.

We will use covidschools@ventura.org as a Share Point for local guidance.

Person(s) responsible	Date of Implementation
School district VCPH liaison Health Clerk Administration Administrative Coordinator	Ongoing

Maintain Healthy Operations - Surveillance and Reporting

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

Plan:	Person(s) responsible	Date of Implementation
<p>We will utilize our student information system to track attendance, symptoms, and illnesses of students not on site as coordinated through Ventura County Office of Education (VCOE) and VCPH. We will utilize information from VCPH to determine how, when, and what information that should be collected and reported to VCPH.</p> <p>We will monitor attendance rates weekly looking for patterns in classroom, grade-level, and school site attendance. We will report to VCPH immediately if our overall absenteeism rate is more than 10%.</p> <p>Notify Ventura County Public Health for dropping attendance rates, and coordinate communication with VCPH.</p> <p>Our Director and Health Clerk will work with VCPH to contact trace confirmed COVID-19 cases in a student, teacher, or staff member.</p>	<p>Administration Health and Attendance Clerk VCPH</p>	<p>Ongoing</p>

Consideration for Partial or Total Closure

Describe your plan to:

1. Communicate with VCPH prior to any school closure*
2. Communicate school closures with families and staff
3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction*

**Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH*

Plan:	Person(s) responsible	Date of Implementation
<p>1) When there is an individual with a confirmed COVID-19 test in our community, we will immediately contact and coordinate with the VCPH to determine next steps and to identify close contacts and to coordinate testing for staff and students. We understand that VCPH will help determine whether partial or complete closure of the school site is warranted.</p> <p>2) We will communicate with families and staff in coordination with VCPH. Our communication protocols with families will be in alignment with plans outlined in our school’s Emergency Operations Plan. Communication plans will include messages intended to counter potential stigma and discrimination. We will also maintain confidentiality of students and staff as required by ADA and FERPA.</p> <p>3) Our Education Plan for Learning at Home and Learning at School are aligned to allow for a seamless transition between both programs. Students at home and students at school will be engaging in the same lessons as the students learning at school with additional support staff to ensure continuity of learning. We will implement at minimum, the state mandated daily minutes at each grade level for both our at-home and on-site learning programs. Teachers will engage in professional development for transitioning face-to-face lessons into distance learning lessons for maximum engagement. We will also provide training and support for parents and caregivers in strategies for supporting their children with distance learning that will include a 30 minute family assessment and check-in with teachers before academic instruction begins. We will provide chrome books for students so that all students can be 1-1 with a functioning device in their homes. For families in need of WiFi, we will provide a hotspot. Technology needs and resources will be continually assessed to allow for continuous access to resources necessary for continuity of learning for all students. We will continue to work with CVUSD to provide free meals for students in need.</p>	<p>VCPH</p> <p>Administration</p> <p>Teachers</p> <p>Technology Support Staff</p> <p>Health Clerk</p>	<p>Training will take place by August 19th</p> <p>Coordination and communication with VCPH will be ongoing</p> <p>Meetings with families will be complete by August 30th.</p> <p>Parent trainings will be complete by September 14th.</p>

Strategic Recovery Planning Team (Optional)

Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.

Plan: Our Return to School Task Force consisting of administration, teachers, staff, parents, and board members has met weekly or bi-weekly since April to discuss and strategize for re-opening plans given current contexts. Our Task Force will continue to meet as necessary to update our re-opening plans based on revisions to local and state guidance.

Further, we will continue to seek input from our consortium of Charter School leaders along with VCOE leadership including our Charter Authorizer, Dr. Morales, Dr. Castro, and Mr. Mantooth.

We will include an agenda item about plans on our monthly board agendas for public discussion.

Person(s) responsible	Date of Implementation
Task Force	Ongoing
Administration	
Board of Directors	
County liaisons	

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date).

COE Internal: Date Received: _____ Date Reviewed: _____ Date sent to VCPH: Date of confirmed receipt by VCPH:
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This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.