



REOPENING & SAFETY PLAN

2020 - 2021



Harvest Christian School

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HCS Reopening On Campus Protocols

(Master Document)

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Introduction

The purpose of this Reopening & Safety plan for the 2020-2021 school is to provide guidelines for a safe and healthy on-campus reopening. To prepare this document, Harvest Christian School formed a COVID-19 committee made of members of our community with backgrounds in healthcare, law enforcement and education. The purpose of this committee was to develop protocols to keep our students, staff members and families as safe and healthy as possible. The other goal of the committee is to keep our school up-to-date on new information as it is made available. This reopening and safety plan is subject to modification and improvements as the COVID-19 situation changes daily. We will make every effort to keep students, families and staff members up to date.

Cleaning & Disinfection

Cleaning & Disinfecting

- Harvest Christian School will have its student and staff bathrooms fully cleaned and disinfected daily and wiped down periodically throughout the day by staff. They will use best COVID-19 sanitization practices.
- Students and staff members will be required to wash hands multiple times per day especially before snack times and mealtimes and after using the restroom.
- Multiple no touch hand sanitizer stations have been installed throughout the campus.
- Our stairway railings will be sanitized multiple times per day and as needed.
- The main school entrance doorway surfaces will be sanitized multiple times per day and as needed.
- Our front office counter, table tops and desk surfaces will be sanitized multiple times per day and as needed.
- Classroom door handles will be cleaned and disinfected throughout the day.

Cohorting Protocols

Stable Classroom Cohort(s)

- Our small class sizes of (average of 12 per student), lends itself to these cohorts.

TK	K	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade	6 th Grade
Mrs. Conrique	Mrs. Orth	Mrs. Villa	Miss Brown	Mrs. Slight & Mrs. Gomez	Mrs. Priest	Mrs. Meekins	Mrs. Palmgren

- During recess, class cohorts will play amongst students from their own cohort.
- Class cohorts will eat meals and snack together in their classroom and/or on the playground.
- Students will sit in their desks 6 feet apart from one another facing forward to the front of the classroom, when feasible.
- Teachers will remain 6 feet apart from students during lesson instruction time and during seat work time, when feasible.

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- While indoors, students in grades 3rd and up are required to wear a face covering unless he or she has a health issue which prevents this.
- Students in grades TK through 2nd will not be required to wear face coverings but it is strongly recommended by many healthcare professionals that children age 2 and up wear face coverings. (Please see **Face Covering Protocol** for additional information)
- Student belongings such as backpacks, water bottles, and other materials will be kept near desks. Excess belongings will be kept on hooks or cubbies and accessed one at a time or in groups of two or three.
- When students need to get up to stretch or access materials, they will need to do so individually or in small groups of two or three.
- Before entering the classroom, students will wash hands in the restroom or at a handwashing station, when feasible.
- Students and staff will use hand sanitizer when entering the classroom.
- Students and teachers will use hand sanitizer when needed throughout the day in the classroom as well as wipe down surfaces with disinfectant.
- Students will line up using social distancing.

Playground Equipment

- The play structure will be used by classroom cohorts separately during their designated recess breaks. Only one cohort will be allowed per play area on the outdoor playground. The playground structure will be cleaned by HCS staff weekly for disinfection and safety.
- The school's outdoor playground equipment will be used during recess breaks for classroom cohorts. Each classroom cohort will have their own designated recess items (i.e. balls, jump ropes, etc.), which will be strictly used by that cohort only. The recess play items will be cleaned by the classroom cohort teacher daily.

Food & Meals

- The hot lunch program will be postponed until further notice. We ask that you send your child to school with lunches packed in reusable lunch boxes and food containers.
- We also ask that you refrain from one-time use water bottles and instead send your child to school with a filled, large water bottle.
- Students will cleanse their hands before eating.
- Students will eat their lunches in their classrooms at their desks.
- All garbage will be thrown away in the classroom and emptied each afternoon.
- Desks and chairs will be wiped down with antibacterial wipes after mealtime.

