



# **VICTORY CHRISTIAN ACADEMY**

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## **School Reopening Health and Safety Plan**

Last updated: August 20, 2020

## **Victory Christian Academy COVID-19 Prevention/Reopening Plan Consistent with Guidance from CDPH and Local Health Department**

Victory Christian Academy has developed this plan in a collaborative effort to safely reopen our school. We recognize the risk that is involved with returning to school and are working with staff, parents, and local agencies to develop the most effective way to return to school while minimizing COVID-19 transmission possibilities. All decision-makers are be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities.

Our plan is based on guidance from the Centers for Disease Control and Prevention (CDC - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools-faqs.html>), California Department of Health (CDPH- <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>) and the California Department of Education (CDE-<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>), and the San Diego County Health and Human Services Agency (HHS- [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/CommunitySectors/Schools\\_SDCOE\\_K12.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/CommunitySectors/Schools_SDCOE_K12.html)). We will frequently update this plan as new facts and information are made available to us by the above and applicable federal, state, and local agencies.

Victory Christian Academy has only 205 students total with only 74 in grades K-6<sup>th</sup>. Due to these lower numbers we know that we will be able to follow the safety guidelines and protocol. Stakeholders such as staff, parent groups, as well as our council member and local community resource center have collaborated and helped develop this plan. Anticipated launch date for in-person learning: August 31, 2020

**The following plan contains 14 elements that comprise the “14 Criteria for the San Diego County Elementary School Waiver Application.”**

## 1. Webpage

| Requirements  | Action Steps  | Lead Individual and Position         | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|--------------------------------------|--|-------------------|
| <p><b>Where on the school's website is the Reopening plan posted?</b></p> | <p>This safe reopening plan and all of the details contained in this document are also published on Victory Christian Academy's website at <a href="https://victorysouthbay.org/resources/">https://victorysouthbay.org/resources/</a>.</p> | <p>Kyle Pflueger – Web Developer</p> |  | <p>No</p>         |

## 2. Distance Learning

| Requirements   | Action Steps   | Lead Individual and Position         | Materials, Resources, and or Supports Needed   | PD Required (Y/N)   |
|--|--|--------------------------------------|--|---|
| <b>How will the school offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model.</b> | <p>We have developed and entirely virtual learning platform at Victory. Our Google platform will allow all students will have the opportunity to attend through the use of Google Meets and Google Classroom.</p> <p>Even when we are able to attend school in person, students will still be offered and online option.</p> <p>Students that are at a higher risk are especially encouraged to attend class online.</p> | Tim La Fazia –<br>Technology manager | <p>Students will need a device such as laptop, desktop or chromebook.</p> <p>Online training will be provided for staff, students and parents.</p> | <p>Yes.</p> <p>Online and in person training will be made available for all parties involved.</p> |

## 3. Physical Distancing

| Requirements  | Action Steps  | Lead Individual and Position   | Materials, Resources, and or Supports Needed   | PD Required (Y/N) |
|---|---|--|--|-------------------|
| <b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b> | <p>Desks will be distanced around the classrooms. Teachers will remove extra furniture to accommodate for the extra space needed.</p> <p>Some grade levels that are not able to maintain adequate spacing will be separated in to two different classrooms.</p>   | Bonnie Sanchez<br>(with the assistance of the Facility Director and teaching staff.) | New individual desks have been ordered for classrooms that currently have two seater tables. | No                |
| <b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>                          | <p>Students will not gather for chapel. Chapel will be live streamed through smart boards in each classroom.</p> <p>Hot lunch will be served out of the new cafeteria window. Students will wait in line six feet apart and will be released to get their lunch only with their grade level cohort.</p> | <p>Chapel – Tim LaFazia</p> <p>Hot Lunch – Vera Ziemer</p>                           | Smart boards.<br>Camera and sound system in church.  | Yes               |

