



# Northern California Preparatory School

UPDATED RETURN-TO-SCHOOL PLAN

COVID-19 Prevention Program

January 25, 2021

## INTRODUCTION

NCPS has created this COVID-19 Safety Plan (hereinafter "CSP") to mitigate the impact of COVID-19 and help our employees, students, and families feel safe upon returning to school. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like large populations and lack of parent involvement. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and county health departments.

At NCPS our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our school campus. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
  - a. **Cohorts:** In the spirit of "reducing the denominator," Students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
  - b. **Hygiene:** Within cohorts, we will emphasize strong, hygienic practice.
  - c. **Distance options:** If any family so desires, we will give them the option of continuing independent, remote learning, with the understanding that we will work together to minimize change and disruption for students.
2. **Presence:** Once we have opened school, NCPS wants to remain open with healthy students and staff. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the day and eventually transition to hybrid model with the ultimate return to a regular school day schedule.
3. **Growth:** Despite limitations, we want students to have the ability to continue their academic, behavioral and social development progress.

**Our policy remains that it is a privilege to access on-campus instruction; in going beyond distance learning, we must all work together to mitigate the risk of Covid-19.** NCPS has tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind.

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## CAL/OSH COVID-19 PREVENTION PROGRAM

### Layers of Safety: Infection Mitigation Strategies

The new [CDPH guidelines of January 14, 2021](#) affirm this approach; to quote a passage on page 14.

"A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction is the layering of mitigation strategies. Each strategy (face coverings, cohort groups, distancing, etc.) decrease the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmission".

Therefore NCPS has within this Return to School Safety Plan included all of the necessities and safety guidelines for both staff and students to adhere to while on the NCPS campus.

### Antigen Screening

- In response to the recent dramatic spike in Covid-19, and as a condition for a return to on-site learning, NCPS will require employees wishing to return to campus to undergo antigen screening by our medical partners at Kaiser or on the List of Providers provided for NCPS staff.
- Should employees not wish to test with NCPS providers, they may provide their own Covid-19 test result issued by a licensed medical provider. The time at which the test was taken must be less than 72 hours from the intended return to campus.
- Should staff not wish to undergo antigen testing or provide their own test result, staff will be required to remain in distance mode until such time that the school discontinues mandatory testing.
- Students are also encouraged to participate in testing before returning to the NCPS campus.

### Social Distancing

- All persons on campus will practice social distancing of six feet or more as practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered less than 6ft and longer than a cumulative total of 15 minutes or more over a 24-hour period.
- Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms.
- Mass gatherings, such as in-person assemblies, and trainings are prohibited.
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed on campus.

While NCPS continues to improve distance learning for our students, our next focus is on delivering in-person services through small groups (cohorts) and return students safely back to the NCPS campus. The current plan is not intended to have all students attend the NCPS campus at one time. We remain cautiously optimistic that with continued community support, Sacramento County's health indicators will continue to improve with the eventual complete re-opening of the NCPS school campus.

## Student Cohorts

Each class will be its own cohort. These cohorts must be stable and have minimal contact with other groups or individuals who are not part of their cohort.

- Outdoor spaces will be utilized as much as possible.
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses.
- Students will have a designated space solely for their use in their classrooms.
- Students and staff will not share workspaces or supplies.
- Desks will be distanced 6 feet from another desk, unless 6 feet is not possible after good-faith effort has been made.
- Desks should never be spaced less than 4 feet from other students.

## Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

## Classroom Environment

- Student desks will be designated for each person, and desks will be spread out to maximize space.
- Windows will be opened for proper ventilation.
- Classroom group tables, and superfluous furniture will be removed and individual desks installed.
- Students have their own designated desk with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Teachers will utilize outdoor space as much as possible.
- Touchless hand sanitizers have been placed in each classroom.
- Germ Guardian Air purifiers have been placed in each classroom.

## Other Facility Adjustments

- The cafeteria and court yard area will be safely divided to accommodate sub cohorts.
- All drinking fountains will be turned off, and water bottles will be provided.
- Plexi-glass dividers are provided in tutoring centers and areas
- Touchless hand sanitizers have been placed in all common areas and offices
- Germ Guardian Air purifiers have been placed in all common areas and offices

## Office Capacity

- Site will restrict the number of persons in the offices to maintain social distancing.

## Staff Lounge

- Staff lounge will be closed except for a scheduled copy machine use time.
- Staff meetings will be held virtually.
- Shared appliances such as the coffee machine, refrigerator, and microwave can be used one employee at a time, and appliances must be disinfected after each use.

## Screening

- **Please see the updated symptom checklist on page 38. This protocol now distinguishes between higher-risk and lower-risk symptoms.**
- Students and staff must conduct a daily self-check ( [See Student Symptom Decision Tree](#) ) before they come to campus.
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check and symptom check will be conducted for all persons entering campus, and staff will complete an additional screening document ( [Adult Checklist](#) ). NCPS may opt to use a Google Form or similar electronic document for employees.
- During the day, any person experiencing or showing symptoms will report to the room designated isolation space for screening and waiting for parent pick-up.
- The principal will retain a record of employee symptom checks for a minimum of 90 days.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.
- School Director or designee will notify districts and health department of any confirmed COVID-19 cases amongst staff and students.



## Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, both staff and students are asked to please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

## Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of student and employee protection.

The school will have extra masks on hand for both staff and students who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A recent study by Duke University found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

Per [CDPH/CalOSHA Industry-Specific Guidance](#):

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: <https://bit.ly/washingfacecovering>
- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).

## FACE MASKS FOR STUDENTS

The CDPH guidelines strongly encourage masks for children 2 years through 2nd grade, and mandate them for older students; therefore, **NCPS requires all students to wear a face mask or shield with a drape while at school.**

Students who refuse to wear face masks will be excluded from campus, with the following exceptions:

- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in socially distanced (6' separation) outdoor physical activity
- Persons who have difficulty breathing or who are otherwise unable to remove the face covering without assistance may only be exempted from wearing a face mask with the express permission of the principal, and only after the principal has explored other options, like distance learning, to accommodate the individual.

A cloth face covering or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in the inside of the student's desk until it needs to be put on again.

## FACE MASKS FOR STAFF

**All staff must use face coverings** in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- 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 with a drape** can be used by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.”

*Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.*

## To reiterate, everyone on campus must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6' separation) outdoor physical activity
- **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** with a drape can be used by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.
- Proper wear and care of face coverings found here:  
<https://bit.ly/washingfacecovering>

## Gloves

- **All food services personnel must wear gloves**
- Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

## Staff Training and Family Education

### Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix C](#)).
- The principal will review the full Return-to-School plan with staff prior to students returning to campus.
- Parents must review and acknowledge the plan prior to their students returning to campus. Principals will present the plan to their communities by email and make themselves available for questioning.
  - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials ([See Personal Protective Equipment \(PPE\)](#)).
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.

- Activities where there is increased likelihood for transmission from contaminated exhaled droplets —such as singing, yelling, chanting, blowing wind instruments —are not permitted at this time.
- All assignments will be submitted by email.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep or shared snacks are prohibited (bake sales, friendships, salads, etc.)

## Cleaning & Disinfection Routine

- Students will have designated disinfecting times scheduled in their daily routines.
- Students will be provided clean towels to disinfect and sanitize their personal areas.
- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

## Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough review of protocols ( [See Appendix D](#) ).
- Within cohorts, we will emphasize strong hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available, is essential.
  - Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.

## Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern.

- NCPS will not allow normal visitation to our campuses until our "official reopen date".
- Volunteers are not allowed until our "official reopen date".
- Only school district employees assigned for assessments will be allowed on campus at this time.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.

## Food & Package Delivery

Sharing food is prohibited at all times. Personal food and/or personal package deliveries are not allowed. Students must bring their own food to school or purchase meals through the approved food service program. Students bringing food to campus must bring snacks or breakfast in a disposable bag, preferably a brown paper lunch bag.

## Travel Recommendations

The following statement outlines our policy on travel by members of the NCPS community:

Prudence dictates that one should limit one's travel plans during a pandemic. If travel is necessary, NCPS highly recommends that everyone within our school community abide by the travel restrictions and quarantine rules provided by the country or state to which they are visiting. We encourage all school families and employees to diligently continue to follow CDC guidelines with regards to social distancing, mask wearing, and proper hygiene. In addition, out of an abundance of caution, NCPS suggests and encourages parents to have their student receive remote instruction for two weeks upon the return from any travels. As always, all school employees must follow these guidelines as well.

## COVID Symptoms and Case Response

### Definitions

A **contact** is defined as a person who is less than 6 feet from a case for greater than 15 minutes. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing.

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

## Contact Tracers

- The school has a designated employee who is a contact tracer.
- The School's Contact Tracer is: **Jill Cain - Director of Services**
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
  - Webinar-Based as recommended by the CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
  - Coursera Option:  
<https://www.coursera.org/learn/contact-tracing-for-covid-19>

## Symptoms

**Our protocol now distinguishes between high-risk and low-risk symptoms. Please see [Student Symptom Decision Tree](#) on page 30.**

### Students

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- (If a student is exhibiting symptoms refer to student health history form)

### Adults

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

## Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must seek out a different lab.

## Periodic Staff Testing

NCPS staff shall test periodically as recommended by the California Department of Public Health, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months with 50% every month to rotate testing of all staff over the designated time period.

## Common Colds and Allergies

It should be understood that both students and staff may acquire a common cold or allergies which are very different from the COVID-19 virus. If staff and students are not experiencing any symptoms associated with the health questionnaire or so not have a temperature, the MAY attend school on the NCPS campus.

If your student is experiencing symptoms of a cold or possible flu, it may benefit your student to remain home until they are no longer experiencing any symptoms associated with a cold or flu and participate in daily academics through distance learning.