Entrance, Egress, & Movement within the School

Entry / Exit Routes

- **Drop Off Procedures (Fair Weather and Bad Weather)**
 - We ask that adults and children grade 3 and up put on their masks once they have exited their vehicle during drop off times.
 - Unless otherwise directed by HCS administration, adults other than staff members are not allowed into the school building other than the school office.
 - TK students are to be walked in to the side gate (near the front of the school) to be dropped off with their teacher in the TK yard.
 - Parents are encouraged to drive around the roundabout to drop off their children to better limit foot traffic around the campus in the mornings.
 - Parents may also walk their children to the front of the school but may not enter onto the school campus past the school front office. Please wear a face covering during these times.
 - Student's will have their temperature taken prior to entering the building at the temperature station or at the TK yard. If a student has a temperature over 100.4 degrees, they will need to be picked up by a parent or another emergency contact.
- **Pickup Procedures (Fair Weather)**
 - We have modified our Dismissal & Pickup times as well as pickup locations to lessen the amount of foot traffic and car traffic during this busy time:
 - **2:45 pm TK - 2nd** - Students will wait on the patio to be picked up at the roundabout. We ask that you arrive promptly on time to accommodate the next group of students to be picked up. Social distancing will be used during these times as feasible.
 - **3:00 pm 3rd-5th** - Students will wait on the playground turf to be picked up at the roundabout. We ask that you arrive promptly on time to accommodate the next group of students to be picked up. Social distancing will be used during these times as feasible.
 - **3:15 pm 6th-8th** - Students will wait at our traditional site for school pickup at the south end of HCS/Labcon building. Social distancing will be used during these times as feasible.
 - Aftercare students will check in on the back patio area and remain outdoors until weather or lack of sunlight prevents otherwise.
- **Pickup Procedures (Bad Weather)**
 - We have modified our Dismissal & Pickup times as well as pickup locations to lessen the amount of foot traffic and car traffic during this busy time:
 - **2:45 pm TK - 2nd** - Students will wait downstairs and divide into 4 distinct areas to await pickup. We ask that you arrive promptly on time to accommodate the next group of students to be picked up. A staff member will call for the student to come to the front door to be picked up.
 - **3:00 pm 3rd-5th** - Students will wait in their classrooms until space opens up downstairs for that grade to come and wait downstairs. Once space has opened up, each grade will sit in 3 distinct locations to await pickup. A staff member will call for the student to come to the front door to be picked up.

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- **3:15 pm 6th-8th** - Students will wait in their classrooms until space opens up downstairs for that grade to come and wait downstairs. Once space has opened up, each grade will sit in 3 distinct locations to await pickup. A staff member will call for the student to come to the front door to be picked up.
- Aftercare students will check in on the back patio area and remain outdoors until weather or lack of sunlight prevents otherwise.

Movement on Campus

- **Hallway Protocols**
 - We will have markers on the floor and walls to denote which direction to walk.
 - Hallways will be monitored during passing periods to ensure social distancing.
 - When students get to the staircases, a teacher or staff member will wait at either the top or bottom of the staircase to ensure social distancing.
- **Stairway Protocols**
 - The carpeted staircase near the Kindergarten classroom will be used for walking downstairs only.
 - The non-carpeted staircase near the science room will be used for upstairs only.
 - This practice will eliminate passing traffic while using the stairs.
 - In the event of an emergency or emergency drill, students will use the safest exit route and will bypass this COVID-19 protocol.
 - Staff members will use best social distancing practices and supervision when whole classes are using the stairways.
 - Handrails will be wiped down with much frequency throughout the school day.
- **Bathroom Protocols**
 - During recess times, a staff member will be stationed near the hallway by the bathrooms to ensure that no more than two students are in one restroom at the same time.
 - Students will be instructed to close the toilet seat lids prior to flushing.
 - Signs will be posted outside and inside the bathrooms to remind students to close the toilet seat before flushing and to wash hands after using the restroom as well as other hygiene reminders.
 - If needed, students will be asked to come back later or wait on socially distanced chairs near the restroom.
 - During class time, teachers will call down to the front office before sending a student to make sure there is not too much traffic in the restroom area.

