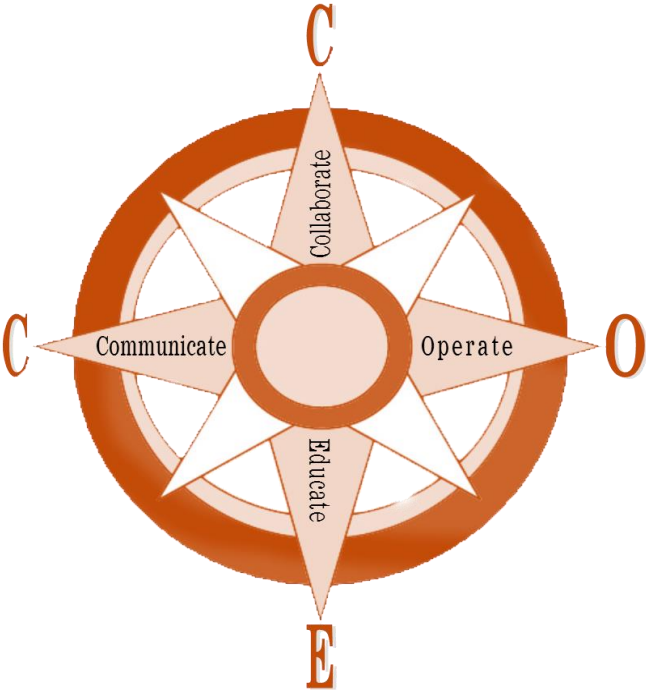


# Coastal Buttes Academy/CCOE SELPA



## *Plan for Re-Opening*

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## Message from the CCOE SELPA Director

On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California because of the threat of COVID-19. To protect public health, on March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health ordered all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors. This further led to the closing of schools in California.

Since the start of the COVID-19 (Coronavirus) outbreak, our County has taken a proactive approach to prepare for and carefully monitor potential positive cases in our community. Constant communication between the Colusa County Department of Public Health and CCOE has provided up to the date information in addition to guidance for schools.

We at Colusa County SELPA realize the need for in person instruction to serve our students in small cohorts or specialized individual therapy one-to-one. With having a small number of students enrolled in the Coastal Buttes Academy or visiting the Education Village for services, maintaining a small class size will not be an issue. Furthermore, as the Colusa County SELPA/Coastal Buttes Academy Reopening Plan is developed and changed, our focus will always be guided by student and staff health and safety. This plan was developed with our students' learning and social well-being as a major priority. We will meet the health and safety guideline set for by the Department of Public Health, CCOE and CDE, to ensure that our staff and students are safe.

I appreciate the time and effort put forth by the task force to ensure that this reopening plan is a comprehensive approach to reopening Colusa County SELPA and Coastal Buttes Academy. We look forward to serving our students, while keeping our staff and students health and safety as the number one priority.

Sincerely,

*Charles Wayman*

# Introduction

The Colusa County Office of Education SELPA/Coastal Buttes Academy Reopening Plan Task Force convened for its initial meeting on July 16, 2020. The task force was organized by the Colusa County Office of Education. The task force is represented by teachers, administrators, and classified personnel. In addition, it is being developed with local partners and informed by guidelines provided from the Department of Public Health, Colusa County Department of Health and Human Services and the California Department of Public Health.



The objective of the task force was to review the state's guidance to develop recommendations specific to Colusa County SELPA/Coastal Buttes Academy and provide direction for the upcoming 2020-2021 school year and beyond. The recommendations will assist CCOE with reopening plans when school can resume face to face instruction. The task force explored, evaluated, and developed recommendations that will guide the Colusa County SELPA and Coastal Buttes Academy reopening in consideration of the following:

- Local Conditions to Guide Reopening Decisions
- Plan to Address Positive COVID-19 Cases or Community Surges
- Injury and Illness Prevention Plan
- Campus Access
- Hygiene
- Protective Equipment
- Physical Distancing
- Cleaning/Disinfecting
- Employee Issues
- Communication with Students, Parents, Employees, Public
- Health Officials, and the Community

This document was created with the most current assumptions and information. The document should be considered interim and will be updated as new data and practices emerge. Refer to the Colusa County website for the most recent information.