## Vaccinations

CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines being required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions to help:

- Protect the school community
- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities

Because vaccine implementation for schools is rapidly evolving, the CDPH has provided a separate vaccine guidance document available at: <https://covid19.ca.gov/vaccines/>

## Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)

SCENARIO 1: ANSWERING "YES" ON SCREENING <u>OR</u> EXHIBITING A COVID <u>SYMPTOM</u>	
IMMEDIATE ACTIONS	COMMUNICATION
<p><b>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</b></p> <p><b>To return to school:</b> Please see the chart on Page 38 for direction on distinguishing between high-risk and low-risk symptoms. All symptomatic persons (<b><u>eg. one high-risk or two low-risk symptoms</u></b>) should be tested for COVID-19.</p> <ul style="list-style-type: none"> <li>• If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms).</li> <li>• If they test negative, they can return 72 hours after symptoms resolve.</li> </ul> <p>All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> <li>• If student/staff tests positive, see Scenario 3.</li> <li>• If student/staff tests negative, see Table 2 below.</li> </ul> <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies).</p> <p><b><u>School site will remain open</u></b></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian (<a href="#">See Appendix E</a>)</p>



**SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE**

**Student/staff sent home  
RD & COVID-19 School Liaison notified**

Student/staff of family member must quarantine and monitor for symptoms, even if they test negative, for a full 10 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 10 days after their last exposure to the positive household member.  
If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

**School site will remain open**

**Student (Guardian) or Staff:** Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case  
[\(See Appendix E\)](#)

**SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE**

**Student/staff sent home, if not already at home.  
School administration, RD, and county COVID-19 School Liaison notified.  
Public Health – School Unit (Name of County) notified;  
Close off and clean any areas used by the person who tested positive, per [CDPH](#) and [CDC](#) guidance**

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- Identified and instructed to self-quarantine and monitor symptoms for 10 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

\*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

**School site will remain open**

**COVID-19 positive Individual:** Notify school administration and/or COVID-19 School Liaison immediately

**School Site:**

- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

[\(See Appendix E\)](#)

## Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

<b>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</b>	
<b>IMMEDIATE ACTIONS</b>	<b>COMMUNICATION</b>
<ul style="list-style-type: none"> <li>• If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 10-day quarantine, even with a negative test.</li> <li>• If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</li> </ul>	<p>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed</p>
<b>A student or staff member tests negative after Scenario 2 (close contact)</b>	
<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 10 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>• Household contacts can end quarantine 10 days after their last exposure to the positive household member.</li> <li>• If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.</li> </ul>	<p>No action is needed</p>
<b>A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</b>	
<p><b>Can return to school/work immediately</b></p>	<p>No action is needed</p>

Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

## Additional Details

### Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study ([See Appendix F](#))

**School Closure and Subsequent Reopening:** NCPS in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Both the school and the county must meet current state guidance to reopen. The most current state guidance is:

### Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

- c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
  - i) Multiple cases in multiple cohorts at a school
  - ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
  - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- ci) Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
  - i) Cleaning and disinfection have occurred;
  - ii) Public health investigation is complete
  - iii) Local public health is consulted and has no concerns with re-opening.

## SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (See <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

## Product Guides

### Hand Sanitizer

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.

### Cleaner

When choosing disinfecting products, use those approved for use against COVID-19 on the **Environmental Protection Agency (EPA)- approved list “N,”** and avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

## General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

## Safe Water

- Use of drinking fountains is currently suspended; water bottles will be provided.

## HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, 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.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.

## School Procured Additional Supplies

Item	Quantity	Notes
<a href="#">Hand Pump Sprayer</a>	1/classroom	For teachers to spray desks for students to wipe down.
<a href="#">Staff Gloves</a>	500 count/class	Nitrile gloves
<a href="#">Bulk Hand Sanitizer</a>	1/site	5 gal. containers
<a href="#">Individual Pumps</a>	1/person	1 per student/ 1 per teacher
<a href="#">Cleaning Solution</a>	As needed	Alcohol-based
<a href="#">Student Towels</a>		For cleaning personal work surface and storing clean and soiled towels
Pencil bag/pouch/boxes	1/student	
IR Therm	2/school	Housed in the school office
Acrylic/Plexiglass		Office counter & isolation space

## Supplies Provided by Families/Students

Most student supplies will be purchased in bulk by the school in order to make sure all students have the same supplies and will not share them.

Item	Quantity	Notes
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home.
Clean cloth face mask	1	
Towel	1	Students will bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.

## FACILITY ADJUSTMENTS

- Classroom group tables, and extra furniture has been removed, and individual desks or tables installed with six-foot gaps between student stations as practicable.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage will be added to the campus for social distancing reminders.
- Social distancing and best practices signage posted around campus
- Sneeze guards added to office desks
- Public space (eg, number of seats) has been minimized in the front office

## School Schedules and Routines

### Morning Drop-Off

**Staffing:** Support Staff and Aides

**Protocol:**

- Drop off students in the designated area and park in the designated parking space
- Parent will wait until a staff member has asked student symptoms questionnaire and taken student's temperature
- *If student has a temperature, the student will be directed to return to their parent's vehicle. At this time the student will need to return home and will not be able to return to the NCPS campus until they have not had a temperature for 24 hours without the use of medication.*
- Drivers should not leave the vehicles at any time.
- Students will receive hand sanitizer and directed to enter school.
- Both points of access will be supervised to prevent gathering of any sort.
- Students will enter the school and go directly to their Homerooms.