Recess Schedule

- **TK cohort students** will play in the TK yard under the direct supervision of their teacher and teacher's assistant. All play equipment will be wiped down at the end of each play session. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.
- **K-2nd grade students** will play outside either on the turf, play structure or black top. This group will play with their own grade level class cohort outside. All play equipment will be wiped down at the end of each play session. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.
- **3rd-5th grade students** will play outside either on the turf, play structure or black top. This group will play with their own grade level class cohort outside. All play equipment will be wiped down at

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the end of each play session. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.

- **6th-8th grade students** will play outside either on the turf, play structure or black top. This group will play and socialize with their own grade level class cohort outside. All play equipment will be wiped down at the end of each play session. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.
- *Playground supervisors will wear masks outdoors when close to students or staff but may remove them for better communication to students in the noisy outdoor environment and to get fresh air.*

Face Coverings Protocol

Face Coverings

- Under 2 years old and younger should not wear a face mask.
- 2 years old – 2nd grade - strongly encouraged**
- 3rd grade – High School Yes, unless exempt
 - ***Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative.*
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be dealt with as per school guidelines or a clean paper bag (marked with the student's name and date) until it needs to be put on again.

Health Screening for Students & Staff

Health Screening for Students & Staff

- We ask that parents check their children daily for the following symptoms before coming to the HCS campus:
 - fever over 100.4 degrees
 - cough
 - loss of taste or smell
 - difficulty breathing
 - If a child has these symptoms, please keep him/her home and notify the school office.
- Staff members will be required to self-check themselves daily for the following symptoms:
 - fever over 100.4 degrees
 - Cough
 - loss of taste or smell
 - difficulty breathing

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- If a staff member has these symptoms, he or she will stay home and notify their administrator.
- Once a student arrives at school, he/she will have their temperature taken using a non-contact thermometer. If the temperature exceeds 100.4 degrees, they will be sent home until the fever has subsided for three consecutive days. Classrooms and school will remain open. If a student becomes ill while at school, the student will be isolated in a low-traffic area while waiting to be picked up.
- Once a staff member arrives at school, he/she will have their temperature taken using a non-contact thermometer. If the temperature exceeds 100.4 degrees, they will be sent home until the fever has subsided for three consecutive days. Classrooms and school will remain open and a substitute teacher will be assigned during a teacher's absence. Classrooms and school will remain open.
- If a student or staff member suspects that he/she has COVID-19, we recommend they get tested from their healthcare provider.
- For more updated information or if you have any questions, please contact the HCS office or your healthcare provider.

Healthy Hygiene Practices

Health / Safety Practices & Protocols

- Parents will check their children for signs of infectious illness every day at home. Teachers and staff conduct daily health screenings each morning prior to class. All teachers and staff check-in with the school office to complete the health screening.

Policy for Teachers, Students, & Staff

- Anyone who is feeling sick with any of the following symptoms: cough, runny nose, headache, fever, shortness of breath, fatigue, just an overall sense of not feeling well or encouraged to stay home and rest.
 - Anyone with a fever over 100.4 will need to stay home for 48 hours symptom-free without the use of medication.
 - Anyone who begins to feel ill or sick during the school day is to report to the school office so staff can assess the situation and ask qualifying questions.

Accurate Attendance / Data

- During the 2020-2021 school year, Harvest Christian School will maintain attendance records as we have in previous years. However, this school year we will not be rewarding perfect attendance with awards to promote good health decisions in attending school physically.
- Teachers will enter daily attendance in our school information system (FACTS / Renweb).

