



University Preparation Charter School at CSU Channel Islands

COVID Mitigation and Response Plan 2021-2022

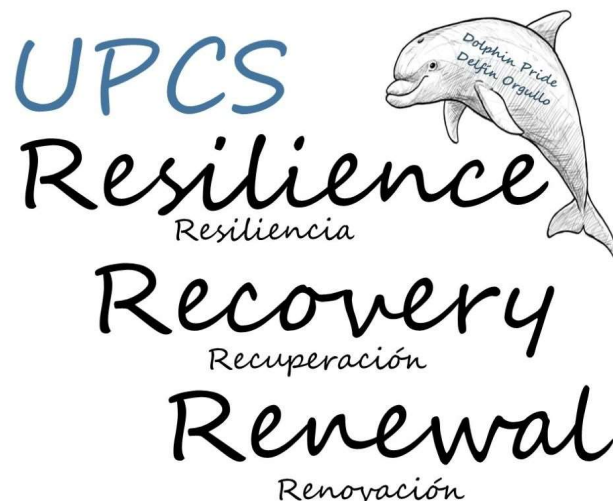


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Message from Executive Director: Charmon Evans



UPCS Community:

Welcome to the 21-22 school year. I want to begin by thanking our entire UPCS Community for the valiant work put into making last year such a great success as we faced the most challenging time of our 19 years. Reinventing the entire educational system was no easy task, but our school community rose-up to meet the challenge head on. We were able to reopen our doors in October and end the year with over 75% of our students back in hybrid learning on campus. We accomplished all of this while keeping students safe, engaged, and connected.

Reopening to fulltime in-person learning on campus is exciting but, brings with it a great deal of responsibility. We are still in a pandemic and must remain vigilant about student and staff safety. It is our duty to strictly follow all safety protocols. Included in this handbook are safety protocols, including mask-wearing, screening, and cleaning. The COVID-19 situation continues to be fluid and these protocols can change over time. Families will be notified as these changes occur based on guidance from the CDC, CDPH, and VCPH.

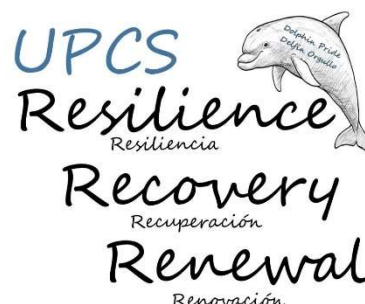
We look forward to re-engaging with students here on campus. While we will continue to be limited in some of the “regular” activities, due to safety protocols, we will work to offer students many fun and engaging experiences as is practicable.

We know that UPCS is a resilient community and that we will only be stronger in our commitment to learning and to each other when this pandemic is only a distant memory. Our motto for this year is Resilience, Recovery, Renewal and I look forward to walking this journey with each and every family!

Sincerely,

Charmon Evans

Executive Director





Health and Safety Protocols

Screening at Home

- Families are required assess the health and wellness of children for symptoms before going to school.
 - Questions to consider before bringing your child to school
 - In the last 14 days, has your child or anyone in your household had close contact with someone who has or is suspected of having COVID-19?
 - In the last 48 hours, has your child experienced any of the following symptoms:
 - Fever (any temperature at or above 99.5 degrees F
 - Congestion/runny nose
 - Headache
 - Cough
 - Sore Throat
 - Difficulty Breathing
 - Fatigue/muscle or body aches
 - Loss of taste or smell
 - Gastrointestinal symptoms (nausea, vomiting, or diarrhea)

If you answered yes to any of the above questions, please do not send your child to school and call the front office for further instructions.

- Staff members are required to complete a wellness check prior to beginning work. If staff is experiencing symptoms, they should stay home.

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Screening Upon Arrival

- All students and staff will be screened upon arrival. Temperatures will be taken to ensure that they do not have a temperature over 99.5 degrees Fahrenheit. Screening Questions: Have you or anyone in your home experienced COVID-19 symptoms in the last 24 hours or tested positive for COVID-19.
- If any of these screening procedures yields a negative result, they will be referred to the health tech for further screening and be sent home.
- If students arrive without a mask, one will be provided.

