

# COVID-19 PREVENTION PLAN FOR CITY TREE CHRISTIAN SCHOOL

August 14, 2020

School Name:	City Tree Christian School		
School Address:	320 Date Street, San Diego, CA 92101		
School Type:	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input checked="" type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:	Not applicable		

This plan was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

This plan mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist.

## 1. General Measures

1. City Tree Christian School's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: [www.citytree.org/news](http://www.citytree.org/news)
  - a. The person responsible to implement and monitor this plan is:  
Susan Kennedy, Principal, 619-232-3794
  - b. The school's COVID-19 Liaison for contact with Public Health Services is:  
Susan Kennedy, Principal, 619-232-3794, [sue.kennedy@citytree.org](mailto:sue.kennedy@citytree.org)
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:
      - When a child or staff member has COVID-19, parents and staff members should report this to the school by contacting Sue Kennedy, 619-232-3794, [sue.kennedy@citytree.org](mailto:sue.kennedy@citytree.org)
      - Parents and staff members are also required to report COVID-19 exposures that require quarantine of the child or staff member to Sue Kennedy, 619-232-3794, [sue.kennedy@citytree.org](mailto:sue.kennedy@citytree.org)
    - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
  - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
  - d. The school's COVID-19 Prevention Plan is posted at: [www.citytree.org/news](http://www.citytree.org/news)  
This information has been provided to workers via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
    - i. All employees will receive email with complete plan prior to the staff training week.
    - ii. Additional information regarding health screenings, masks, physical distancing, handwashing will also be emailed to teachers and support staff prior to the Staff Development week.
    - iii. Training of all teachers and support staff will occur during Staff Development week August 24-28, 2020.
    - iv. Power point presentations have been created for training purposes.
    - v. Training will involve reviewing each detail in City Tree's COVID-19 Prevention Plan. Staff will be given opportunity to ask questions. Training will include careful review of face coverings guidance, physical distancing protocols, and handwashing procedures. Part of training will include hands-on experiences with touch free thermometers, check-in screening process, etc.

- vi. All custodial staff has already been trained on enhanced cleaning and disinfecting processes in June 2020 when we reopened childcare and day camp programs for Essential Workers and other parents who returned to reopened businesses.
- vii. Posters and reminders are posted in work rooms, lounges, school office, and other key locations around the school.
- e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
  - i. Monthly review of workplace compliance with plan completed by administrative team, Sue Kennedy, Nissa Rivero, Jessica Untalan, and Kelly Tompkins, to monitor plan. Deficiencies will be documented and corrected.
  - ii. Weekly supply inventory of Personal Protective Equipment (masks, gloves), disinfecting supplies, hygiene supplies (soap, hand sanitizer) to ensure that City Tree maintains minimum quantities needed. Nissa Rivero responsible.
  - iii. An email address is established, [COVID19@citytree.org](mailto:COVID19@citytree.org) for parents and staff members to direct questions and concerns with regard to plan compliance.
  - iv. Check list for teachers to use that identifies areas that they are responsible for disinfecting daily (classroom materials, toys, classroom equipment, common surfaces in classroom).
  - v. Bi-weekly check-in with school liaison, Sue Kennedy and head custodian, Alex Gonzalez regarding compliance with regards to disinfecting protocols.
- f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.
- Outside contractors, people that teach extracurricular classes (i.e. piano lessons, dance, play ball, etc.), but are not employed by the school, will not be allowed on site.
  - First Presbyterian Church services are not currently held on site, but when services resume on weekends, all areas that are used by the church will be disinfected by custodial staff before staff arrives and school begins on Monday morning.
  - At this time only one outside group uses the facilities. That use occurs on weekends on the patio and custodial staff disinfects this area thoroughly after each use.
  - During this time few external organizational requests will be considered, but any time an external organization is being considered for use of the facility, the church administrative team, Gail Barrett and Pam Gohlke, reviews the request and consults with head custodian, Alex Gonzalez and school principal, Sue Kennedy to ensure health and safety for City Tree students. Any area used would be disinfected by our custodial staff.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. City Tree has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.
- a. City Tree office staff will review all student health records to identify students who may need additional accommodations. Parents will be contacted by school staff to get additional information about the child's needs. A written plan will be developed that meets that's child's needs. Plan could include opting for distance learning, shortened day, additional protective measures while in school such as wearing face shield and face mask, added distancing from others, added barriers, excluding from certain activities, etc. Plan will be developed with input from parents, teacher, and administration.

- b. Through our weekly email newsletter, parents who have health and safety concerns for their child will be encouraged to contact the school office in order to identify potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed
- c. City Tree Christian School does not serve students who have limited mobility, require close contact with others, have trouble understanding information or practicing preventive measures, or are not able to communicate symptoms of illness.

5. The schools has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. City Tree has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. Teachers will provide safety and hygiene instruction and reinforce to K-8 students, using resources provided by the CDC, San Diego County Office of Education, and other educational sites that provide materials that support these guidelines, in the following areas:
  - a. Using a tissue to wipe their nose and covering of sneezes/coughs with tissue or elbow
  - b. Proper handwashing that includes
    - Washing hand for at least 20 seconds
    - Washing hand frequently
    - Washing hand before and after eating, after coughing and sneezing, after classes where they handle shared objects, and before and after using the restroom
  - c. Safe use of fragrance free hand sanitizer, when washing hands is not practical
    - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
    - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
  - d. Avoiding contact with one's face
  - Signage will also be posted throughout the school (sinks, restrooms, classrooms, hallways, entrances) reminding students of these healthy hygiene and COVID-19 safety practices.
  - Protocols will include:
    - Hands sanitized at entry of school each day
    - Hands sanitized upon entering classroom each time
    - Handwashing schedule established for each classroom and posted in room.
    - Classrooms and students assigned to specific sinks for handwashing, in order to limit use at each sink.
7. With a K-8 student population of about 100 students (k-8), small class sizes, and a large facility, we have ample and conveniently located sinks available that will minimize movement on campus and congestion in bathrooms. Each grade level will be assigned a specific bathroom to use and specific sink to use to reduce congestion and movement.
  - Grade K Sink in classroom, restrooms on 2<sup>nd</sup> floor
  - Grade 1, 2, 3 Bathrooms and sinks assigned per grade level, restrooms on 3<sup>rd</sup> floor
  - Grade 4 Bathrooms and sink assigned, restrooms on 2<sup>nd</sup> floor
  - Grade 5 Sink in classroom, restrooms on 3<sup>rd</sup> floor or chapel
  - Grade 6-7 Bathroom sinks outside classroom. Middle School area outside of 311 and 312

- Grade 8 Bathroom sinks outside of room 110 and sinks in nearby Scout Room  
*Initially grade 7-8 may not be on campus for in-person learning due to county watch list.*

In addition:

- Portable hand sanitizing stations are located at school entrances and in the school office.
- Sinks are also available on the playground for handwashing during outside time

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

- Staggered schedule is established for grades K-8 to use restrooms and to wash hands if applicable.
- Schedules will be posted on door of restrooms.
- Staff will have the same opportunities as the students in their classes to wash their hands.
- Staff will use adult restrooms on floor 1 of main school building and 2 adult restrooms outside of the Assembly Room. Only 1 staff member will be in the restroom at a time. Staff does not use restrooms that children use.