## Source Documents

This document is based on the following sources:

- California Department of Public Health (CDPH) Guidance: <https://covid19.ca.gov/pdf/guidance-schools.pdf>
- California Department of Education (CDE) Guidance: <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

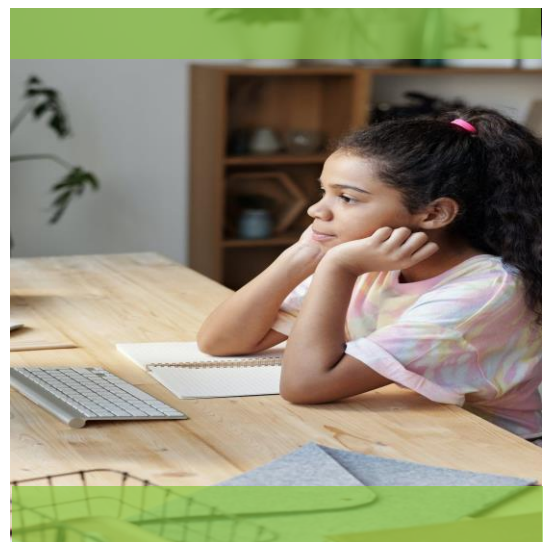


# Planning Recommendations for 2020-2021 School Year

Colusa County SELPA and Coastal Buttes Academy utilized the California Department of Education's Checklist for Reopening Schools for the following main categories:

- ✓ Local Conditions to Guide Reopening Decisions
- ✓ Plan to Address Positive COVID-19 Cases or Community Surges
- ✓ Injury and Illness Prevention Plan
- ✓ Campus Access
- ✓ Hygiene
- ✓ Protective Equipment
- ✓ Physical Distancing
- ✓ Cleaning/Disinfecting
- ✓ Employee Issues
- ✓ Communication with Students, Parents, Employees, Public Health Officials, and the Community

The [\*Colusa County SELPA/Coastal Buttes Academy Re-Opening Plan for the 2020-2021 School Year\*](#) should be considered interim and will be updated as new data and practices emerge.



# Planning Recommendations for 2020-2021 School Year (cont.)

The Colusa County SELPA/Coastal Buttes Academy Guidance is divided into the following sections:



1. Expectations of Students, Staff and Visitors



6. Food Service Practices and Procedures



2. Arrival/Dismissal Practices and Procedures



7. Transportation Practices and Procedures



3. Classroom Logistics and Practices



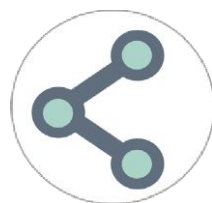
8. Office Practices and Procedures



4. Campus Logistics and Practices



9. General Office Protocols



5. Custodial Practices and Procedures

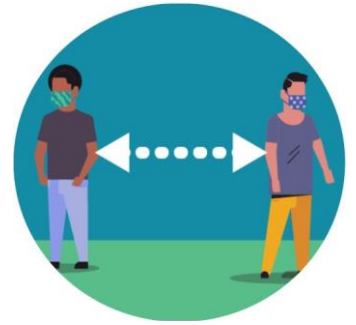


10. Procedures and protocols for Individuals with Symptoms

# 1. Expectations of Students, Staff, and Visitors

Colusa County SELPA and Coastal Buttes Academy will be following state and local guidance to the extent practicable for the safety of all as we reopen school. These practices include:

- Self-screening daily. Monitor your health and be alert of symptoms prior to coming to school.
- Do not come to the school campus if you are sick.
- Staff will complete a screening process before entering campus.
- Covering your mouth and nose with a face covering. Students refusing to use a mask will be placed in the Distance Learning program. Exemptions to wearing masks may apply in unique instances for special needs students.
- Masks will need to be worn if a student joins their general education class.
- Maintaining 6' of physical distance between yourself and others to the extent possible.
- Utilizing hand sanitizer upon entering the school building.
- Washing your hands with soap and water regularly
- Covering your mouth and nose when sneezing or coughing.