Document / Record Visits to Classrooms

- The HCS campus will be closed to visitors entering the school facility. Any approved visitors to campus will be required to sign in and comply with all health and safety protocols (health

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screening, face masks, physical social distancing, hand washing, etc.). Records of all campus visitors will be recorded and available for tracing and tracking purposes.

- Classrooms will also be issued a tracing tracking log to use daily for all classroom cohort visitors (e.g. administrators, students from other cohort, etc.).

Visitors to School

- The Harvest campus will not be open to visitors entering the facility, but will be limited to dropping off and picking up. All visitors must follow all health and safety requirements.

School Supplies

- Families are responsible to provide their students with their own class supplies and are not to be shared with others for safety reasons. Students will have their own individual labeled storage bin (crate) where all of their books, papers, and writing utensils will be kept (pencils, markers, pens, etc.) by their desk. If a student is in need of any classroom supplies during class HCS staff will provide the item(s) from an unused / clean resource center in their room.

Contact Tracing Protocols

Primary & Secondary Point of Contact

- The HCS Administrative staff have been certified as contact tracers and will provide initial contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.
- Below lists the school's COVID-19 POC (Person of Contact) for the local health department to contact about COVID-19.
 - **Primary POC: Jon Wraith, Principal** jwraith@harvestpetaluma.org
(i) 707-763-2954 ext. 1011
 - **Secondary POC: Jason Villa, Vice Principal** jvilla@harvestpetaluma.org
(i) 707-763-2954 ext. 1015

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Contact Tracing Protocols

Protocol for Sick Student at School or Report of New COVID-19 Diagnosis ***

- Student(s) displays signs of infectious illness consistent with COVID-19.
- Teacher or staff excuses student(s) from classroom, cohort, or area within the school and notifies COVID-19 designated POC.
- COVID-19 POC takes the student(s) to a designated isolation room/area until transportation can be arranged to send the student(s) home or to seek emergency medical attention.
- COVID-19 POC notify parents, guardians, or caregivers of ill student(s).
- Parents, guardians, or caregivers pick up student(s). The student(s) should consult with their healthcare provider for evaluation and determination if testing is recommended.

(-) Student **NEGATIVE COVID-19 test result.**

- Student(s) return to school following existing school illness management policies.

(+) Student **POSITIVE COVID-19 test result.**

- Student(s) is newly identified as having COVID-19.
- COVID-19 POC initiates a list of close contacts of the ill student and communicates the possible exposure to teachers, staff, and parents, guardians, or caregivers of student(s) in the school.
- Exposed areas (i.e. classroom) closed off for up to 24 hours. Cleaning and disinfection of area performed by appropriate staff.
- Administrators work with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts are notified, advised to stay home (quarantine for 14 days), and to consult with their healthcare provider for evaluation and determination if testing is recommended.
- Administrators of COVID-19 POC communicates with teachers, staff, and parents, guardians, or caregivers the importance of COVID-19 mitigation strategies (i.e. staying home when sick, washing hands, wearing masks, social distancing).
- Members of students' households are requested to quarantine for 14 days.
- Student(s) returns to school after at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

*** Information sourced from the Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>

Physical / Social Distancing

Physical / Social Distancing

- Social distancing signage and floor stickers have been placed throughout the school campus to prompt and remind students and staff to comply with the 6 feet of distancing recommendations.
- Students will line up and move through the school facility using social distancing 6 feet apart as feasible.

Classroom Setup - Configurations

- Students will sit in their desks 6 feet apart from one another facing forward to the front of the classroom, when feasible.
- Teachers will remain 6 feet from students during lesson instruction time and during seat work time, when feasible.
- When students need to get up to stretch or access materials, they will need to do so individually or in small groups of two or three staying 6 feet apart as feasible.

Outdoor Space for Education

- The outside areas at HCS (patio, turf area, blacktop space) will be used as additional space for class instruction.
- Classroom cohorts will not be allowed to mix if more than one group is outside having a class.