### Afternoon Pick-Up

***Parents will not be permitted to enter the school to wait for their student or to pick-up their student***

- Park in the designated parking area
- If a staff member is not outside to assist you, please call the school and wait for student to transition to your vehicle
- Exit school cautiously, as parents will be entering the driveway from the street

## Breakfast

### Protocol:

- When students enter school they will immediately transition to their Homeroom Cohort.
- Students will eat breakfast in their Homeroom or the Homeroom's designated area on the outdoor patio area.
- Breakfast will be delivered to students in a brown paper bag or disposable covered food container.
- Students are allowed to bring breakfast from home in a brown paper bag.
- Students are allowed to remove facial masks when they are eating, but must replace the facial mask when they have finished eating.

## Lunch

Lunch will not be served when students are in Cohort learning styles due to students attending shortened school days.

## Breaks / Unstructured Time

### Protocol:

- Students will remain with their assigned Cohorts during all break times and unstructured times.
- Students will maintain social distancing standards of 6 feet.
- Students may briefly remove their masks if they are by themselves or > 6 ft away from another individual.
- Students may utilize the swings, however, they must use a sanitizing wipe before and after each use.
- Students may use the basketball court, and field areas, however they must remain in their cohorts and they must maintain 6 ft at all times.



## APPENDIX A: FAQ

### **What if a student arrives late?**

Office staff will sign students in and take their temperature. Students will go directly to class. **What about the traditional before school starts recess?**

*Grades will have a newly assigned structured recess time slot with their teacher, scheduled near the start of the school day in lieu of recess before school.*

### **What if a student needs to use the restroom?**

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. *If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.*

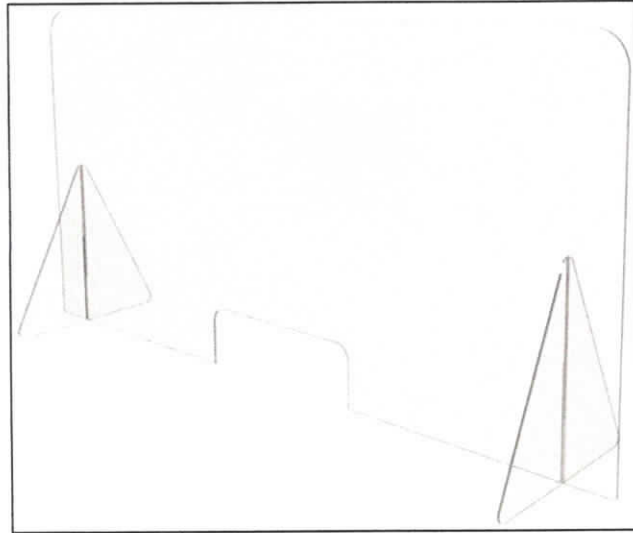
### **What is the plan for inclement weather recess and physical education?**

*Students will remain in their classroom if it rains, or the air quality prohibits being outside.*

### **What if students are outside doing calisthenics during extension when a parent comes to pick up a child?**

*The extension employee at the entrance/cafeteria will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus to gather their child.*

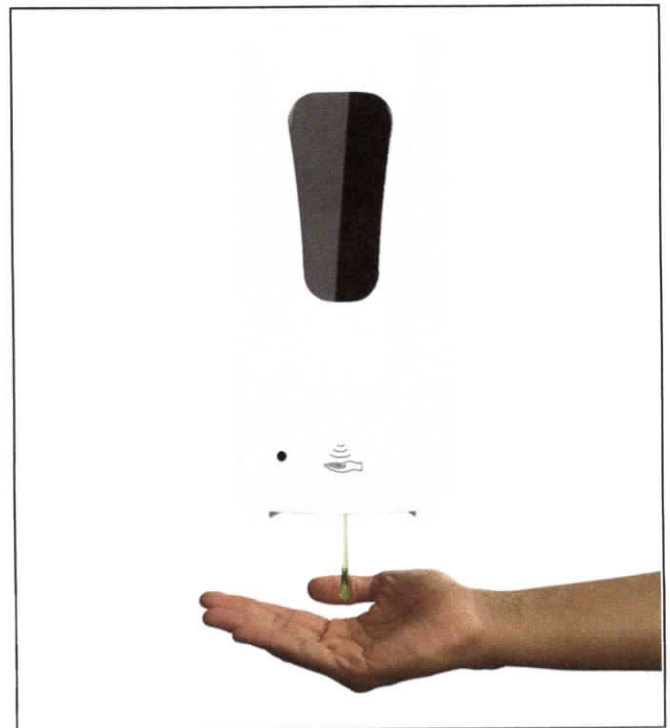
## APPENDIX B: FACILITY ADJUSTMENTS



**All NCPS offices have plexi-glass barriers**



**All classrooms and common areas have Germ Guardian Air Purifiers**



**Touchless Hand sanitizers are located in each classroom and in common areas**

## Restroom Use



### Additional Details

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space upon returning to class

## Screening

### Campus Entry Point (Adults)

#### CAMPUS ENTRY SCREENING

COMPLETE SURVEY PRIOR TO ENTRY



DISINFECT



MASK?