| Requirements   | Action Steps   | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|--|------------------------------|--|-------------------|
| <b>Staggering the use of communal spaces and hallways</b>  | <p>K-6 classes will be broken into cohorts that will not interact with other cohorts.</p> <p>Students will be given specific directions (traffic patterns) to follow when moving from one area or class to another.</p>  | Bonnie Sanchez               | Written instructions for teachers.           | Yes               |
| <b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b> | Each cohort will be assigned a designated area and time for lunch, recess and for moving from class to class.  | Bonnie Sanchez               | Written instructions for teachers.           | Yes               |
| <b>How will staff maintain physical distancing?</b>  | Staff will not congregate for meetings, lunch or any occasion. Staff will interact only with their small classroom cohort. Staff will have schedules and maps or how and when to travel from location to location (before/after school, during recess and breaks) to avoid comingling or congregating. All staff meetings will take place virtually. | Bonnie Sanchez               | Written instructions for teachers.           |                   |

#### 4. Stable Cohorts

| Requirements  | Action Steps   | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|--|------------------------------|--|-------------------|
| <b>Describe how the students will be kept in small, stable, groups with fixed membership.</b> | <p>K-6 classes will be broken into small cohorts (grade specific) that will not interact with other cohorts.</p> <p>Students will be given specific directions (traffic patterns) to follow when moving from one area or class to another</p> <p>Each cohort will be assigned a designated area and time for lunch, recess and for moving from class to class.</p> |                              |  |                   |

## 5. Face Coverings & Other Essential Protective Gear

| Requirements                                       | Action Steps   | Lead Individual and Position  | Materials, Resources, and or Supports Needed                      | PD Required (Y/N) |
|--|--|---|---|-------------------|
| <p><b>* Use of face coverings by all staff</b></p> | <p>All staff and adults on campus MUST wear face coverings that meet the California Department of Public Health’s face covering requirements.</p> <p>Staff will be reminded to wear their appropriate face coverings.</p> <p>Staff that refuse to follow guidelines or not wear the appropriate face covering will not be allowed to remain on campus and will face disciplinary measures.</p>   | <p>Scott Dufresne</p> <p>Bonnie Sanchez</p>                           | <p>Disposable masks will be available for all that need them.</p> | <p>No</p>         |
| <p><b>* Use of face coverings by students</b></p>  | <p>The following meets the guidelines from the California Department of Public Health Industry Guidance for Schools and School Based programs:</p> <p>For students in grades K-2 it is HIGHLY recommended that they wear face coverings.</p> <p>For students in grades 3-6 it is REQUIRED that they wear face coverings.</p> <p>Face coverings must cover the nose and mouth.</p> <p>Individuals who refuse to wear a face covering but who are not exempt per CDPH guidelines for individual exemptions will not be permitted to remain on campus and will be given the option of distance learning.</p> <p>When students check in to their classes they will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.</p> | <p>Scott Dufresne</p> <p>Bonnie Sanchez</p> <p>Classroom teachers</p> | <p>Disposable masks will be available for all that need them.</p> |                   |

## 6. Cleaning, Sanitizing, Disinfecting, and Ventilation

| Requirements  | Action Steps  | Lead Individual and Position   | Materials, Resources, and or Supports Needed   | PD Required (Y/N)   |
|---|---|--|--|---|
| <p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p> | <p>Increased PPE</p> <p>Reference CDC cleaning guidelines.</p> <p>All disinfection supplies purchased will meet OSHA and CDC requirements for COVID-19</p> <p>All school buildings will be cleaned on a set schedule. Janitorial staff will be provided with any schedule changes related to student movement and routine alterations.</p> <p>All desks (including staff,) chairs, door handles and sinks will be disinfected in between every subject for grades K-4 and every time a class leaves a room (grades 5-8) by teachers/staff.</p> <p>Lunch tables will be sterilized after each lunch break.</p> <p>Students and staff will be required to use hand sanitizer when entering a room/building. Students and staff will be required to wash hands when leaving the restroom, before/after lunch or recess.</p> <p>Students will use hand sanitizer before touching microwaves which will be used only in classroom during COVID protocol.</p> <p>Teachers will coordinate bathroom breaks to allow for proper disinfecting. Restrooms will be disinfected between every lunch period.</p> <p>Vent filters will be changed monthly and all rooms run on individual units.</p> <p>Drinking fountains will not be used during this time.</p> | <p>Earl Benson<br/>(Facilities Director)</p> <p>Jonathan Ramirez</p> <p>Classroom teachers/staff</p> | <p>Electric ULV Fogger</p> <p>Fogger Cleaning Concentrate</p> <p>AC filter replacements</p> <p>Lysol/disinfectant spray and wipes</p> <p>Water and bleach solution for restrooms</p> | <p>Yes.</p> <p>Director attending online training or referencing appropriate training materials as needed per item.</p> |