Other Safety Considerations

- School sites will follow guidelines developed by the California Department of Public Health (CDPH) for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (i.e., countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash/sanitize their hands regularly.
- Schools may have to limit sharing of supplies between students depending on current guidelines.
- Students and staff members will be required to wear masks indoors.
- Signage will be posted throughout school campuses to remind students and staff to wear masks indoors and to wash hands.
- More hydration stations have been installed on campus for students to refill water bottles (drinking fountains are closed)
- Please carefully review the drop off/pick up procedures. *Please note that due to a change in our meal services from PVSD, we are NOT serving breakfast in the morning before school. Students can access a free breakfast/snack at morning recess.*

Gates open at 7:45

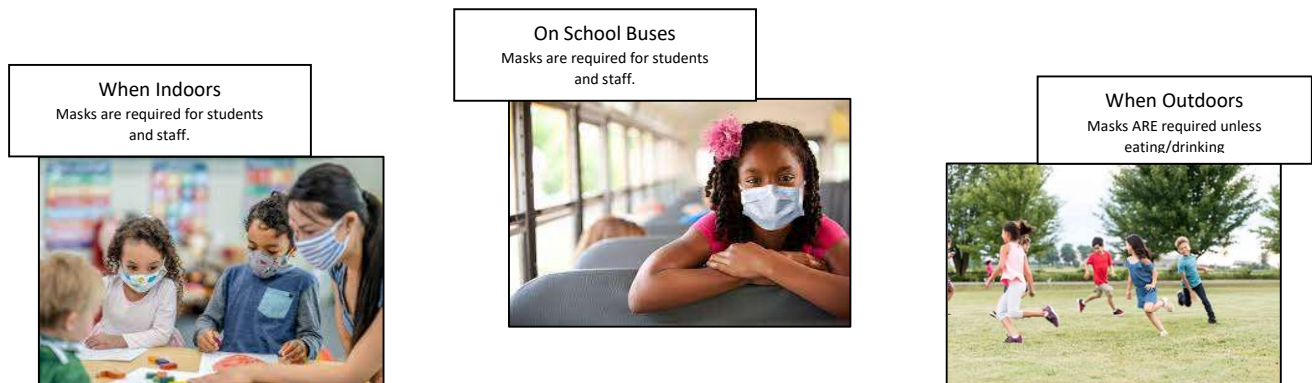
1. If your youngest child is in grades Kindergarten or First Grade, please drop-off and pick-up all of your child(ren) off at the Dunnigan gate. A drive through drop-off/pick-up zone will be set up their daily. Please do NOT get out of your car when you are in the drop-off/pick-up zone. Please train your children to get out quickly and carefully. You can also park your car and walk to the gate. To access this drop-off zone, we encourage you to use turn onto Modesto Avenue from Carmen Drive and then turn onto Dunnigan. This will take you right to the drop-off zone. After dropping off your child you can continue on Dunnigan to exit the area. Please do not turn right on Bedford as this area will be impacted by families dropping off at the front of the school.

2. If your youngest child is in grades 2 – 5 please come through the drop-off/pick-up zone at the front of the school. All of your child(ren) will enter the school at the “rainbow” gate right next to the office. Please do NOT get out of your car when you are in the drop-off/pick-up zone. Please train your children to get out quickly and carefully. You can also park your car and walk to the gate. To access this drop-off zone, we ask that you either come down Mission to Bedford from Las Posas or that you come down Dunnigan from Mobil or Arneill and then turn left onto Bedford. Please do not approach the school from Ponderosa, Brently, and Hayden. We will not allow cars to turn left into the parking lot on Bedford.

3. If your youngest child is in grades 6-8, please come through the drop-off/pick-up zone at the front of the school. All of your child(ren) will enter the school at the gate by the multi-purpose room. Please do NOT get out of your car when you are in the drop-off/pick-up zone. Please train your children to get out quickly and carefully. You can also park your car and walk to the gate. To access this drop-off zone, we ask that you either come down Mission to Bedford from Las Posas or that you come down Dunnigan from Mobil or Arneill and then turn left onto Bedford. Please do not approach the school from Ponderosa, Brently, and Hayden. We will not allow cars to turn left into the parking lot on Bedford.