9. City Tree will ensure adequate supplies to support healthy hygiene behaviors.

The following supplies are on-hand, ordered regularly, and replenished throughout the school by custodial staff:

- Soap
- Paper towels
- Hand sanitizer, that is at least 60% ethyl alcohol, for dispensers

The following supplies are on-hand, ordered regularly, and replenished throughout the school by office staff:

- Tissues
- Portable hand sanitizer for classroom use, that is at least 60% ethyl alcohol
- Face masks for students or staff who need them
- Face shields for students or staff who need them (and are used following directives from the state of California)
- Gloves for staff or students who need them or wish to wear them.
- Touch free thermometers and alcohol wipes to disinfect them
- No touch trash cans

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

Face coverings will be required as directed by San Diego County Department of Health and the state of California. Current direction includes:

- All staff will be required to wear a mask or face covering.
- All students in 3rd grade and above will be required to wear a mask or face covering.
- Students in 2nd grade and below are strongly encouraged to wear a face covering.
- Students are encouraged to come to school wearing a face covering each day, but will be provided a face covering if they do not have one. Staff checking in students at entrance gates will have face coverings available if a student needs one.
- Visitors will be limited, but when on campus, will be required to wear a mask or face covering.
- Adults dropping off and picking up students, who get out of their vehicles, are required to wear a mask or face covering.

Exemptions from face masks:

- Children under two years old are exempt from wearing face coverings due to risk of suffocation
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Other exemptions as outlined in the California Department of Public Health's, "[Guidance for the use of face coverings](#)"

Posters regarding face coverings posted around school.

<p>11. City Tree Christian School will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.</p> <ul style="list-style-type: none"> <li>• All staff will be required to wear a mask or face covering.</li> <li>• Face coverings will be provided for any staff member who needs one.</li> <li>• Gloves and other protective equipment will be provided.</li> </ul>
<p>12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees.</p> <ul style="list-style-type: none"> <li>• Face masks for children and staff members -As of 8/4/2020, 200 on site. Maintain minimum supply of 200 on site at all times.</li> <li>• Face shields for teacher instruction (following state guidelines) -As of 8/14/2020, 5 to fill teacher requests. Additional orders placed when requested by teachers.</li> <li>• Face shield for children grade 2 and younger As of 8/14/2020, 5 on site. Maintain minimum supply of 5 on site at all times</li> <li>• Gloves -As of 8/3/2020, 900 gloves on site. Maintain minimum supply of 500 on site at all times.</li> </ul>
<p>13. City Tree will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:</p> <ol style="list-style-type: none"> <li>Protect the school community</li> <li>Reduce demands on health care facilities</li> <li>Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.</li> </ol> <p>City Tree will:</p> <ul style="list-style-type: none"> <li>• Require all staff to get influenza shot unless contraindicated by personal medical conditions.</li> <li>• Staff will need to provide verification or medical exemption note from physician.</li> <li>• Information regarding this requirement will be provided during staff training.</li> <li>• School will strongly recommend to parents that students be immunized against influenza. Information will be provided in weekly email updates when flu shots become available.</li> <li>• Posters will be displayed at school entrances where parents drop off and pick-up promoting flu shots.</li> </ul>

### 3. Face Coverings

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

<p>14. Face coverings will be used in accordance with <a href="#">CDPH guidelines</a> unless a person is exempt as explained in the guidelines, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission.</p> <ol style="list-style-type: none"> <li>We will teach and reinforce use of <a href="#">face coverings</a>, or in limited instances, face shields. <ul style="list-style-type: none"> <li>○ Teachers and staff will receive training during our Staff Development week (August 24-28, 2020) on the proper use of face coverings for themselves and students.</li> <li>○ Teachers will provide instruction and reinforcement for K-8 students on the proper use of face coverings using resources provided by the CDC, San Diego County Office of Education, and other educational sites that provide materials that support these guidelines. This instruction will occur when students return to campus. Mini-lessons and reminders will be offered periodically</li> </ul> </li> <li>Students and staff will be frequently reminded not to touch the face covering and to <a href="#">wash their hands</a> frequently. <ul style="list-style-type: none"> <li>○ Visual information will be posted on campus to remind students and staff not to touch face coverings and to wash their hands often.</li> <li>○ At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.</li> <li>○ Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.</li> </ul> </li> </ol>
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- c. Information from the CDC website will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
  - Staff will receive informational flyers through email and also during our Staff Development week August 24-28.
  - Families will receive informational flyers through our weekly email update and also on our school website
- d. Training will also include policies on how people who are exempted from wearing a face covering will be addressed.
  - Staff will be directed, through our Back-to-School information emails that go out during the weeks before school resumes, to contact their supervisor if they qualify to be exempted from wearing a face mask. The supervisor will talk to the staff member and will provide the staff member with a form to submit to their physician or mental health counselor for completion.
  - Parents will be directed, through our Back-to-School information emails that go out during the weeks before school resumes, to contact the school office if their child qualifies to be exempted from wearing a face mask. The administrative staff will talk to the parent to learn about their child's exemption, explain the Distance Learning option if applicable, consider accommodations, and will provide parent with a form to submit to their physician or mental health counselor for completion.
  - A list of all students who qualify for mask waivers will be provided to staff members at the start of school and updated when needed.
  - Teachers and staff will receive training during our Staff Development week (August 24-28, 2020) on how to handle questions from parent and students regarding those who are exempted from wearing face.

15. City Tree Christian School's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	<b>Strongly encouraged**</b>
3rd grade – high school	Yes, unless exempt
**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.	

- Under 2 years, face coverings not required
- 2 years old-2<sup>nd</sup> grade, face covering strongly encouraged
- 3<sup>rd</sup> grade and up, face coverings required throughout the day, unless qualified as exempt+
- All staff will be required to wear a face covering.
- Face coverings must cover the nose and mouth.
- Students should arrive to school with a face covering on each day. One will be provided at check-in time when inadvertently forgotten. Staff checking in students at entrance gates will have face coverings available if a student needs one.
- Visitors will be limited, but when on campus, will be required to wear a mask or face covering.
- Adults dropping off and picking up students, who get out of their vehicles, are required to wear a mask or 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 placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, City Tree will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Students who are excluded from campus may take part in the distance learning programs provided by the school.



+Exemptions from face coverings on campus include:

- 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.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Other exemptions as outlined in the California Department of Public Health's, [Guidance for the use of face coverings](#)"
- Distance learning is available for any student who is excluded from campus for health reasons, COVID-19 exposure quarantine, or if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

16. City Tree's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations, where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food will use gloves in addition to face coverings. City Tree will consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.

#### 4. Ensure Teacher and Staff Safety

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. All staff will be trained and required to maintain social distance between each other.
- b. All staff is required to use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Staff members who have high risk health considerations will consult their supervisor and then Gail Barrett, personnel administration, for possible options.
- d. Staff meetings, professional development training and education, and other activities involving staff will occur with physical distancing measures in place, or virtually, where physical distancing is a challenge. Larger rooms (West Room, Chapel, Assembly room, Geneva Room) will be used to ensure physical distancing.
- e. To keep staff safer, we will limit use of back office (copier, paper cutter, mailbox area) to one staff member at a time. Staff Lounge will be limited to 2 people at a time and only when physical distancing is followed. Staff restrooms will be limited to 1 staff member at a time.
- f. Daily symptom monitoring for all staff will include a daily health survey completed online as first task of the day. Temperature checks will occur as staff arrive and a daily log will be maintained in the school office.

#### 5. Intensify Cleaning, Disinfection, and Ventilation

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools

and School Based Programs” follows each of those described below.