GLOVES



#### RESPECT EVERYONE'S SPACE

# Teacher Cleaning Expectations

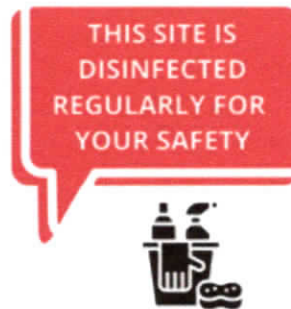
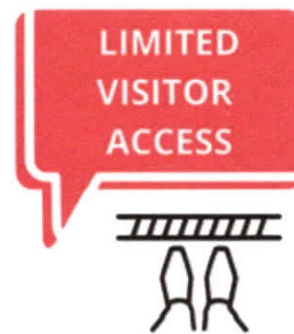
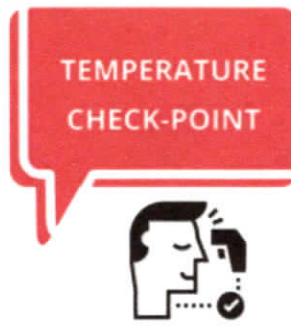
## KEEPING CLASSROOM CLEAN

**ROUTINELY CLEAN**

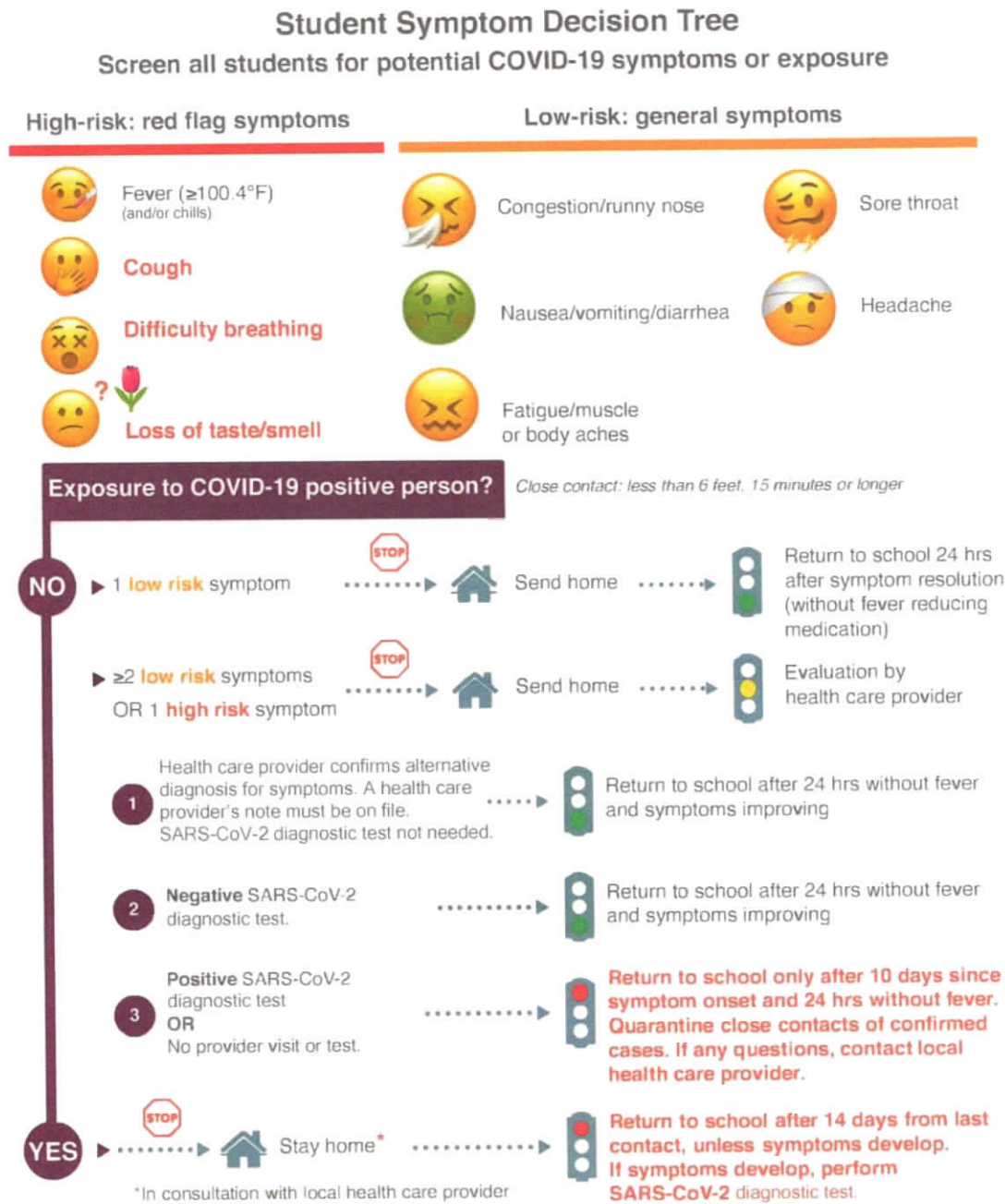
**TEACHERS CLEAN HANDS; WEAR GLOVES**

## RESPECT EVERYONE'S SPACE

## Additional Facility Signage



# Student Symptom Decision Tree



*This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change: Revision date 10/2/2020*

## Symptom Flyer

### Symptoms of COVID-19 and Keys to Remaining Vigilant

#### What To Look For

Please pay close attention to if you or someone in your household begin to experience COVID-19-like symptoms:

- Body Temperature exceeding the resident county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)
- Chills or repeated shaking
- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Muscle pain
- Headache
- Fatigue
- Nausea or vomiting
- Diarrhea
- Sore throat
- New loss of taste or smell

#### How You Can Help

Be proactive about reducing the number of interactions that students have with others by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the coronavirus spread. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, then dispose of it and clean your hands immediately. If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- All students and staff must follow guidelines for wearing masks or face coverings while in the Educational Setting.