## COVID-19 Symptom Checklist

**On page 15, find a checklist that can help the families of students decide if someone who is sick should stay home or go home.** Students should not go to school if they are sick. Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies.

## 2. Arrival and Dismissal Practices and Procedures

Colusa County SELPA and Coastal Buttes Academy will implement the following practices to minimize groupings of students and staff outside of the classroom space before and after school:

- Masks must be worn upon arrival and dismissal. Masks will be made available at a central location outside of the school for those students arriving on campus without one.
- All people entering the Education Village will enter through the Special Education Office where they will use the thermo-scan unit.
- Students will wait outside their classroom in a line spaced 6' apart from one another
- Everyone must wash or sanitize hands as they enter buildings or classrooms
- Parents/guardians will not be allowed to enter the campus to drop-off or pick-up their student.





## 3. Classroom Logistics and Practices

Colusa County SELPA and Coastal Buttes Academy is implementing the following practices in our classrooms to mitigate the spread of COVID-19:



- Student desks/tables will be arranged to allow for maximum student-to-student distancing
- All student desks/tables will be facing in the same direction
- Hand sanitizer will be in every classroom
- Students will sanitize their hands upon entering the classroom
- Computers will be individually assigned to students to avoid sharing. Lab computers will be disinfected between users.
- Classrooms will be free of additional furniture or clutter that may impede distancing and disinfecting practices
- Physical Education classes will take place outdoors to the extent possible and avoid the sharing of equipment. If equipment is shared, it will need to be disinfected between classes.
- Disinfecting wipes will be in each of the classrooms
- Teachers will receive the one-hour annual training necessary to use disinfecting wipes and sprays
- Handwashing with soap and water will be done in all classrooms.
- Teachers will teach hygiene skills for the proper way to cover a sneeze or cough and how to correctly perform handwashing
- 20% outside fresh air will be circulated throughout the classroom through the HVAC system that is equipped with a target of a MERV 13 filter, when available. In the event of poor air quality, outside fresh air may be turned off.

## 4. Campus Logistics and Practices

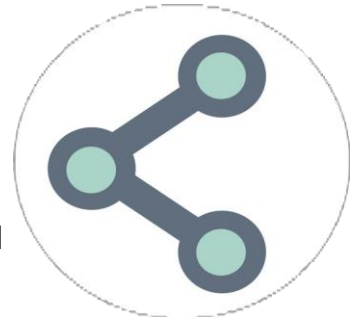
Colusa County SELPA and Coastal Buttes Academy has many common areas including cafeterias, gyms, libraries, playgrounds, etc. The following practices will be implemented:



- Signs will be posted to remind about physical distancing, masks, hygiene and general safety related to the pandemic
- Traffic patterns in inside corridors will be laid out for students to follow
- Water fill stations will be available but standalone water fountains will be blocked. Students are encouraged to bring water bottles from home. Cups will be available for use for those students who have forgotten their water bottles.
- Restrooms will remain stocked with proper hand washing supplies
- Handwashing stations may be installed if needed
- Verbal reminders will be given to remind students to physically distance if they are not doing so
- Tables and seating may be removed or blocked in areas including cafeterias to abide by distancing guidelines. Outdoor eating will be allowed
- School front offices will have clear shields separating staff from visitors
- Outside guests will be limited to individuals or agencies providing direct services to students
- Parents and guardians will be limited to waiting areas unless they have an appointment on campus
- All guests must wear face coverings
- Playground structures will be available for use. Elementary students will wash or sanitize their hands when going out to recess and returning from recess.
- Recesses will be limited to zones to keep classes separated from one another.