18. As a safety precaution, because children often struggle to drink properly from a drinking fountain, drinking fountains have been wrapped and are not being used. Students are encouraged to bring a reusable water bottle from home each day. Water bottles will be labeled with student’s name. Sealed, disposable water bottles will be also provided for any student who forgets their water bottle at home.
19. Staff will <a href="#">clean and disinfect</a> frequently touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"><li>a. Door handles</li><li>b. Light switches</li><li>c. Sink handles</li><li>d. Bathroom surfaces</li><li>e. Tables</li><li>f. Student desks</li><li>g. Chairs</li><li>h. Railings in stairwells</li></ul> <ul style="list-style-type: none"><li>• Custodial staff will clean and disinfect entire facility (classrooms, hallways, restrooms, office, and other common area) each evening.</li><li>• High touch surfaces will be given special attention by custodial staff.</li><li>• Restrooms and hand railings in stairwells will be disinfected in the middle of the school day in addition to the evenings.</li><li>• Doors, wherever possible, will be left open to reduce contact with door handles, and to increase ventilation.</li><li>• Teachers will be provided safe and effective cleaning /disinfecting solutions and/or wipes for classroom equipment/materials that are shared, door handles, tables, desks, chairs so those areas can be disinfected as needed throughout the day</li></ul>
20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day. <ul style="list-style-type: none"><li>• No plan - City Tree Christian School does not provide bus transportation.</li></ul>
21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses. <ul style="list-style-type: none"><li>• Sharing of materials will be limited.</li><li>• Each student will have a personal container to store their own classroom supplies. Students will be directed not to share materials. The teacher will have a reserve of basic classroom supplies so that if a child misplaces something the teacher can provide the needed supply.</li><li>• When shared use of materials/equipment is necessary, Teachers/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.</li></ul>
22. When choosing disinfecting products, City Tree Christian School will use those approved for use against COVID-19 on the <a href="#">Environmental Protection Agency (EPA)-approved list “N”</a> and follow product instructions. <ul style="list-style-type: none"><li>a. To reduce the risk of asthma and other health effects related to disinfecting, custodial staff will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.</li><li>b. Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.</li><li>c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.</li><li>d. Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products are stored</li></ul>



<p>out of children’s reach and in a space with restricted access.</p> <p>e. A cleaning and disinfecting schedule is established in order to avoid both under- and over-use of cleaning products.</p>
<p>23. Safe and correct application of disinfectant will be used. Products are stored out of children’s reach and in a space with restricted access. All custodial closets are locked while students are present between the hours of 6:45am-6:00pm.</p>
<p>24. City Tree will ensure proper ventilation during cleaning and disinfecting.</p> <p>a. Windows and doors will be left open to introduce fresh outdoor air as much as possible. In addition, our building has an excellent ventilation fan system that ensures fresh air is sucked in while old air is blown out. This system will remain on at all times. This serves to ventilate the classroom spaces before children arrive.</p> <p>b. Custodians disinfect spaces after children leave.</p> <p>c. Classrooms with ceiling fans or wall fans will be left on as much as possible.</p> <p>d. Rooms with air conditioning units will use the setting that brings in outside air. The school has an HVAC service contract, and all units are regularly checked and air filters were replaced in July to ensure optimal air quality and are replaced quarterly.</p> <p>e. If we become aware that opening windows poses a safety or health risk (i.e., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we will consider using alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).</p>
<p>25. City Tree is upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.</p>
<p>26. We have <a href="#">Taken steps</a> to ensure that all water systems (drinking fountains, etc.) are safe to use after school closure to minimize the risk of <a href="#">Legionnaires’ disease</a> and other diseases associated with water.</p> <p>a. Our facility, which is a part of a church, remained open as an essential workplace. Custodial staff maintained building and water systems in the absence of students. There has been no interruption of water use and maintenance.</p> <p>b. Our facility has no decorative fountains.</p> <p>c. As a safety precaution, because children often struggle to drink properly from a drinking fountain, drinking fountains have been wrapped and are not being used. Students are encouraged to bring a reusable water bottle from home each day. Water bottles will be labeled with student’s name. Sealed, disposable water bottles will be also provided for any student who forgets their water bottle at home.</p>

## 6. Implementing Distancing Inside and Outside the Classroom

City Tree Christian School’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

<p>27. During arrival and departure:</p> <p>a. City Tree Christian School does not use buses. Students are typically transported by their parents or walk with their parent to school.</p> <p>b. Parents will drop-off and pick-up students at the curb each day, rather than walking children into the building.</p> <p>c. City Tree provides before school care and after school care so students arrive at staggered times between 6:45am-8:30am and leave at staggered times 3:15-6:00pm. Our small school size, staggered start and exit times, and ability to use multiple entrance/exit points will eliminate crowding at school arrival and departure times.</p> <p>d. Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they have to wait. At the gate students will be greeted and checked in.</p> <ul style="list-style-type: none"> <li>○ Parents/guardians will complete daily online health screenings.</li> <li>○ Temperatures will be taken using no-touch thermometers.</li> </ul>
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- Students will sanitize hands.
- Any student who does not “pass” health screening or temperature check will be taken home by parent.
- Once student is signed-in parents/guardians may leave the curb.
- Student will stay in grade level groups as they move to before school care or class.
- e. At the end of the school day students who are leaving at 3:15 will be brought to their assigned exit gate by their teachers. Parents will be waiting at the curb to pick-up their children.
- f. Students in the after school program will stay in small cohort groups. When parents arrive at the assigned gate, they will message staff through the Brightwheel app, and students will be escorted to exit gates for parent pick-up.
- g. Daily symptom monitoring for all staff will include a daily health screening survey completed online as first task of the day. Temperature checks will occur as staff arrive and a daily log will be maintained in the school office. Staff members who do not pass health screening or temperature check will not be permitted on campus.

28. In-classroom spaces:

- a. To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts and practice physical distancing. Small grade level cohorts are small, stable, groups with fixed membership that stay together for all activities (e.g., enter/exit school, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
  - K-5 grade: Self-contained classrooms, each grade level will be assigned one teacher and classroom. Classes are small and classrooms are large. K-5 specialty teachers (music, art, Spanish) will rotate into classroom grade level cohort groups. K-2 students will use the computer lab 3-4 days each week, schedules will easily be staggered, and computers will be disinfected after each use. Grade 3-5 students have individual Chromebooks assigned to them and will not be using the computer lab.
  - 6-8 grade: Students mostly remain in classrooms by grade level. Subject area teachers will rotate into each classroom. Specialty subjects (band, art, PE, etc.) will be taught in other locations. Schedules will be staggered to ensure that students are able to maintain physical distancing. *\*Initially grade 7-8 may not be on campus for in-person learning due to county watch list.*
  - Lunch, Recess, Physical Education: Students will use roof playground, Room 307 patio, and Balboa Park (6<sup>th</sup> Avenue and Hawthorn St., and 6<sup>th</sup> Avenue and Juniper St.) for recess, lunch, and physical education. Students will eat lunch outside, weather permitting. Park use for lunch, recess, and physical education will be increased. Students will stay in small grade level cohorts with physical distancing. Recess and lunch times are staggered to minimize numbers on the roof playground. In addition, the playground is divided into 3 sections, allowing for 2 or 3 small grade level cohort groups to use the space with physical distancing.
- b. We will increase our use of Balboa Park for recess, lunch, physical education and some academic instruction. Use of outdoor spaces such as the roof playground and school garden will be encouraged and scheduled for instruction.
- c. We will minimize movement of students and teachers or staff as much as possible. K-5 classroom teachers will be assigned to one grade level. Support staff will be assigned to grade level groups or grade level clusters (k-2, 3-5, 6-8) whenever possible.
- d. Classroom spaces are generally quite large. They allow for separation of students. Teachers and other staff desks will be at least 6 feet away from student desks. Students’ seating and desks/tables will be spread out allowing 6 feet between. Partitions between students will be used. Furniture will be arranged to minimize face-to-face contact.
- e. Teachers will consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities in band or choir, where there is increased likelihood for transmission from contaminated exhaled droplets are not permitted. Alternate band activities such as percussion, strings, music theory, and music appreciation will be used.
- h. Activities that involve singing are not permitted, but music education will continue.

