



## **COVID-19 Operations Plan**

August 3, 2020

# Introduction

The Village Charter School Administration and Leadership have worked with the Central District Health and other trusted sources to put together guidance for the safe and effective operation of the school for the 2020-21 school year. This guide reflects our best ability to follow current guidance to ensure the health and safety of its students, staff, and community. These guidelines are subject to change as federal, state, and local guidance changes.

TVCS recognizes that even with the best prevention strategies and responses in place, there is still a likelihood of the presence of COVID-19 on campus. The intent of these practices and guidelines is to prevent the spread of coronavirus to the greatest extent possible and to respond quickly and effectively to stop the spread should it occur.

This guide also takes into account the direction from The TVCS School Board at the July School Board Meeting to move forward with a Hybrid Model of Instruction for the 2020-21 school year. This includes students attending school face-to-face and online. The practices and guidance makes the assumption that a portion of the student population may be online only for the 2020-21 school year, reducing the class sizes within the building and increases the likelihood that social distancing and other measures will be effectively maintained.

TVCS will plan for all three categories of transmission as defined in the Idaho Back to School Framework 2020. The guidelines in this TVCS COVID-29 Operations Plan assume that the school will operate at a Category 2 level, with the appropriate safety guidelines for this level of transmission in place. We believe that teaching and reinforcing these more conservative measures increases our chance of consistently following safety protocols throughout the school year.

In the event that an order or wide-spread transmission forces the school to close for any period of time, the following guidance will still remain in effect. School will transition to fully online with most staff working remotely during the closure.

## Reputable Sources of Information

- [Idaho Back to School Framework 2020](#)
- [COVID-19 Guidance for Schools](#)
- Parent Surveys and Feedback
- [Central District Health](#)
- [Centers for Disease Control and Prevention](#)
- [Governor Little's Coronavirus Website](#)

## Education and Training

TVCS Staff and Administration will work to share information from trusted sources on several topics related to coronavirus.

Some of these topics may include:

- [How to prevent the spread of COVID-19 when you are sick](#)
- [Employees stay home when sick](#)
- [How to stop the spread of germs](#)
- [Hand-washing](#)
- [Covering your cough](#)
- [Everyday preventative actions for individuals](#)
- [Community preventative actions for groups](#)
- [Everyday preventative cleaning practices](#)
- [Idaho Coronavirus Hotline](#)
- [How and when to self-quarantine](#)

# Parent Guidance

Parents play a key role in preparing their students for attending school face-to-face in the Fall. The following are suggestions for parents to follow to ensure their student and others are safe while on campus.

## Screening

Parents are encouraged to screen their own children each morning before sending their student to school. This includes checking their temperature and looking for other symptoms of coronavirus.

\*Please do not give your students medication to mask the symptoms of coronavirus.

A list of symptoms from the CDC can be found [HERE](#) as well as a Self-Checker.

If students have symptoms at school, they will be sent home.

## Face Masks

As per the ADA County Mandatory Mask Order, masks are required in public spaces, including schools.

Face masks are required at school for all students. Encourage students to bring a mask each day and to wear the mask when instructed by staff.

Parents should prepare by making or purchasing masks for their children prior to the start of school. It may be a good idea to send two masks to school with your child.

## Hand Washing and other Hygiene Measures

Hand washing and the use of hand sanitizer at various times throughout the day will be required of students.

Parents should encourage their children to use hand sanitizer and wash their hands before and after eating, using the restroom, handling shared items throughout the day, covering coughs, and wearing face masks.

## Social Distancing

Social distancing is encouraged as often as possible throughout the school day. Students will be spaced out throughout the day and mixing of students will be minimal.

Parents should inform their students that standing “two arms lengths” away from others is a safe distance. Encourage students to maintain this distance when possible throughout the day.

# Preventative Measures

## Facilities

TVCS will change the following items throughout the facility to assist in educating staff, students, and visitors, and to reduce the likelihood of transmission.

Staff and Custodial Services will follow guidance from the CDC for the [correct sanitation and disinfection](#) of the facility.

## Hand Washing and Sanitizer

Hand sanitizer is being provided in each classroom and common area. New hand washing stations will also be provided in common areas to increase access to hand washing for students and staff.