#### Additional Information

CDPH: <https://cdph.ca.gov/covid19>

CDC: <https://www.cdc.gov/coronavirus>

We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools safe. If you have any questions or concerns, please contact your school directly.





# Adult Checklist

<p><b>Adult Checklist</b> for Symptoms of COVID-19</p> <p>Name: _____ Date: _____</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F</li><li><input type="checkbox"/> Chills</li><li><input type="checkbox"/> Cough</li><li><input type="checkbox"/> Shortness of breath/ difficulty breathing</li><li><input type="checkbox"/> Fatigue</li><li><input type="checkbox"/> Muscle or body aches</li><li><input type="checkbox"/> Headache</li><li><input type="checkbox"/> New loss of taste or smell</li><li><input type="checkbox"/> Sore throat</li><li><input type="checkbox"/> Congestion or runny nose</li><li><input type="checkbox"/> Nausea or vomiting</li><li><input type="checkbox"/> Diarrhea</li></ul> <p>Notes:</p>	<p><b>Adult Checklist</b> for Symptoms of COVID-19</p> <p>Name: _____ Date: _____</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F</li><li><input type="checkbox"/> Chills</li><li><input type="checkbox"/> Cough</li><li><input type="checkbox"/> Shortness of breath/ difficulty breathing</li><li><input type="checkbox"/> Fatigue</li><li><input type="checkbox"/> Muscle or body aches</li><li><input type="checkbox"/> Headache</li><li><input type="checkbox"/> New loss of taste or smell</li><li><input type="checkbox"/> Sore throat</li><li><input type="checkbox"/> Congestion or runny nose</li><li><input type="checkbox"/> Nausea or vomiting</li><li><input type="checkbox"/> Diarrhea</li></ul> <p>Notes:</p>
---	---

Confirmed with Sacramento County 9-11-20

# Student Checklist

 <p><b>Student Checklist</b> for Symptoms of COVID-19</p> <p>Name: _____ Grade: _____ Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F</li> <li><input type="checkbox"/> Sore throat</li> <li><input type="checkbox"/> New uncontrolled cough that causes difficulty breathing <i>(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)</i></li> <li><input type="checkbox"/> Diarrhea, vomiting, or abdominal pain</li> <li><input type="checkbox"/> New onset of severe headache, especially with a fever. <i>(If a student is exhibiting symptoms refer to student health history form)</i></li> </ul> <p>Notes:</p>	 <p><b>Student Checklist</b> for Symptoms of COVID-19</p> <p>Name: _____ Grade: _____ Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fever of 100.4 degrees or higher: _____ °F</li> <li><input type="checkbox"/> Sore throat</li> <li><input type="checkbox"/> New uncontrolled cough that causes difficulty breathing <i>(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)</i></li> <li><input type="checkbox"/> Diarrhea, vomiting, or abdominal pain</li> <li><input type="checkbox"/> New onset of severe headache, especially with a fever. <i>(If a student is exhibiting symptoms refer to student health history form)</i></li> </ul> <p>Notes:</p>
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Confirmed with Sacramento County 9-11-20

## APPENDIX D: AGENCY UPDATES

### [CDPH Quarantine Rules Updated December 14, 2020](#)

CDPH Guidance: <https://covid19.ca.gov/pdf/guidance-schools.pdf>

### **Sacramento County COVID Community Testing**

[Information for students and families](#)

### **CDC Decision-Making Tree**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

### **Campus Access**

- [CDC: What to Do If You Are Sick](#)
- [CDC: People Who Are at Higher Risk for Severe Illness](#)

### **Hygiene and PPE**

- <https://www.cdc.gov/handwashing/index.html>
- [CDC: Hygiene Practices](#) (PDF)
- [CDC: Using Personal Protective Equipment \(PPE\)](#)
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

### **Cleaning and Disinfecting**

- [EPA: 6 Steps for Safe and Effective Disinfectant Use](#) (PDF)
- [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

### **Information for Staff Training**

- [Healthy Schools Act](#) (PDF)
- [CDC: Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#)

### **Communication with School Community**

- [CDC: Criteria to Discontinue Home Isolation](#)
- [CDC: Public Health Recommendations for Community-Related Exposure](#)

### **Food Services**

- [Student Meals Cal/OSHA Guidance for Restaurants](#)



## COVID-19 Workplace Exposure Reporting

To ensure the health and safety of employers, employees, and community members, businesses and activities must immediately report any confirmed cases of COVID-19 to Yolo County Public Health.

Yolo County Public Health Requires ALL Businesses to take the following actions

### 1. FOLLOW



**FOLLOW** California COVID-19 Industry Guidance for clear recommendations and tasks to prepare your businesses <https://covid19.ca.gov/industry-guidance/>.

### 2. REPORT



**REPORT** confirmed COVID-19 cases to the Yolo County Public Health by calling the COVID Provider Line at: **(530) 666-8614**.