<ul style="list-style-type: none"> <li>i. Teachers will implement procedures for turning in assignments that minimize contact.</li> <li>j. Clear privacy screens will be used to increase separation between staff and students, when needed.</li> </ul>
<p>29. In non-classroom spaces:</p> <ul style="list-style-type: none"> <li>a. Nonessential visitors, volunteers, and activities involving other groups will be severely limited. To reduce people in the building parents will not be walking students into the building.</li> <li>b. Communal activities will be limited. Communal spaces will be disinfected between uses.</li> <li>c. We will increase our use of Balboa Park for recess, lunch, physical education and some academic instruction. Use of outdoor spaces such as the roof playground and school garden will be encouraged and scheduled for instruction.</li> <li>d. Movement in hallways will be minimized. When there is movement in hallways and stairwells Multiple grade level cohort groups will not be moving at the same time.</li> <li>e. Lockers will be eliminated or moved so they will be spread out to allow physical distancing for students who use them.</li> <li>f. Roof playground scheduling will be staggered. Roof playground is divided into 3 sections, allowing for 3 small grade level cohorts at time to be present, as needed.</li> <li>g. Students will eat lunch outside, using the park, playground or patio, seated by grade level cohorts, and socially distanced. Small school size, and small grade level cohort groups, and multiple outdoor space options allow us to be outside safely and consistently.</li> </ul>

## 7. Limit Sharing

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

<p>30. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.</p> <ul style="list-style-type: none"> <li>• Sharing of materials will be limited.</li> <li>• Each student will have a personal container to store their own classroom supplies. Students will be directed not to share materials. The teacher will have a reserve of basic classroom supplies so that if a child misplaces something teacher will provide needed item.</li> <li>• Kindergarten nap mats and blanket will be kept in individual cubbies or containers.</li> <li>• Each classroom teacher will make a plan for students' personal items (backpacks, lunch boxes, jackets, musical instruments, etc.) The teacher will identify a location near each student's desk perhaps marked off with tape or use of one of the following: assigned cubbies/shelves, personal storage tubs, hooks, or lockers that allow for physical distancing.</li> <li>• Students will bring personal items home each day to be cleaned.</li> </ul>
<p>31. Additional supplies will be purchased to the extent that it is practicable for the purpose of minimizing sharing.</p> <ul style="list-style-type: none"> <li>• When shared use of materials/equipment is necessary, teachers/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.</li> </ul>
<p>32. Students will avoid sharing materials as much as possible Where sharing occurs, we will clean and disinfect between uses.</p> <ul style="list-style-type: none"> <li>• Students in grades 3-8 will be assigned an individual Chromebook that is not shared with any other student. Teachers will be provided with disinfecting solutions that work with Chromebooks so that they can be disinfected regularly.</li> <li>• Students in grades K-2 will use the computer lab. Students will be assigned specific computers to be used. Since lab use is limited to 3 grade levels, student's names will be posted on those computers. It will be the responsibility of the teacher who is in charge of the students in the computer lab to clean and disinfect the computers that were used by students so that they are ready for use by the next group.</li> <li>• Additional materials will be purchased to limit sharing to the extent that it is practicable.</li> <li>• When shared use of materials/equipment is necessary, Teachers/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art</li> </ul>

## 8. Train All Staff and Educate Families

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

33. City Tree will train all staff and provide educational materials to families.

- Custodial staff received complete training on enhanced sanitation protocols and proper use and storage of sanitation equipment in June 2020. Weekly custodial staff meetings, each Monday afternoon, allow for questions, reminders, and additional information to be communicated with regards to enhanced sanitation practices.
- Teachers and staff will be trained in the following areas during our Staff Development week August 23-28 using information provided by the CDC and California Department of Public Health.
  - a. Enhanced sanitation practices
  - b. Physical distancing guidelines and their importance
  - c. [Proper use, removal, and washing of face coverings](#)
  - d. Screening practices for students and staff upon start of day, and screening for symptoms throughout the day.
  - e. Information on how COVID-19 is spread
  - f. COVID-19 specific [symptom](#) identification
  - g. Information on the preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
  - h. COVID-19 specific [symptom](#) identification and when to seek medical attention
  - i. Protocols to follow when children or adults become sick at school. (link)
- All employees will be provided with written plan that outlines our schools' protocols and procedures for protecting employees from COVID-19 illness.
- Families will be educated on the application and enforcement of City Tree's COVID-19 Plan, adhering to linguistic needs of the community. At this time, we are not aware of any linguistic needs, but should linguistic needs arise they will be met.
- Educational information will be provided to families, using our weekly email update, in the following areas:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - [Proper use, removal, and washing of face coverings](#)
  - Screening practices for students and staff upon start of day and screening for symptoms throughout the day.
  - Information on how COVID-19 is spread
  - COVID-19 specific [symptom](#) identification
  - Information on the preventing the spread of COVID-19 if a child is sick, including the importance of not coming to school if a children have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
  - COVID-19 specific [symptom](#) identification and when to seek medical attention
  - Protocols to follow when children or adults become sick at school.
  - Protocols to follow when a student has had contact with a COVID-19 positive person

34. City Tree will conduct the training and education safely. Our K-8 teachers and staff training and education will be held during our Staff Development week August 24-28. City Tree's COVID-19 Plans, materials from the CDC and California Department of Health will be emailed to employees for review. Training to include visual presentations, written information, discussion, and question and answer time will be delivered in several ways:

- Zoom virtual meetings
- Outdoor meetings, with 6-foot physical distancing

- Smaller grade level teacher/staff groupings, with 6-foot physical distancing

## 9. Check for Signs and Symptoms

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

35. City Tree will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
  - Distance learning option will be available for any student for any reason.
  - Student and staff members' names, who have been exposed to COVID-19 or contract COVID-19, will not be shared with school families.
  - A climate of care and support for our entire school community will be emphasized.
36. City Tree will actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families have been established and staff will be made aware of these policies. Policies and procedures include:
  - Staff will be directed to speak to Gail Barrett, who facilitates personnel issues related to COVID-19 extended leave, [Family First CORONA Virus Response Act](#) (FFCRA). FFCRA posters have been distributed to staff via email and hang in staff work room.
  - Students who have recently had close contact with a person with COVID-19 will be expected to notify the school, stay home in quarantine, and use the Distance Learning Option. Students will be considered present and not marked absent in those situations.
  - Students exhibiting COVID-19 symptoms or tested positive for COVID-19 will be required to stay home, and if their health allows, engage in Distance Learning.
  - Report Cards will only record unexcused absences. All COVID-19 related absences will be considered excused.
37. City Tree will implement screening and other procedures for all staff and students entering the facility.
  - Daily symptom monitoring for all staff will include a daily health survey completed online as first task of the day. Temperature checks will occur as staff arrive and a daily log will be maintained in the school office. Staff members who do not pass health screening or temperature check will be isolated from others immediately and not permitted to stay on campus.
  - Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they have to wait. At the gate students will be greeted and checked in.
  - Parents/guardians will complete daily online health screening surveys.
  - Temperatures will be taken using no-touch thermometers.
  - Students will sanitize hands.
  - Any student who does not "pass" health screening will be immediately separated from others and taken home by parent.
  - Once student is signed-in parents/guardians may leave the curb.
38. City Tree staff will conduct a visual wellness check of all students when entering campus. Temperatures will be taken using no-touch thermometers. Parents/guardians will complete daily online health surveys. Teachers and staff will visually monitor students for symptoms of COVID-19 throughout the day and escort to office any student who is exhibiting symptoms.
39. All staff and students (though daily parent and staff health screening survey) will be asked if anyone in their home is exhibiting [COVID-19 symptoms](#).
40. City Tree will make available and encourage use of hand-washing stations and hand sanitizer.
  - Hand sanitizer will be available at all entrance gates.
  - Hand sanitizer will be available in school office.
  - Hand sanitizer will be available in all classrooms.

<ul style="list-style-type: none"> <li>• With a K-8 student population of about 100 students, small class sizes, and a large facility, we have ample and conveniently located sinks available that will minimize movement on campus and congestion in bathrooms. Each grade level will be assigned a specific bathroom to use and specific sink to use to reduce congestion and movement. 2 of our classrooms (kindergarten and grade 5) have sinks in the room that will be used for handwashing.</li> <li>• Sinks are also available on the playground for handwashing during outside time</li> </ul>
41. Sue Kennedy, COVID-19 Liaison, will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. COVID-19 liaison will refer to guidance found <a href="#">here</a> . As noted in Section 11 below, the staff liaison will also serve in a coordinating role to ensure prompt and responsible notification.
42. If a student is exhibiting symptoms of COVID-19, City Tree teachers and staff will communicate with the parent/caregiver and refer to the student's health history form and emergency information. Student will be isolated from other students.
43. Staff and students will be monitored throughout the day for signs of illness and sent home if they have a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other <a href="#">COVID-19 symptoms</a>
44. Policies at City Tree will not penalize students and families for missing class. <ul style="list-style-type: none"> <li>• Students who have recently had close contact with a person with COVID-19 will be required to stay home and use the Distance Learning Option. Students will be considered present and not marked absent in those situations.</li> <li>• Students exhibiting COVID-19 symptoms or tested positive for COVID-19 will be required to stay home, and if their health allows, engage in Distance Learning.</li> <li>• Report Cards will only record unexcused absences. All COVID-19 related absences will be considered excused.</li> </ul>

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

<p>45. In consultations with staff and COVID-19 protocols we have identified the following isolation rooms to separate anyone who exhibits symptoms of COVID-19:</p> <ol style="list-style-type: none"> <li>a. An unoccupied room, #104, will be used as an isolation room to separate anyone who exhibits symptoms of COVID-19.</li> <li>b. A second area, West Room office, also has been designated should more than one student need to be isolated.</li> <li>c. In addition, there is an isolated outside area that can be used should the need ever arise.</li> </ol> <p>Our isolation room contents and procedures will include:</p> <ol style="list-style-type: none"> <li>a. Supplies include: cot, blankets, chairs, garbage can, face masks, gloves, bottled water, phone</li> <li>b. Signs will be posted on door when room is occupied or needs to be disinfected.</li> <li>c. Room will be disinfected after it is used following protocols outlined in #50 below.</li> <li>d. Disinfecting protocols will be posted in room.</li> <li>e. Staff member will supervise isolation room at any time a student is using it. Glass window in door allows for supervision from outside the room if that is an appropriate level of supervision for the student who is isolated.</li> </ol>
<p>46. Sick students and staff are encouraged to stay home and are also encouraged to stay home if there is member of their household who is sick.</p> <p>Any students or staff exhibiting symptoms will immediately be required to wear a face covering, separated from other students and staff, and wait in one of the isolation rooms until they can be transported home or to a healthcare</p>



<p>facility as soon as possible.</p> <p>If a student or staff becomes ill during the school day they will be separated from the class and sent home immediately. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.</p>
<p>47. City Tree has established procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:</p> <ol style="list-style-type: none"> <li>Fever</li> <li>Cough</li> <li>Shortness of breath or difficulty breathing</li> <li>Chills</li> <li>Repeated shaking with chills</li> <li>Fatigue</li> <li>Muscle pain</li> <li>Headache</li> <li>Sore throat</li> <li>Congestion or runny nose</li> <li>Nausea or vomiting</li> <li>Diarrhea</li> <li>New loss of taste or smell</li> </ol> <p>Established procedures to arrange for safe transport of student includes:</p> <ul style="list-style-type: none"> <li>• Contacting (phone and email if needed) parents/guardians.</li> <li>• Contacting all emergency contacts that are required to be on file.</li> <li>• If individual needs to be transported to a healthcare facility, 911 will be called and parents contacted.</li> </ul>
<p>48. For serious injury or illness, City Tree staff will call 9-1-1 without delay. Our staff will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on <a href="#">CDC's webpage</a>.</p>
<p>49. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant Sue Kennedy, our COVID-10 Liaison will notify local health officials immediately (Public Health Services Epidemiology Department at: 619-692-8499) of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be <a href="#">found here</a>.</p>
<p>50. We will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and we will not use until they have been thoroughly cleaned and disinfected. To reduce risk of exposure, we will wait 24 hours before we <a href="#">clean and disinfect</a>. If it is not possible to wait 24 hours, we will wait as long as practicable. We will ensure a <a href="#">safe and correct application</a> of disinfectants using personal protective equipment and ventilation recommended for cleaning. We will keep disinfectant products away from students.</p>
<p>51. Sue Kennedy, COVID-19 Liaison, will notify sick staff members and students not to return until they have met CDC criteria to discontinue <a href="#">home isolation</a>, including at least three days with no fever, improvement of symptoms, and at least 10 days since first symptom appearance.</p>
<p>52. City Tree Christian School will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.</p>
<p>53. City Tree Christian School is offering a distance learning option for all students, regardless of risk factor, during the pandemic. We are mindful that our students may have unique circumstances which need to be considered carefully. Some of our students would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian.</p>
<p>54. City Tree Christian School will Implement the necessary processes and protocols if our school has an outbreak, in accordance with <a href="#">CDPH guidelines</a>.</p>
<p>55. Sue Kennedy, Principal and COVID-19 Liaison, Laurie Decker, Faculty Representative, Alex Gonzalez, Custodial</p>

Supervisor, and Riley McCrae, Church Administrator, will Investigate any COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. We will update protocols as needed to prevent further cases.

56. Protocols will be updated as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

## 11. Maintain Healthy Operations

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

57. City Tree Christian School's Plan will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate Sue Kennedy, COVID-19 liaison, to be responsible for responding to COVID-19 concerns from staff and families. She can be contacted at [sue.kennedy@citytree.org](mailto:sue.kennedy@citytree.org) or 619-232-3794. The liaison is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain email communication systems that allow staff and families to self-report symptoms and receive prompt notifications through FACTS emails of exposures, COVID-19 positive cases, and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
- e. City Tree will consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. City Tree will direct staff to contact their primary care provider or community testing site for testing. Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning options.