Masks

Out of an abundance of caution UPCS will require masks indoors and outdoors at all times except while eating or drinking. Students and staff must wear masks over the mouth and nose. If a student with an Individualized Education Plan (IEP) has a documented medical reason that would prevent them from wearing a mask to school, we encourage parents/guardians to contact the school to discuss the best option for the student.



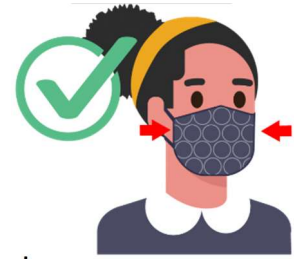
Parents, Guardians, and Visitors

Nonessential visitors, including parents, guardians, and volunteers, will be limited in numbers on campus unless otherwise communicated by the site. Students may be dropped off at designated locations outside the school or at a car drop-off location. The school site will share more information regarding drop-off and pick-up before the first day. If students do not have a mask, a disposable mask will be provided.

All visitors and volunteers who are permitted on campus must follow all prevention protocols, including mask guidance regardless of vaccine status. If families have school business to conduct, they are welcome to go to the school's front office. Visitors not wearing a mask will be provided a mask or may conduct their business over the phone.

Approved Masks

- Students and staff may wear a mask with two or more layers of breathable, washable fabric or a disposable face mask
- All families are encouraged to send their child with a backup mask in the event that one gets dirty.
- Students will be provided with a disposable mask if they do not come to school with a mask
- Masks **MUST** cover the mouth and nose and fit snugly against the side of your face and should not have gaps.



NON-Approved Masks

- Bandanas
 - Bandanas do not sufficiently prevent the spread of respiratory droplets
- Gaiters
 - Evaluation is ongoing, but the effectiveness is unknown at this time, so they are not approved
- Face Shields Only
 - Evaluation is ongoing but, the effectiveness is unknown at this time, so face shields are not approved without a mask, with the exception of some programs like speech pathology, etc.
- Masks with External Valves
 - Valves release exhaled droplets and don't protect others



Handwashing

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19:

- All persons will be encouraged to wash their hands or to use hand sanitizer upon arrival.
- A sink and/or hand sanitizer will be available in or near each classroom
- Students will be instructed by teachers and support staff daily and through posted signage to wash their hands.
- Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use sanitizer immediately after.
- Students will be encouraged to wash their hands before and after playing outside and/or eating.
- Students will be reminded to wash hands before and after using the restroom.



Restrooms

Restrooms will be open and available.

- All persons will be encouraged to wash their hands or to use hand sanitizer after use.
- All persons will be asked to wear their masks and not take them off while they are in the restroom.
- Soap and water are available in all restrooms, which are stocked daily, along with paper towels. Bathrooms are considered a high-touch area and will be cleaned nightly and throughout the day as practical.

Protocols for when someone presents with symptoms of COVID-19

UPCS has a primary isolation area that can hold three people (which includes the staff member caring for the persons).

Items that need to be in an isolation room are:

- Plastic chairs
- Thermometer
- Disposable water bottles

If a diabetic student is to be isolated, their complete kit of supplies will be taken to the isolation area.

Any student exhibiting symptoms should immediately be given a disposable surgical mask. Classrooms will have masks available. Staff should notify the school health office of the student and determine if the student is able to walk her/ himself to office. (This would only be done for grades 4-8, all other students would be escorted.)

These symptoms are:

Fever or chills	New loss of taste or smell	Cough
Fatigue	Muscle or body aches	Headache
Sore throat	Congestion or runny nose	Diarrhea
Nausea or vomiting	New Confusion	
Persistent pain/pressure in the chest Inability to wake or stay awake		
Shortness of breath or difficulty breathing		

Multisystem Inflammatory Syndrome (MIS-C)

MIS-C is a possible complication/condition children may get. There are some children who have had COVID-19 or been exposed to someone who has had COVID-19, that develop MIS-C. If you have a student with; rash, sore neck, abdominal pain, seemingly more tired than normal, or a swollen red tongue, in an abundance of caution isolate this student and send home.