## 5. Custodial Practices and Procedures

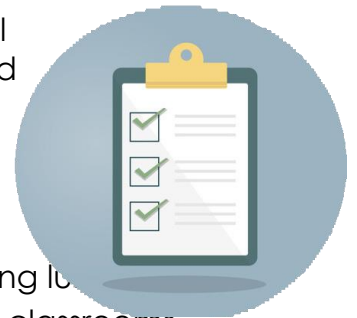
Colusa County SELPA and Coastal Buttes Academy has a dedicated custodial staff that cares for its facilities and does daily thorough cleaning. During this time of COVID-19, an additional focus will be the following:



- Hand sanitizing stations in all classrooms, gyms, cafeterias, offices, etc will be monitored to ensure they remain operational
- Disinfecting spray bottles or wipes and paper towels will be in all classrooms, gyms, shops, offices, etc for interim use by staff between custodial cleanings
- Soap and paper towel dispensers will be monitored and stocked regularly
- Continuous cleaning during the school day of high touch surface areas by custodial staff will be ongoing

## 6. Food Service Practices and Procedures

Colusa County SELPA and Coastal Buttes Academy will continue to provide breakfast and lunch service for all students enrolled in Coastal Buttes who would like to participate. The following will be implemented to provide meals in a safe environment:



- Food for each individual school site will be prepared by the staff at that site
- Elementary students will wash or sanitize their hands prior to eating lunch
- Students will eat outside if the weather permits or seated in their classrooms.
- Breakfast will be served as 'grab and go'
- Food service staff will wear appropriate personal protective equipment in the preparation and serving of food
- Students will use hand sanitizer as they enter the cafeteria prior to eating
- Students participating in Distance Learning may participate in the grab and go curbside pickup of meals at the Education Village.

## 7. Transportation Practices and Procedures

Colusa County SELPA and Coastal Buttes Academy will continue to provide transportation for students enrolled in Coastal Buttes Academy. With the limited number of van drivers, we do not anticipate being able to socially distance all students by 6' from one another while riding the bus. Parents who are not comfortable with their child riding in the van may transport their child to or from school and be reimbursed for mileage. These safety measures will be implemented for safety in the van:



- Establish protocols for pick ups, loading/unloading to minimize congregation of students
- Family members will be expected to be seated by one another in the van
- Masks will be required of all riders at all times including while waiting to be picked up. If students refuse to wear masks, they will lose van riding privileges
- Masks will be available from van driver for those riders who do not have one
- Hand sanitizer will be used by students as they enter the van
- Temperatures will be checked prior to entering the van. If a student has a temperature higher than 100.4, they will be allowed to wait a few minutes and have the temperature re-checked. If they maintain a temperature over 100.4, they will not be allowed in the van and parents will be notified.
- Van routes will be scheduled to include students that are in the same class/cohort
- Windows will be opened, as weather permits, to increase air flow
- Vans will be disinfected by the drivers at the end of each route

## 8. Office Practices and Procedures

Colusa County SELPA and Coastal Buttes Academy offices want to support students and parents. During this time though it is important to limit the number of outside visitors to our sites as much as possible. We are asking parents and guardians to assist us by:

- Utilizing the Aeries parent portal to ensure contacts are up-to-date in case of an emergency
- Using phone calls and emails for communication and attendance
- Calling ahead if picking up their child early so the student is ready and waiting for the parent. Staff will visually verify that the student was picked up by the authorized person and record time.
- Wearing a face covering
- Socially distancing by 6'
- Not coming on the school campus to drop off or pick up your child
- Waiting at front office door for staff to unlock the door for entering



## 9. Procedures and Protocols for Individuals with Symptoms

Colusa County SELPA and Coastal Buttes Academy acknowledges that the COVID-19 virus is in our community and will most likely be for some time. Students, staff and parents need to be diligent in doing self-screening every morning before leaving for school. COVID-19 symptoms include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and new loss of taste or smell. If any of the symptoms are being exhibited, STAY HOME, and if necessary, schedule an appointment with your healthcare provider. If a student becomes sick at school, the school will do the following:

- Notify the front office that a student is on their way to the established isolation room so that the student can be met by assigned staff
- Contact parent and hold student in isolation room until parent/guardian comes to pick up
- Ask student if they have had close physical contact with anyone
- Ask students to remain at home until test results clear them to return or confirm a positive case of COVID-19. Students may do Distance Learning while they are home waiting on results or during the 14 days of quarantine after a confirmed positive test.
- Disinfect isolation room along with classroom and common areas on campus immediately after identification
- School closure may be appropriate when there are multiple cases in multiple cohorts at a school

## 10. Distance Learning for All in the Event of Future School Closure

Colusa County SELPA and Coastal Buttes Academy believes that in-person instruction is the best option for our students; however, there may be a time when the school again has to close due to the pandemic and implement Distance Learning for all students. The following applies:

- All students will have immediate access to a take-home computer device. Google Suite applications will be utilized (age appropriate)
- Families having no wi-fi access will be given a hotspot
- Students will have daily interaction with teacher and peers
- Attendance will be taken and engagement monitored
- Subject matter grade level content lessons will be taught and progress monitoring will take place
- Academic and other services listed in their IEP's will be available to address the needs of students



# COVID-19 Symptom Checklist

**Students should not go to school if they are sick.** Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies. This table can help the families of students decide if someone who is sick should stay home or go home. If you have any questions about COVID-19, contact Colusa County Public Health Department or a medical professional.

## COVID-19 OR VIRUS SYMPTOMS

Symptoms can range from mild to severe illness and may appear 2-14 days after a person is exposed to the virus.

### COVID-19 symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion/runny nose
- Nausea or vomiting
- Diarrhea

People with underlying medical conditions or older adults are higher risk of getting serious COVID-19 complications.

### Common virus symptoms may include:

- Runny or stuff nose
- Coughing
- Sneezing
- Headache
- Body ache
- Low-grade fever

If you have symptoms of a respiratory virus or COVID-19, then you should stay home.

## ALLERGY SYMPTOMS

Seasonal allergies can range from mild to severe and can be triggered by pollen from trees, grass, molds, etc.

### Symptoms may include:

- Sneezing
- Runny or stuffy nose
- Watery and itchy eyes
- Itchy sinuses, throat or ear canals
- Ear congestion
- Postnasal drainage

Spring allergies usually begin in February and can last until fall. Some less common symptoms of allergies can include:

- Headache
- Shortness of breath
- Wheezing
- Coughing



# Acknowledgements

Thank you to the following members of the Colusa County SELPA and Coastal Buttes Academy Roadmap to Recovery Task Force for the consultation, guidance, and collaboration involved in the creation of this document. Thank you for your help to strengthen the relationship between educators, schools, parents, and community partners.

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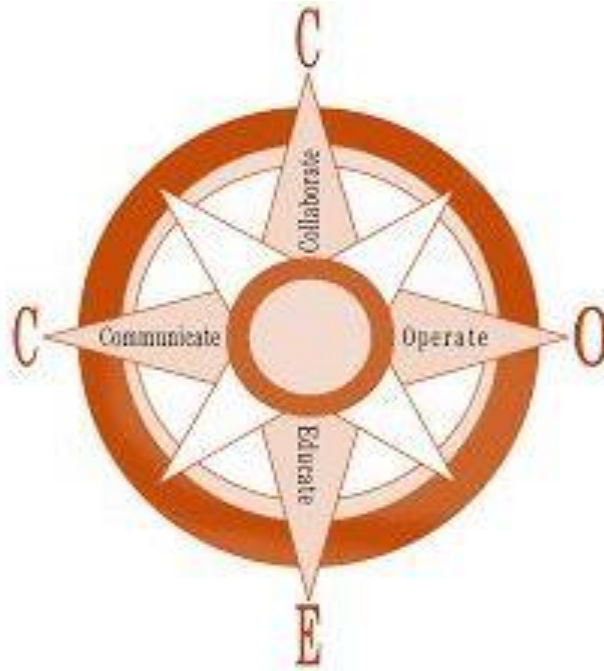
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