## 12. Considerations for Reopening and Partial or Total Closures

City Tree Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. Sue Kennedy, COVID-19 Liaison will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly

59. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at City Tree Christian School we will refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
- a. In consultation with the local public health department, the principal, Sue Kennedy, in consultation with the City Tree School Board and the head custodian, will decide on the best intervention. Options include: school closure or quarantine of exposed persons, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - b. Close off the classroom or office where the student or staff member was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
  - c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.

- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Return to Distance Learning for students affected.
- h. Maintain regular communications with the local public health department.

**Detailed step by step protocols that outline the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone who is infected, or is diagnosed with a COVID-19 case are found [www.citytree.org/news](http://www.citytree.org/news)**

The following signatures attests that the information provided above is true and correct.

Signature: \_\_\_\_\_

Name: Susan Kennedy

Date: August 14, 2020

Principal, Head of School

# 14 Attestations for Waiver, City Tree Christian School, COVID-19 Plan

Number	14 Elements of the Attestation Form	Criteria (page and section numbers refer to location in plan)
	<b>Date Proposed for Reopening:</b> Must be at least 14-days from the date the application is submitted	City Tree Christian School proposed reopening date August 31, 2020
1.	<b>Webpage:</b> The schools' reopening plan is posted on school/district webpage.	Published on school website <a href="https://www.citytree.org/news">https://www.citytree.org/news</a>  Can also access website using "COVID-19" blue button on home page of website.  Page 1, section 1d The school's COVID-19 Prevention Plan is posted at: <a href="http://www.citytree.org/news">www.citytree.org/news</a>
2.	<b>Distance Learning:</b> School plan(s) should describe how school will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model.	page 12, section 35 City Tree will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. <ul style="list-style-type: none"> <li>Distance learning option will be available for any student for any reason.</li> <li>Student and staff members' names, who have been exposed to COVID-19 or contract COVID-19, will not be shared with school families.</li> <li>A climate of care and support for our entire school community will be emphasized.</li> </ul> page 15, section 53 City Tree Christian School is offering a distance learning option for all students, regardless of risk factor, during the pandemic. We are mindful that our students may have unique circumstances which need to be considered carefully. Some of our students would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian.
3.	<b>Physical Distancing:</b> The school(s) plans describe how space and routines will be arranged to allow for physical distancing of students and staff.	page 7, section 17 d, e The school's plan to protect teachers and staff includes the following elements: d. Staff meetings, professional development training and education, and other activities involving staff will occur with physical distancing measures in place, or virtually, where physical distancing is a challenge. Larger rooms (West Room, Chapel, Assembly room, Geneva Room) will be used to ensure physical distancing. e. To keep staff safer, we will limit use of back office (copier, paper cutter, mailbox area) to one staff member at a time. Staff Lounge will be limited to 2 people at a time and only when physical distancing is followed. Staff restrooms will be limited to 1 staff member at a time.

		<p>page 9 sec. 27 d</p> <p>During arrival and departure:</p> <p>Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they have to wait.</p> <p>page 10, sec. 28 a, d</p> <p>In-classroom spaces:</p> <p>a. To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts and practice physical distancing.</p> <p>o Lunch, Recess, Physical Education: Students will use roof playground, Room 307 patio, and Balboa Park (6th Avenue and Hawthorn St. and 6th Avenue and Juniper St.) for recess, lunch, and physical education. Students will eat lunch outside, weather permitting. Park use for lunch, recess, and physical education will be increased. Students will stay in small grade level cohorts with physical distancing. Recess and lunch times are staggered to minimize numbers on the roof playground.</p> <p>d. Classroom spaces are generally quite large. They allow for separation of students. Teachers and other staff desks will be at least 6 feet away from student desks. Students' seating and desks/tables will be spread out allowing 6 feet between. Partitions between students will be used. Furniture will be arranged to minimize face-to-face contact.</p>
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4.	<p><b>Stable Cohorts:</b> The school(s) plans describe how students will be kept in small, stable, groups with fixed membership.</p>	<p>page 10, section 28a</p> <p>In-classroom spaces:</p> <p>To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts and practice physical distancing. Small grade level cohorts are small, stable, groups with fixed membership that stay together for all activities (e.g., enter/exit school, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.</p> <p>o Lunch, Recess, Physical Education: Students will use roof playground, Room 307 patio, and Balboa Park (6th Avenue and Hawthorn St., and 6th Avenue and Juniper St.) for recess, lunch, and physical education. Students will eat lunch outside, weather permitting. Park use for lunch, recess, and physical education will be increased. Students will stay in small grade level cohorts with physical distancing.</p> <p>page 11, section 29 e, f, g</p> <p>e. Lockers will be eliminated or moved so they will be spread out to allow physical distancing for students who use them.</p> <p>f Roof playground scheduling will be staggered. Roof playground is divided into 3 sections, allowing for 3 small grade level cohorts at time to be present, as needed.</p>
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		g. Students will eat lunch outside, using the park, playground or patio, seated by grade level cohorts, and socially distanced. Small school size, and small grade level cohort groups, and multiple outdoor space options allow us to be outside safely and consistently.
5.	<b>Face Covering &amp; Other Essential Protective Gear:</b> The school(s) plans describe how California Department of Public Health's face covering requirements will be satisfied and enforced.	<p>Page 6, section 14 b</p> <p>Students and staff will be frequently reminded not to touch the face covering and to <a href="#">wash their hands</a> frequently.</p> <ul style="list-style-type: none"> <li>• Visual information will be posted on campus to remind students and staff not to touch face coverings and to wash their hands often.</li> <li>• At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.</li> <li>• Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.</li> </ul> <p>Page 7, section 15</p> <p>City Tree Christian School's plans regarding students' use of face coverings includes the following elements:</p> <ul style="list-style-type: none"> <li>• Under 2 years, face coverings not required</li> <li>• 2 years old-2<sup>nd</sup> grade, face masks strongly encouraged</li> <li>• 3<sup>rd</sup> grade and up, face masks required, unless qualified as exempt+</li> <li>• All staff will be required to wear a face covering.</li> <li>• Students should arrive to school with a face covering on each day. One will be provided at check-in time when inadvertently forgotten. Staff checking in students at entrance gates will have face coverings available if a student needs one.</li> <li>• Visitors will be limited, but when on campus, will be required to wear a mask or face covering.</li> <li>• Adults dropping off and picking up students, who get out of their vehicles, are required to wear a mask or face covering.</li> <li>• 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 placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.</li> <li>• In order to comply with this guidance, City Tree will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Students who are excluded from campus may take part in the distance learning programs provided by the school.</li> </ul> <p>+Exemptions from face coverings on campus include:</p> <ul style="list-style-type: none"> <li>• Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.</li> <li>• Other exemptions as outlined in the California Department of Public Health's, <a href="#">Guidance for the use of face coverings</a>"</li> </ul>