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Parents need to be able to pick up their child within an hour of being notified or arrange for one of the emergency contacts listed on the student record to pick the student up.

UPCS will identify measures to have a cadre of substitute teachers and staff for emergency absences.

School policies must be flexible to allow for alteration to standards when responding to new information. This protocol may be revised frequently.

Once a student/staff member with COVID-19 symptoms has left campus, their belongings (books, computer, writing utensils) should be gathered and bagged by the custodian wearing PPE. It should then be stored in an isolated area that no staff or students can access.

Reporting and Contact Tracing

UPCS will actively track presumptive and confirmed cases of COVID-19. Google forms have been created to record students/staff members who present symptoms while at school and for students/staff members who report symptoms, have a positive COVID-19 test result, or exposure to someone with COVID-19. The form will then feed into a log that can be viewed by certain staff.

When there is an individual with a *confirmed COVID-19* test, UPCS will coordinate with VCPH to determine who should be considered as a close contact. A close contact is someone who was within 6 feet of an individual for a sustained period of time (being within 0-6 feet for a cumulative total of 15 minutes over a 24-hour period) in the 48 hours prior to onset of symptoms or if no symptoms, 48 hours prior to having the test administered.

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Quarantining

Vaccinated Close Contacts

- Staff/Students who are vaccinated will be directed to follow the CDPH Fully Vaccinated People Guidance regarding quarantine.
 - They do not need to quarantine if they are asymptomatic.
 - They must get tested if they become symptomatic.

Unvaccinated Student Close Contacts When Both Parties Were Wearing A Mask During Exposure

- May undergo a modified 10-day quarantine and continue to attend school for in-person instruction if they:
 - Are asymptomatic
 - Continue to appropriately mask, as required
 - Undergo at least twice weekly testing during the 10-day quarantine; and
 - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Unvaccinated Staff Close Contacts

- Must quarantine at home for 10 days after the last known close contact

Unvaccinated Close Contact Who Were Not Wearing Masks During the Exposure

- Must quarantine for 10 days.
- If close contact remains asymptomatic, they may discontinue self-quarantine under the following conditions:
 - End after Day 10 from the date of last exposure without testing
- To end quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others including outdoors,

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hand washing, avoiding crowds) through Day 14 from last known exposure.

- If close contacts develop symptoms during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions requiring their care.

Symptomatic Monitoring

For students/staff who become symptomatic while at school and are sent home school staff will follow up with phone calls. The Google form called “Symptom Surveillance” must be filled out. Contact will be made with a school nurse to report any staff or students who test positive after being sent home symptomatic or a close contact that is quarantining.

The Symptom Decision Tree should be used to determine next steps.

Office staff will give the symptomatic staff member/parent the list of free test sites and encourage them to see their doctor, however office staff will not make a determination if testing is warranted.

The health tech or office staff will follow-up daily with students and staff who are experiencing COVID-19 symptoms/diagnosis to determine status of student/staff.

Return to school by student/staff member with COVID-19 Symptoms

- Parents/Guardians and Staff will be given a handout with free test sites and encouraged to get tested.
- Students/Staff who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 24 hours have passed since resolution of fever without use of fever reducing medications; **and**

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- Other symptoms have improved; **and**,
- They have a negative test for SARS-CoV-2, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.
- If student/staff has one low risk symptom the student/staff may return 24 hours after the symptom resolves.
- Staff should be directed to contact the Human Resources department to determine what kind of leave they are entitled to.
- Any student or staff member who is absent from school/work due to illness **must check in to the main office before returning to classroom/workstation.** The student/staff member must be assessed and approved to return by the appropriate personnel (someone trained on active assessment for COVID-19 symptoms). Once approved, they may return to their classroom/workstation. **No student or staff member should go directly to the classroom/workstation when returning from an absence.**

Return to school by student/staff member with COVID-19 Diagnosis

Students/Staff who have tested positive for COVID-19 should follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

- Students/Staff should self-isolate at home.
- Students/Staff may safely stop self-isolating when:
 - If they had symptoms:
 - A minimum of 10 days has passed since their symptoms first appeared, **AND**
 - Their symptoms have improved, **AND**
 - They have been fever-free for the last 24 hours (without using medicine that reduces fevers)

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- If they tested positive for COVID-19 but never had any symptoms:
 - 10 days after their test date.