Non-Classroom Space

- Any non-classroom spaces will be utilized for additional classroom usage, tutoring space for pull out sessions, and meetings.
- These spaces include the library, multi-purpose room, and outdoor patio.

School Assemblies

- All school assemblies and or gatherings in person will be suspended until further notice. As an alternative option any assemblies will be conducted online.

Staff Training and Family Education

Training Opportunities

- Training for HCS staff was conducted on September 14 for school safety concerning COVID-19. The staff training session covered:
 - The Virus and Surfaces
 - Face Masks
 - Signage

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- Clean Hands / Hand Washing Protocol / Hand Sanitizing Protocol
- Ventilation
- Cleaning & Disinfection / Proper Disinfecting Protocol
- PPE Removal
- Social Distancing
- Small Classroom Cohorting
- Suspected / Confirmed COVID Case at School

Office Protocols

- Our office staff will be available to assist students, staff members and families in a safe and clean environment.
- Surfaces such as door handles, phone receivers, office supplies, keyboards, door handles, etc. will be cleaned and disinfected with much frequency throughout the day.
- Office staff will use best social distancing practices when communicating in-person with students, staff and families.
- For best communication, our office staff will be allowed to remove their mask while using the telephone.
- When administering first aid to a student, office staff will need to bypass social distancing to ensure best practices of care while wearing a face covering.
- All temperature checks will be done using touchless devices and logged into a central document.

Testing of Staff & Students

COVID-19 Testing

- Harvest supports testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every two months.
- Testing of staff members will be required on a rolling basis once every other month.
- HCS will refer staff members to the OptumServe (CA Dept. Health) testing site located at the Petaluma SRJC Campus, 680 Sonoma Mountain Parkway. <https://lhi.care/covidtesting>
- Students and their families will be directed to consult with their health provider / physicians for testing.

Triggers for Switching to Distance Learning

Distance Learning Triggers

- Harvest Christian School may switch to distance learning when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

*****Please see the chart below for more information from Sonoma County.*****

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- Chart Sourced from State of California - Health and Human Services Agency
- California Department of Public Health

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	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Guidance on School Closure

*** Information sourced from the State of California - Health and Human Services Agency, California Department of Public Health

- **What are the criteria for closing a school?**
 - Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there

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are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

- **If a school is closed for in-person learning, when may it reopen?**
 - Schools may typically reopen after 14 days and the following have occurred:
 - *Cleaning and disinfection*
 - *Public health investigation*
 - *Consultation with the local public health department*
 - *What are the criteria for closing a school district?*
- **What are the criteria for closing a school district?**
 - A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.
- **If a school district is closed, when may it reopen?**
 - Districts may typically reopen after 14 days, in consultation with the local public health department.

Communication Plans for Parents and Staff

Teacher / Parent Communication for possible COVID Scenarios

- Harvest Christian School Principal, Jonathan Wraith, will communicate to HCS families by schoolwide email about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Principal, Jonathan Wraith, will also communicate with HCS families should we need to revert to school-wide distance learning.

School Site-Specific Protection Plan

- Harvest Christian School has a completed site-specific protection plan (Reopening & Safety Plan) documented and available on the school website's homepage at: <https://harvestpetaluma.org/> . The plan is also being posted and shared with the school community enabling all stakeholders to be updated and informed of all safety measures and requirements.

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References & Source Guides

1. **COVID-19 and Reopening In-Person Learning Elementary Education Waiver Process from the California Department of Public Health**
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx>
2. **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year**
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>
3. **CDPH/CalOSHA Guidance for Schools and School-Based Programs**
 - <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
4. **Centers for Disease Control: Operating Schools During COVID**
 - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932092921
5. **Sonoma County 2020-2021 / Road Map to a Safe Reopening - Parent Guide**
 - https://www.scoe.org/files/Roadmap_to_Reopening_Schools_Parent_Guide.pdf