## 7. Entrance, Egress, and Movement Within the School

| Requirements  | Action Steps   | Lead Individual and Position   | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|--|--|--|-------------------|
| <p><b>Describe how the movement of students, staff and parents will be managed to avoid close contact and/or mixing of cohorts.</b></p> | <p>K-6 students will enter/exit through the turnabout off of the school parking lot at designated times.</p> <p>K-6 staff will enter/exit through the turnabout off of the school parking lot.</p> <p>Morning drop off and afternoon pick-up schedules will be staggered. Students in grades K-3 will be dropped off in the turnabout at 8:30 and students in grades 4-6 will be dropped off at 8:15. Students in grades K-3 will be picked up in the turnabout at 3pm and students in grades 4-6 will be picked up at 2:45.</p> <p>K-6 classes will be broken into cohorts that will not interact with other cohorts.</p> <p>Students will be given specific directions (traffic patterns) to follow when moving from one area or class to another and signs will be posted to reinforce the pattern</p> <p>Each cohort will be assigned a designated area and time for lunch, recess and for moving from class to class.</p> | <p>Bonnie Sanchez (training and design)</p> <p>Classroom teachers (reinforcement)</p> <p>Earl Benson (signs)</p> | <p>Signs</p>                                 | <p>No</p>         |

## 8. Health Screenings for Students and Staff

| Requirements  | Action Steps  | Lead Individual and Position   | Materials, Resources, and or Supports Needed  | PD Required (Y/N) |
|---|---|--|---|-------------------|
| <p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>  | <p>Each morning staff and students will have their temperature taken at a designated location before entering the classroom or office building.</p> <p>Attendance will be taken along with temperature checks and completion of the wellness survey.</p> <p>It is ideal that staff be tested periodically to help prevent asymptomatic transmission. Staff will be referred to their personal physician for Covid testing bi-monthly.</p>   | <p>Scott Dufresne</p> <p>Bonnie Sanchez</p> <p>Vera Ziemer</p> <p>Classroom teachers</p> | <p>Temporal thermometers and daily wellness survey</p>                                      | <p>Yes</p>        |
| <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> | <p>Students or staff that is found to have a temperature of 100 degrees or higher, answers any questions on the health screening with a yes or has any covid symptoms will be required to go home. They will initially wait in one of the two isolated outdoor triage areas until an adult is able to pick them up.</p> <p>Students or staff that are found to have a high temperature or Covid symptoms will be referred to their primary care physician for testing. They will also be given information for nearby community Covid testing sites.</p> <p>Once a student or staff member is found to be positive of COVID they and their cohort will be required to stay home from school (attend through distance learning) for 14 days.</p> | <p>Scott Dufresne</p> <p>Bonnie Sanchez</p>  | <p>Two pop-up tents with folding plastic chairs, disposable gloves, masks and blankets.</p> | <p>No</p>         |

| Requirements  | Action Steps  | Lead Individual and Position                               | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|--|--|-------------------|
| <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>                                      | <p>The infected student may return to school after receiving proof of a negative COVID-19 test and 14 days of quarantine.</p> <p>Students in the infected child's cohort may return after a 14 day quarantine.</p>  | <p>Scott Dufresne<br/>Bonnie Sanchez<br/>Vera Ziemer</p>   |  | <p>Yes</p>        |
| <p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p> | <p>Staff and families will be notified if any student is proven to have contracted COVID 19 and was in their child's cohort while maintaining state and federal privacy laws. Notification will take place through email, letter sent home and it will also be published on our website:<br/><a href="https://victorysouthbay.org/resources/">https://victorysouthbay.org/resources/</a></p> <p>If there are multiple students or staff that test positive for COVID 19, local officials will be notified as well as parents and students while carefully maintaining all state and federal privacy laws.</p> | <p>Scott Dufresne<br/>Bonnie Sanchez<br/>Kyle Pfleuger</p> |  | <p>Yes</p>        |