		<p>page 7, section 16</p> <p>City Tree's plans regarding staff use of face covers includes the following elements:</p> <ol style="list-style-type: none"> <li>All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.</li> <li>In limited situations, where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.</li> <li>Workers or other persons handling or serving food will use gloves in addition to face coverings. City Tree will consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.</li> </ol>
6.	<p><b>Cleaning or Disinfection:</b> The school(s) plans describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.</p>	<p>pages 7-8, section 19</p> <p>Staff will clean and disinfect frequently touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:</p> <ol style="list-style-type: none"> <li>Door handles</li> <li>Light switches</li> <li>Sink handles</li> <li>Bathroom surfaces</li> <li>Tables</li> <li>Student desks</li> <li>Chairs</li> <li>Railings in stairwells</li> </ol> <ul style="list-style-type: none"> <li>Custodial staff will clean and disinfect entire facility (classrooms, hallways, restrooms, office, and other common area) each evening.</li> <li>High touch surfaces will be given special attention by custodial staff.</li> <li>Restrooms and hand railings in stairwells will be disinfected in the middle of the school day in addition to the evenings.</li> <li>Doors, wherever possible, will be left open to reduce contact with door handles, and to increase ventilation.</li> <li>Teachers will be provided safe and effective cleaning /disinfecting solutions and/or wipes for classroom equipment/materials that are shared, door handles, tables, desks, chairs so those areas can be disinfected as needed throughout the day.</li> </ul> <p>page 8, section 21</p> <p>Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.</p> <ul style="list-style-type: none"> <li>Sharing of materials will be limited.</li> <li>Each student will have a personal container to store their own classroom supplies. Students will be directed not to share materials.</li> <li>The teacher will have a reserve of basic classroom supplies so that if a child misplaces something the teacher can provide the needed supply.</li> </ul>

		<ul style="list-style-type: none"> <li>• When shared use of materials/equipment is necessary,</li> <li>• Teachers/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.</li> </ul>
7.	<b>Entrance, Egress, and Movement Within the School:</b> The school(s) plans describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.	Page 9-10, sections 27 b, c, d, e, f During arrival and departure: b. Parents will drop-off and pick-up students at the curb each day, rather than walking children into the building. c. City Tree provides before school care and after school care so students arrive at staggered times between 6:45am-8:30am and leave at staggered times 3:15-6:00pm. Our small school size, staggered start and exit times, and ability to use multiple entrance/exit points will eliminate crowding at school arrival and departure times. d. Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they have to wait. Student will stay in grade level groups as they move to before school care or class. e. At the end of the school day students who are leaving at 3:15 will be brought to their assigned exit gate by their teachers. Parents will be waiting at the curb to pick-up their children. f. Students in the after school program- When parents/arrive at the assigned gate, they will message staff through the Brightwheel app, and students will be escorted to exit gates for parent pick-up.  page 10, section 28 a, c In-classroom spaces: a. To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts. Schedules will be staggered to ensure that students are able to maintain physical distancing. Recess and lunch times are staggered to minimize numbers on the roof playground which will be sectioned by cohort group. c. We will minimize movement of students and teachers or staff as much as possible. K-5 classroom teachers will be assigned to one grade level.  page 11, section 29 d d. Movement in hallways will be minimized. When there is movement in hallways and stairwells Multiple grade level cohort groups will not be moving at the same time.
8.	<b>Health Screenings for Students and Staff:</b> The school(s) plans describe how students and staff will be screened for symptoms of Coronavirus Disease 2019 and how ill students or staff will	page 13, section 37 City Tree will implement screening and other procedures for all Staff and students entering the facility. <ul style="list-style-type: none"> <li>• Daily symptom monitoring for all staff will include a daily health survey completed online as first task of the day.</li> <li>• Temperature checks will occur as staff arrive and a daily log will be maintained in the school office. Staff members who do not pass health screening or temperature check will be isolated from others immediately and not permitted to stay on campus.</li> </ul>

	<p>be separated from others and sent home immediately.</p>	<p>Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. At the gate students will be greeted and checked in.</p> <ul style="list-style-type: none"> <li>• Parents/guardians will complete daily online health screening surveys.</li> <li>• Temperatures will be taken using no-touch thermometers.</li> <li>• Students will sanitize hands.</li> <li>• Any student who does not “pass” health screening will be immediately separated from others and taken home by parent.</li> <li>• Once student is signed-in parents/guardians may leave the curb.</li> </ul> <p>page 13, section 39 All staff and students (though daily parent and staff health screening survey) will be asked if anyone in their home is exhibiting COVID-19 symptoms.</p> <p>page 14, section 46 Sick students and staff are encouraged to stay home and are also encouraged to stay home if there is member of their household who is sick.</p> <p>Any students or staff exhibiting symptoms will immediately be required to wear a face covering, separated from other staff and students and wait in one of the isolation rooms until they can be transported home or to a healthcare facility as soon as possible.</p> <p>If a student or staff becomes ill during the school day they will be separated from the class and sent home immediately. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.</p>
9.	<p><b>Healthy Hygiene Practices:</b> The school(s) plans describe the availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.</p>	<p>page 3, section 6 b, c City Tree has developed plans to teach and reinforce washing hands. Teachers will provide safety and hygiene instruction and reinforce to K-8 students, using resources provided by the CDC, San Diego County Office of Education, and other educational sites that provide materials that support these guidelines, in the following areas:</p> <p>b. Proper hand washing that includes</p> <ul style="list-style-type: none"> <li>• Washing hand for at least 20 seconds</li> <li>• Washing hand frequently</li> <li>• Washing hand before and after eating, after coughing and sneezing, after classes where they handle shared objects, and before and after using the restroom</li> </ul> <p>c. Safe use of fragrance free hand sanitizer, when washing hands is not practical</p> <ul style="list-style-type: none"> <li>• Signage will also be posted throughout the school (sinks, restrooms, classrooms, hallways, entrances) reminding students of these healthy hygiene and COVID-19 safety practices.</li> </ul> <p>Protocols will include:</p> <ul style="list-style-type: none"> <li>• Hands sanitized at entry of school each day</li> <li>• Hands sanitized upon entering classroom each time</li> </ul>

		<ul style="list-style-type: none"> <li>• Hand washing schedule established for each classroom and posted in room.</li> <li>• Classrooms and students assigned to specific sinks for hand washing, in order to limit use at each sink.</li> </ul> <p>page 3-4, section 7</p> <p>With a K-8 student population of about 100 students (k-8), small class sizes, and a large facility, we have ample and conveniently located sinks available that will minimize movement on campus and congestion in bathrooms. Each grade level will be assigned a specific bathroom to use and specific sink to use to reduce congestion and movement.</p> <ul style="list-style-type: none"> <li>• Grade K Sink in classroom, restrooms on 2nd floor</li> <li>• Grade 1, 2, 3 Bathrooms and sinks assigned per grade level, restrooms on 3rd floor</li> <li>• Grade 4 Bathrooms and sink assigned, restrooms on 2nd floor</li> <li>• Grade 5 Sink in classroom, restrooms on 3rd floor or chapel</li> <li>• Grade 6 Bathroom sinks outside classroom. Middle School area outside of 311 and 312</li> <li>• Portable hand sanitizing stations are located at school entrances and in the school office.</li> <li>• Sinks are also available on the playground for hand washing during outside time</li> </ul> <p>page 4, section 8</p> <p>8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.</p> <ul style="list-style-type: none"> <li>• Staggered schedule is established for grades K-8 to use restrooms and to wash hands if applicable.</li> <li>• Schedules will be posted on door of restrooms.</li> <li>• Staff will have the same opportunities as the students in their classes to wash their hands.</li> <li>• Staff will use adult restrooms on floor 1 of main school building and 2 adult restrooms outside of the Assembly Room. Only 1 staff member will be in the restroom at a time. Staff does not use restrooms that children use.</li> </ul>
10.	<b>Identification and Tracing of Contacts:</b> The school(s) plans describe the actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to	<p>page 13, section 41</p> <p>Sue Kennedy, COVID-19 Liaison, will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. COVID-19 liaison will refer to guidance found here. As noted in Section 11 below, the staff liaison will also serve in a coordinating role to ensure prompt and responsible notification.</p> <p>page 16, section 59</p> <p>59. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at City Tree Christian School we will refer to the CDPH Framework for K-12 Schools, and implement the following steps:</p> <p>a. In consultation with the local public health department, the principal, Sue Kennedy, in consultation with the City Tree School Board and the head custodian, will decide on the best intervention. Options include: school closure or quarantine of exposed persons, including the length of</p>