## Signs

Educational material and reminders of safety guidelines will be displayed at the entrance to the school and in common areas with frequent traffic. These may include symptoms, reminders of appropriate social distance, and other reminders.

## Deep Cleaning and Regular Disinfection

The school will be deep cleaned prior to starting school in August and during extended breaks to provide more than normal sanitation and disinfection of all classrooms, offices, and common areas.

Custodial services will also provide daily disinfection after school. Teachers and Staff will sanitize frequently used surfaces throughout the day and shared objects between each use.

## Ventilation

The TVCS campus is already exposed to adequate outdoor ventilation. Staff will be encouraged to open windows and doors to increase ventilation to classrooms and offices when appropriate.

## Health Office

TVCS is preparing a health office that will function for isolation of students and staff and other infection control measures.

# Wellness Policies

## Symptoms

Students and staff demonstrating symptoms of Covid-19 will be isolated in the sick room or outside until further screening and transportation home can be arranged.

Anyone showing [symptoms of Covid-19](#) on campus may be asked to leave campus immediately.

Staff and students who have symptoms of Covid-19, or have been in contact with someone with symptoms in the past 14 days, should not come to school and should notify the school as soon as possible.

\*Please do not take fever reducing medication or take other measures to mask possible symptoms.

For some students and staff with another diagnosis, there may be symptoms that present similar to COVID-19. These individuals will be addressed on a case-by-case basis and may be allowed to continue at school with guidance from CDH and their health care provider.

## Screening

Screening of students and staff will be done on an as needed basis and could be completed at the front office or in the classroom at any time.

\*Parents are encouraged to screen their own children each morning before sending their student to school.

## Protective Equipment

Face masks or Face shields are required for anyone at school.

Some staff and students may be asked to wear gloves or other protective equipment when direct contact is required, such as assisting with feeding or cleaning faces.

## Reinforcing Hygiene

Staff and students will be asked to wash their hands or sanitize frequently throughout the day and wear the appropriate protective equipment.

## Self-quarantine and Isolation

Each incident will be addressed on a case by case basis with guidance from CDH.

Anyone who has been in contact with someone with symptoms will be asked to [self-quarantine](#) for two weeks (approximately 14 days) to watch for symptoms.

Anyone who has been identified positive with COVID-19 will be required to follow guidance from the CDC for [leaving isolation](#) and should self-quarantine for two weeks (approximately 14 days).

## **PPE**

### **Face Masks and Face Shields**

As per the ADA County Mandatory Mask Order, masks are required in public spaces, including schools.

Face Masks or Face Shields will be required for students and staff. Masks will be expected to be worn when appropriate social distancing is not possible.

Face Masks will not be provided for all students. When necessary the school may provide a mask for a student under special circumstances.

Staff and students will be allowed to wear any additional protective equipment at school. These could include, gloves, face shields, etc.

### **Gloves**

Some staff and students may be asked to wear gloves when direct contact is necessary. These situations might include face cleaning, feeding, etc.

## **Classroom and School Strategies**

### **Supporting Effective Routines and Procedures**

Teachers will teach current guidelines and expectations for social distancing, protective equipment, identifying symptoms, protecting confidentiality and dignity of other students, and other COVID-19 related content throughout the year.

- Some routines may include when to wear face masks, washing hands, using sanitizer, physical distancing.

### **Small Groups within Classrooms (“Podding”)**

When 6 ft of distance in a classroom is not possible for all students, teachers will place students in assigned small groups to limit physical interaction during partner and group work.

Seating may also be faced in the same direction vs. face to face to reduce transmission.

### **Use of outdoor spaces**

To improve ventilation and physical distancing, teachers will be encouraged to use outdoor spaces during instruction.

### **Hand Washing and Sanitizing**

Staff will direct students to wash their hands on a regular basis, including during major transitions and at lunch time.

Staff will also direct students to use hand sanitizer in the classroom or common areas as needed and hand washing is not immediately available.

### **Recess and Before or After School**

Staff will encourage students to maintain appropriate social distancing and wear face masks or other appropriate protective equipment at recess and before or after school when contact with other students is more likely to occur.

Recess will be staggered to reduce the number of classes that are on the playground at any one time.

### **Staggered Start/End Times**

School start and end times will continue to be staggered to reduce mixing before and after school.

### **Shared Items**

Teachers will, when possible, reduce the use of shared items throughout the school day. Sanitizing shared items between use will be required.