Staff should be directed to contact the Human Resources department to determine what kind of leave they are entitled to.

Any student or staff member who is absent from school/work due to illness **must check in to the main office before returning to classroom/workstation.** The student/staff member must be assessed and approved to return by the appropriate personnel (someone trained on active assessment for COVID-19 symptoms). Once approved, they may return to their classroom/workstation. **No student or staff member should go directly to the classroom/workstation when returning from an absence.**

School Work for Students on Isolation

Students who are quarantine/isolation should have their textbooks and materials, including any paper assignments. They should access the digital learning platform the teacher is using to see the assignments/daily schedule to know which assignments they need to complete daily and/or receive information directly from the teacher. All completed work should be turned in no more than three days after their return to school.

People Who Are Fully Vaccinated

A person is considered fully vaccinated two weeks after they have received the second dose in a 2-dose series (Pfizer- BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson). The following ~~applies~~ to fully vaccinated people:

- They should continue to practice mask wearing, physical distancing, and hygiene prevention measures.
- They should get tested if they are experiencing COVID-19 symptoms.

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- Fully vaccinated people with COVID-19 symptoms should isolate and be clinically evaluated for COVID-19.
- Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19. They should monitor for symptoms for 14 days following the exposure.

TRAVEL

After International Travel

You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can still be infected and spread the virus to others. You and your travel companions (including children) pose a risk to your family, friends, and community for 14 days after you travel.

After travel information for people **fully vaccinated** with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization:

- Get tested with a viral test 3-5 days after travel.
 - If your test is positive, isolate yourself to protect others from getting infected.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

After travel information for **unvaccinated people**:

- Get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.

- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

After Domestic Travel

Recommendations For Fully Vaccinated People

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

Recommendations For Unvaccinated People

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- After you travel:
 - Get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, isolate yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

Preparing for Closure

Administration will check state and local orders and health department notices daily about transmission or closures in the area and adjust operations accordingly. When a student, teacher or staff member tests positive for COVID-19 and exposes others at the school, UPCS will consult with the local

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public health department. The appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

- Communicate UPCS plan to parents the first week of school or at Back-to-School Night.
- Teachers should follow District protocol for helping families with any technology needs.
- Decide what the digital platform/classroom communication tool will be and use that from the very beginning of the year.
- Provide families their student(s) Clever/Gmail account info and get them logged in at least once in the first two weeks of school. Provide short video clips of how to access student accounts.
- Have a plan for workbook/textbook/device pick up if schools need to close suddenly.

Closure Due to Confirmed Cases of COVID-19

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps:

- Given standard guidance for isolation at home for at least 10-14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. Close contact is defined as within 6 feet for longer than 15 minutes over a 24-hour period.
- Additional close contacts at school outside of a classroom will quarantine at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfecting.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave, Workers' Comp and Unemployment Insurance, as applicable for public local educational

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agencies.

- Develop a plan for continuity of education for any students who must quarantine at home. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.
- The local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Supporting Mental Health and Wellness



Social and Emotional Well-Being

UPCS is committed to supporting the social emotional well-being of the students we serve. We will be offering the following to our students during the 2021-22 school year:

- Additional Counselors
- Trauma-Informed Practices
- Behavior Support and Intervention Teams
- SEL Curriculum Implemented Schoolwide
- SEL Training for all Staff

Mental Health Supports

UPCS is committed to providing ongoing mental health support to students through our school psychologist, counselor, Student Success Teams.