## 9. Healthy Hygiene Practices

| Requirements  | Action Steps   | Lead Individual and Position   | Materials, Resources, and or Supports Needed   | PD Required (Y/N)   |
|---|--|--|--|---|
| <p><b>* Describe the availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.</b></p> | <p>Hand washing stations will be available in each classroom and there are two outside of the classrooms in nearby restrooms.</p> <p>Each classroom will also have a touch free hand sanitizer dispenser at the door entrance.</p> <p>Students and staff will be required to use hand sanitizer when entering a room/building. Students and staff will be required to wash hands when leaving the restroom, before/after lunch or recess.</p> <p>Students will use hand sanitizer before touching microwaves which will be used only in classroom during COVID protocol.</p> | <p>Earl Benson<br/>(Facilities Director)</p> <p>Jonathan Ramirez</p> <p>Classroom teachers</p> | <p>Touch free hand sanitizers for every classroom</p> <p>Hand washing stations and supplies for each classroom</p> | <p>Yes.</p> <p>Director attending online training or referencing appropriate training materials as needed per item.</p> |

## 10. Identification and Tracing of Contacts

| Requirements  | Action Steps  | Lead Individual and Position                | Materials, Resources, and or Supports Needed   | PD Required (Y/N) |
|---|---|---|--|-------------------|
| <p><b>* If there is a confirmed case - who is the designated staff person that will support contact tracing and be the contact for the local health department?</b></p> | <p>The Executive Director, School Principal and School Office Manager will be responsible for responding to COVID-19 concerns. Staff will contact them if a concern arises.</p> <p>This COVID-19 team will conduct contact tracing, document and track potential exposure when a positive Covid case is reported. Principal or school Office Manager will notify all exposed persons and report to local health department. Principal will reference attendance and temperature data, class schedules and movement plans to determine all that may have been in contact with the infected person. Principal and school secretary will contact all that may have had contact through phone and email.</p> <p>Due to legal mandate or because of consultation with the local public health department, it may be decided that school closure is warranted, including the length of time necessary, based on the risk level within the specific community.</p> | <p>Scott Dufresne</p> <p>Bonnie Sanchez</p> | <p>Class schedules, traffic patterns and routines.</p> <p>Student rosters and assignments.</p> | <p>Yes</p>        |

## 11. Staff Training and Family Education

The success of our plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended.

| Topic  | Audience              | Session Format  | Materials, Resources, and or Supports Needed   | Start Date   | Completion Date |
|--|-----------------------|---|--|--|-----------------|
| <b>Reopening Plan</b>  | Staff/School Families | <p>Staff: Staff will be trained on the reopening plan and safety protocols at our beginning of the year staff meeting. They will also receive updated and additional training at monthly staff meetings.</p> <p>School Families: Parents and students will be trained on our reopening plan and safety protocols at our School Orientation. Updates to information and protocol will be posted on our website and sent to families via email.</p> | <p>Printed copies of the reopening plan.</p> <p>PPE, cleaning equipment and forms used to document to illustrate what will take place.</p> | <p>08/17/2020 (staff)</p> <p>08/24/2020 (families)</p> | N/A             |
| <b>Cleaning, Disinfecting, Ventilation</b><br>(Earl Benson)  | Staff                 | In person mtg.  | Cleaning supplies, etc.  | 8/17/2020  | 8/17/2020       |
| <b>Social Distancing/Safety protocol</b><br>(Bonnie Sanchez) | Staff/School Families | In person mtg.  | Written guidelines, maps, power point  | 8/21/2020  | 8/21/2020       |
| <b>Monitoring student health</b><br>(Bonnie Sanchez)         | Staff/School Families | In person mtg and online tutorial   | Forms used for documenting. CDC guidelines.  | 8/21/2020  | 8/21/2020       |
| <b>Monitoring staff health</b><br>(Kris Abella)              | Staff                 | In person mtg   | Checklist and essential items for process  | 8/17/2020  | 8/17/2020       |
| <b>Online Learning</b><br>(Tim La Fazia)                     | Staff/School Families | Email with online tutorial and virtual teleconference.  | Email with directions, online tutorial and in person sessions as needed.   | 8/19/2020  | 8/19/2020       |