	<p>the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about Coronavirus Disease 2019.</p>	<p>time necessary, based on the risk level within the specific community as determined by the local public health officer.</p> <p>b. Close off the classroom or office where the student or staff member was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.</p> <p>d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.</p> <p>e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.</p> <p>f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.</p> <p>g. Return to Distance Learning for students affected.</p> <p>h. Maintain regular communications with the local public health department.</p> <p>Detailed step by step protocols that outline the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone who is infected, or is diagnosed with a COVID-19 case are found <a href="http://www.citytree.org/news">www.citytree.org/news</a></p>
11.	<p><b>Staff Training and Family Education:</b></p> <p>The school(s) plans describe how staff will be trained, and families will be educated on the application and enforcement of the plan, adhering to linguistic needs of the community.</p>	<p>pages 11-12, section 33</p> <p>City Tree will train all staff and provide educational materials to families.</p> <ul style="list-style-type: none"> <li>• Custodial staff received complete training on enhanced sanitation protocols and proper use and storage of sanitation equipment in June 2020. Weekly custodial staff meetings, each Monday afternoon, allow for questions, reminders, and additional information to be communicated with regards to enhanced sanitation practices.</li> <li>• Teachers and staff will be trained in the following areas during our Staff Development week August 23-28 using information provided by the CDC and California Department of Public Health.</li> </ul> <p>a. Enhanced sanitation practices</p> <p>b. Physical distancing guidelines and their importance</p> <p>c. Proper use, removal, and washing of face coverings</p> <p>d. Screening practices for students and staff upon start of day, and screening for symptoms throughout the day.</p> <p>e. Information on how COVID-19 is spread</p> <p>f. COVID-19 specific symptom identification</p> <p>g. Information on the preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.</p> <p>h. COVID-19 specific symptom identification and when to seek</p>

		<p>medical attention</p> <p>i. Protocols to follow when children or adults become sick at school.</p> <ul style="list-style-type: none"> <li>• All employees will be provided with written plan that outlines our schools' protocols and procedures for protecting employees from COVID-19 illness.</li> <li>• Families will be educated on the application and enforcement of City Tree's COVID-19 Plan, adhering to linguistic needs of the community. At this time, we are not aware of any linguistic needs, but should linguistic needs arise they will be met.</li> </ul> <p>Educational information will be provided to families, using our weekly email update, in the following areas:</p> <ul style="list-style-type: none"> <li>o Enhanced sanitation practices</li> <li>o Physical distancing guidelines and their importance</li> <li>o Proper use, removal, and washing of face coverings</li> <li>o Screening practices for students and staff upon start of day and screening for symptoms throughout the day.</li> <li>o Information on how COVID-19 is spread</li> <li>o COVID-19 specific symptom identification</li> <li>o Information on the preventing the spread of COVID-19 if a child is sick, including the importance of not coming to school if a children have symptoms, or if they or someone they live with has been diagnosed with COVID-19.</li> <li>o COVID-19 specific symptom identification and when to seek medical attention</li> <li>o Protocols to follow when children or adults become sick at school.</li> <li>o Protocols to follow when a student has had contact with a COVID-19 positive person</li> </ul>
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12.	<p><b>Testing of Students and Staff:</b> The school(s) plans describe how school officials will ensure that students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to</p>	<p>page 13, section 36</p> <p>City Tree will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families have been established and staff will be made aware of these policies. Policies and procedures include:</p> <ul style="list-style-type: none"> <li>• Staff will be directed to speak to Gail Barrett, who facilitates personnel issues related to COVID-19 extended leave, Family First CORONA Virus Response Act (FFCRA). FFCRA posters have been distributed to staff via email and hang in staff work room.</li> <li>• Students who have recently had close contact with a person with COVID-19 will be expected to notify the school, stay home in quarantine, and use the Distance Learning Option. Students will be considered present and not marked absent in in those situations.</li> <li>• Students exhibiting COVID-19 symptoms or tested positive for COVID-19 will be required to stay home, and if their health allows, engage in Distance Learning.</li> <li>• Report Cards will only record unexcused absences. All COVID-19 related absences will be considered excused.</li> </ul> <p>page 15, section 51</p> <p>Sue Kennedy, COVID-19 Liaison, will notify sick staff members</p>
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	<p>detect asymptomatic infections. At a minimum, schools will direct staff to contact their primary care provider or community testing site for testing.</p>	<p>and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, improvement of symptoms, and at least 10 days since first symptom appearance.</p> <p>page 16, section 57e City Tree will consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. City Tree will direct staff to contact their primary care provider or community testing site for testing. Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.</p>
13.	<p><b>Triggers for Switching to Distance Learning:</b> The school(s) plans describe the criteria the superintendent will use to determine when to physically close the school</p>	<p>page 15, section 54 City Tree Christian School will implement the necessary processes and protocols if our school has an outbreak, in accordance with CDPH guidelines.</p> <p>page 16, section 59 When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at City Tree Christian School we will refer to the CDPH Framework for K-12 Schools, and implement the following steps:</p> <ul style="list-style-type: none"> <li>a. In consultation with the local public health department, the principal, Sue Kennedy, in consultation with the City Tree School Board and the head custodian, will decide on the best intervention. Options include: school closure or quarantine of exposed persons, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.</li> <li>b. Close off the classroom or office where the student or staff member was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</li> <li>c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.</li> <li>d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.</li> <li>e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.</li> </ul>

		<p>f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.</p> <p>g. Return to Distance Learning for students affected.</p> <p>h. Maintain regular communications with the local public health department.</p> <p>Detailed step by step protocols that outline the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone who is infected, or is diagnosed with a COVID-19 case are found <a href="http://www.citytree.org/news">www.citytree.org/news</a></p>
14.	<p><b>Communication Plans:</b> The school(s) plans describe how the Superintendent (or Equivalent) will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).</p>	<p>Page 3, section 41</p> <p>Sue Kennedy, COVID-19 Liaison, will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. COVID-19 liaison will refer to guidance found here. As noted in Section 11 below, the staff liaison will also serve in a coordinating role to ensure prompt and responsible notification.</p> <p>page 16, section 57d</p> <p>d. Maintain email communication systems that allow staff and families to self- report symptoms and receive prompt notifications through FACTS emails of exposures, COVID-19 positive cases, and closures, while maintaining confidentiality, as required by FERPA, and HIPAA (Health Insurance Portability and Accountability Act), and state law related to privacy of educational records.</p>

The following signatures attests that the information provided above is true and correct.

Signature: \_\_\_\_\_

Name: Susan Kennedy

Date: August 14, 2020 \_\_\_\_\_

Principal, Head of School