- Leave a message; staff review messages everyday.
- Include in the message your business name, city, point of contact, and a brief situational update (ex. 3 employees out with fever and cough, one employee reporting a positive COVID-19 lab test)

### 3. PREPARE



**PREPARE** for Public Health to call. You can prepare by:

- Completing the Yolo County Workplace COVID Toolkit (located at [www.yolocounty.org/coronavirus-roadmap](http://www.yolocounty.org/coronavirus-roadmap)) to identify close contacts (those within 6 ft. for 10 min. or more) of an infected employee.
- Starting to take steps to isolate close contacts if they are still at work; or if this is not possible, send home to isolate.

For additional information on COVID-19, the "Roadmap to Recovery" plan, or face covering guidance visit [www.yolocounty.org/coronavirus-roadmap](http://www.yolocounty.org/coronavirus-roadmap).

## APPENDIX E: COMMUNICATIONS

### Cases and Exposures Correspondence

**Note: We provide these letters as models for correspondence. We may modify them in collaboration with County Health as appropriate.**

#### Confirmed Case Letter

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at (Name of School) School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep them home if they are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

(Name of County) County Public Health has been notified. (Name of School) School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, name. Additional resources can be found at the following website:

(Insert County COVID-19 Portal Page Here)

Thank you for your flexibility and ongoing support of safety measures that allow our students to continue to learn.

Respectfully,

[Principal Name and Contact Information]

## Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of \_\_\_\_\_ (student name) :

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. The last date of known exposure was \_\_\_\_\_[date].

[Name of County] County Public Health advises that your child immediately stay at home, except to get medical care, even if they do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from [Name of County] County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more):  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- (Updates about our school's situation)

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Name and contact information of principal]

## Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

This letter is to inform you that your student feels unwell and has shown symptoms that are similar to COVID-19 per county guidelines. In order to best care for all students and staff, your student is being sent home today.

If medical attention is needed, households should contact their healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test. If they test positive, please notify school administration immediately; they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). If they test negative, they can return 72 hours after symptoms resolve. If testing was not done, the individual may have a medical note by a physician that provides alternative explanation for symptoms and reason for not having a COVID-19 test. Alternatively, your student may remain at home for 10 days after symptom onset, and go 24 hours with no fever (and no fever reducing medication) and improvement in other symptoms before returning to campus.

Our Remote Learning Liaison will connect with you ASAP to discuss providing instruction during this hiatus.

If you have any health-related questions, please contact your healthcare provider. If you have any COVID-19-related questions, please contact name. Additional resources can be found at the following website:

## APPENDIX F: DISTANCE LEARNING

The Distance Learning opportunities provided by the Northern California Preparatory School are intended to keep us safely in community. The ultimate goal is to provide a return to campus before the end of the Spring semester.

### Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while on campus. Independent, remote learning will be available for students through distance learning for the remainder of the school year for families that are not interested in students returning to in-person learning.
  
- B. Cohort Distance Learning - The entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule. 1/2 of students will attend school 2 days per week (M/W or T/Th) and the other 1/2 of students will be distance learning. All students will participate in distance learning on Fridays for thorough cleaning of the NCPS campus.
  
- C. Campus closed - The entire school will remain in distance learning.

### Distance Learning - Cohort Schedule

The Distance Learning Cohort Schedule was determined by transportation restrictions and class size regulations due to the current social distancing regulations from the California Department of Public Health.

#### NCPS Cohort Schedule by School District

**Monday / Wednesday** - Elk Grove, Folsom-Cordova, San Juan

**Tuesday / Thursday** - Sac City, Natomas, Roseville, Twin Rivers, Center

**Friday** - All students will participate in distance learning to deep clean school



## NCPS Distance Learning Schedule

<b>8:00</b>	<b>Wake Up</b>
<b>8:00 - 8:20</b>	<b>Morning Hygiene</b>
<b>8:20 - 8:50</b>	<b>Breakfast</b>
<i>8:50 - 9:00</i>	<i>Begin Log-In Procedures</i>
<b>9:00 - 9:30</b>	<b>Literature</b>
<i>9:30 - 9:35</i>	<i>Transition</i>
<b>9:35 - 10:05</b>	<b>Writing</b>
<i>10:05 - 10:10</i>	<i>Transition</i>
<b>10:10 - 10:40</b>	<b>Math</b>
<b>10:40 - 10:55</b>	<b>Break</b>
<i>10:55 - 11:00</i>	<i>Return On-Line</i>
<b>11:00 - 11:30</b>	<b>History</b>
<i>11:30 - 11:35</i>	<i>Transition</i>
<b>11:35 - 12:05</b>	<b>Science</b>
<b>12:05 - 1:00</b>	<b>Lunch</b>
<b>1:00 - 1:30</b>	<b>Office Hours</b>

### INDEPENDENT STUDY

<b>30 Minutes</b>	<b>PE</b>
<b>30 Minutes</b>	<b>Electives</b>

## Attendance

Teachers will take daily attendance per class period. Students must work and participate to be marked present for each class. Any missed classes should be made up during teacher office hours.

## Daily Lesson

### School Day

The school day will begin at 9:00 and end at 12:05 each day

Though lessons will be laid out like a regular school day. Flexibility can be built into the day.