## 12. Testing of Students and Staff

| Requirements  | Action Steps  | Lead Individual and Position  | Materials, Resources, and or Supports Needed  | PD Required (Y/N) |
|---|---|-------------------------------|---|-------------------|
| <b>*Describe how school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with the virus will be rapidly tested and what instructions they will be given.</b> | Students and staff with symptoms of COVID-19 will be referred to take a COVID-19 test provided by their health care provider or community testing site. Students/staff will be given a printed list of nearby testing stations. | Bonnie Sanchez<br>Vera Ziemer | Printed list of nearby COVID testing sites.   | No                |
| <b>*How will staff be tested periodically to detect asymptomatic infections.</b>  | Staff will be tested periodically to help prevent asymptomatic transmission. All staff will be referred to their personal physician for Covid testing bi-monthly so that 50% of the staff can be tested each month.             | Kris Abella                   | Printed list of nearby COVID testing sites.<br><br>Printed or emailed note asking employee to test. | NA                |

## 13. Triggers for Switching to Distance Learning:

| Requirements   | Action Steps   | Lead Individual and Position                    | Materials, Resources, and or Supports Needed   | PD Required (Y/N) |
|--|--|---|--|-------------------|
| <b>*Criteria school officials will use to determine when to physical close the school.</b> | Our school will work with County of San Diego public health officials to determine the triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 schools in California, 2020-2021 School Year. | Scott Dufresne<br>Bonnie Sanchez<br>Vera Ziemer | COVID-19 and Reopening In-Person Learning Framework for K-12 schools in California, 2020-2021 School Year. | No                |

## 14. Communication Plans

| Requirements  | Action Steps   | Lead Individual and Position                                  | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|--|---|--|-------------------|
| <p><b>*How will school officials communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.</b></p> | <p>Staff and families will be notified if any student is proven to have contracted COVID 19 and was in their child's cohort while maintaining state and federal privacy laws.</p> <p>Notification will take place through email, letter sent home and it will also be published on our website: <a href="https://victorysouthbay.org/resources/">https://victorysouthbay.org/resources/</a></p> <p>If there are multiple students or staff that test positive for COVID 19, local officials will be notified as well as parents and students while carefully maintaining all state and federal privacy laws including FERPA and HIPAA.</p> | <p>Bonnie Sanchez</p> <p>Vera Ziemer</p> <p>Kyle Pflueger</p> | <p>N/A</p>                                   | <p>No</p>         |

## Pandemic Coordinator/Team

Roles and Responsibilities:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

| Individual(s)           | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities (Options Above) |
|-------------------------|-------------------------------|--|
| <b>Scott Dufresne</b>   | School Administration         | Both Plan Development and Response Team                  |
| <b>Bonnie Sanchez</b>   | School Administration         | Both Plan Development and Response Team                  |
| <b>Earl Benson</b>      | Facility Manager              | Both Plan Development and Response Team                  |
| <b>Brian Hagar</b>      | Parent Consultation Group     | Both Plan Development and Response Team                  |
| <b>Jennifer Barrett</b> | Staff Consultation Group      | Both Plan Development and Response Team                  |
| <b>Tim La Fazia</b>     | School Administration         | Both Plan Development and Response Team                  |
| <b>Tim Gerdes</b>       | Community Group               | Both Plan Development and Response Team                  |
| <b>Candi Redona</b>     | Community Group               | Plan Development   |