Students belongings will be kept separate from others. This includes eliminated shared spaces for backpacks, coats, and other personal belongings whenever possible.

### **Lines and Transitions**

Staff will reinforce appropriate social distancing during transitions. Teachers can encourage students to maintain “two arms lengths” away from others when in line to reinforce the appropriate distance.

### **Bathroom use**

Staff will control the number of students allowed in the restroom at any one time to allow for social distancing to occur.

## **Lunch and Cafeteria**

### **Preparing and Serving Food**

TVCS will work with Life’s Kitchen to prepare food in advance with disposable plates and utensils, if possible.

Spaced serving lines will be marked on the floors.

### **Seating**

Students will be seated to allow for appropriate social distance while eating.

Students will be required to wash their hands before and after lunch. Hand sanitizer will be made available in the cafeteria.

High-touch surfaces will be sanitized between groups of students using the cafeteria.

Students will not be allowed to share food, utensils, or any other items during lunch.

Tables will be separated by 6ft or more and students will be seated 6ft away from others while eating.

### **Additional Measures**

If needed, TVCS may do any of the following additional measures:

- Provide prepackaged meals

- Eat lunch in the classrooms or outside

- Face students only in one direction or increase social distances

- Provide longer lunch periods to further stagger groups of students eating at any one time.

### **Visitors and Volunteers**

Visitors/Volunteers are still allowed to come on campus. Any unessential visitors will be encouraged not to visit classrooms.

Face masks are required for all visitors/volunteers who enter the building.

Visitors/volunteers may also be subject to screening for symptoms before entering the building or classroom.

### **Events**

All School-wide gatherings are canceled until further notice.

Events that require families to come to the school will be staggered to allow appropriate social distancing to occur. Face masks will be required for families that choose to attend these events.

### **Non-School Related Events**

Any non-school sanctioned events that occur within the school building will be required to follow the safety guidelines in place.

# Staff and Student Attendance

Staff and students are required to stay home when sick and when presenting symptoms.

## **Student Attendance**

Attendance will be required for students who are continuing face-to-face learning.

Attendance for online only students will be taken on a weekly basis based on completed learning requirements.

Students who are absent for a covid related reason will not be adversely impacted by grades or any other measures.

## **Staff Attendance**

Special accommodations may be made for vulnerable staff to work online and/or from home on a case by case basis. Consideration will also be made for staff who have to care for family members at home.

Staff who are absent for a COVID related reason will not be docked personal or sick leave. This includes staff who have to stay home to care for sick children or family.

# Response to Positive Cases

## How to respond to a confirmed case within the school building:

The response to a known person with Covid-19 within the building will be addressed on a case by case basis under the guidance of CDH. The following are the general guidelines for how to respond once a known case is identified.

- Notify Central District Health, if not already involved.
- Send student home immediately if at the school.
- Identify anyone who may have been in [close contact](#) with the known case.
  - For the purposes of identifying anyone in close contact:

***Close Contact: Anyone within 6 feet for more than 15 minutes***

- Following recommendations from CDH for next course of action, recommendations could include:
  - Exclude the positive person from the school to allow for self-isolation or self-quarantine until they can safely return.
  - Possible dismissal of students and staff within the same classroom for 1-2 days.
  - Extended school closure if necessary
- Communicate with staff, parents, and students who were possibly exposed to the positive case.
- Clean and disinfect thoroughly
  - This includes closing off areas where an infected person has been.
  - Waiting 24 hours or more before sanitizing and disinfecting.
- Reinstate strategies to continue education and support to students and parents as needed.

## Assisting in Contact Tracing and Communication

Under the direction of the CDH, staff will assist in identifying who was in [close contact](#) with a positive case of COVID and communicating with potentially infected individuals and their families.

School Administration and Staff will work with CDH to coordinate communication and to maintain confidentiality in accordance with [HIPAA](#).

## Short Term or Extended Closures

In the event that a wide spread transmission or an order closing the school, TVCS will work with the CDH to provide guidance.

During an extended closure of two weeks or more the following will occur:

- Students will all transition to distance learning at home
- Staff will transition to working from home if possible
- All events and activities will be canceled
- Communication will be provided with timelines and next steps for families
- Custodial Services will deep clean and disinfect the whole school