Each day will contain teacher office hours from 1:00 - 2:00 to assist students with daily lessons, missed assignments or homework.

Each student is responsible for maintaining a PE log and completing PE hours independently. Parents must sign the daily PE log for grades and high school credits.

## Points

Students will earn daily points for:

**On Task** - having camera on and focused on the task at hand

**Following Directions** - completing teacher's instructions

**Participation** - participating in class discussions and activities

**Completing Assignments** - completing the assigned task, project, activity or paper

**Bonus Points** - putting extra effort into an assignment, assisting others, positive attitude

During Distance Learning, points will be redeemed for a variety of gift cards

## Delivery

- Lessons will be delivered with both Synchronous and Asynchronous technology.
- Synchronous may be used to deliver follow up lessons, support a direct instruction model, and to help the students build community, collaborate, and allow the teachers to check for understanding and give feedback. Lessons will be recorded and shared with students who were unable to attend a lesson.
- Asynchronous lessons will also be emphasized. These teacher-made videos will be beneficial to students who need reinforcement, repeated instruction, or require flexibility in the schedule.
- We understand the importance of limiting a child's screen time, so students will also have assignments to be completed off-line, independently.

## School-Wide Technology

### Technology Support

- Students who do not have a home computer or device are asked to contact the Director to notify the home school district for a district chromebook.
- Families will review and sign a technology agreement.
- Teachers will provide student and parent support in using the school communication platforms.
- Teachers will send home websites and apps that will be used the first three weeks of school and include student log-in information.
  
- NCPS **WILL NOT** be held liable or responsible for district chromebooks.
- Any damages to a district chromebook will be charged to parents.

## Independent, Distance Learning for Students

### Overview

#### **Program Intent**

Our school emphasizes local, personal interaction through an in-person community. A complete "homeschool" program is limited and is not the NCPS philosophy. However, when health considerations or Emergency Situations (i.e.- fire, pandemic, etc) necessitate learning from a distance, we will serve our families and keep them connected to NCPS with an independent, remote learning program.

#### **Content**

Instruction in Math, English, History and Science, will be provided to all students through virtual instruction in daily classrooms. Additional content will also be integrated into the curriculum for Vocational Education, Electives, Clubs and Current Events.

#### **Accommodations**

All accommodations listed within each students Individualized Educational Plan (IEP) will be carried out to the best of our ability during the Distance Learning Program.

#### **Designated Instructional Services**

All Designated Instructional Services listed within each students Individualized Educational Plan (IEP) will be continued throughout Distance Learning through virtual sessions. Speech services, Occupational Therapy, Individual Therapy, Group Therapy and Social Skills groups will all be held virtually for the regularly scheduled times, when possible.

## NCPS Instructional Model

Due to the success of utilizing the Schoology platform, NCPS has chosen to continue to utilize Schoology for the duration of the 2020-2021 School Year. Schoology allows students to have instructional materials and curriculum available at all times, allows students to submit class work and homework assignments directly to the teacher without the need for printing or transferring of work, provides parents the ability to communicate to teachers within the Schoology program and allows parents to view students completion of assignments.

NCPS has invested in our students by purchasing new Chromebooks for each student to utilize while on the NCPS campus. Students will be assigned a Chromebook and responsible for caring for the assigned Chromebook. Chromebooks will be sanitized and placed in charging cabinets before leaving campus each day.

NCPS will utilize the previously stated guidelines when returning to campus in cohorts. This will provide each student the recommended physical distancing of 6 feet while in the classroom learning environment. This will also assist in providing the teaching staff the opportunity to continue to meet the needs of both the students on the NCPS campus as well as the students participating through distance learning.

NCPS remains optimistic that we will all return to a full day and utilize the original NCPS Daily Schedule by the final quarter of the Spring Semester. Please make sure to do your part by continuing to wear a mask daily, washing your hands frequently and making sure to maintain the appropriate 6 feet of social distancing.

For additional information about COVID-19, please visit the [CDPH](#) and [CDC](#) guidance websites. The health and safety of our community are our priority. We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools stay safe.

If you have any questions or concerns regarding any of the information found in this Re-Turn to School Plan, please contact Daneen Johnson, Director at [djohnson@ncpsschool.com](mailto:djohnson@ncpsschool.com).

Sincerely,

*Daneen Johnson*

Director

Northern California Preparatory School

## APPENDIX G: Questions and Review

- Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.  
Go to: [Schedules and Routines](#)
- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.  
Go to: [Personal Protective Equipment \(PPE\)](#)
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.  
Go to: [Screening](#) and [COVID Symptoms and Case Response](#)
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.  
Go to: [Safe Environment](#)
- Identification and Tracing of Contacts:** 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 the local [health department](#) and [notification](#) of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.  
Go to: [COVID Symptoms and Case Response](#)
- Physical Distancing:** How [space and routines](#) will be arranged to allow for physical distancing of students and staff.  
Go to: [Social Distancing & Shared Spaces](#)
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.  
Go to: [Staff Training and Family Education](#)
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly [tested and what instructions they will](#) be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.  
Go to: [COVID Symptoms and Case Response](#)
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.  
Go to: [COVID Symptoms and Case Response](#)

**Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>