



Nord Country School COVID-19 Safety Plan 2020-2021

Our staff and School Board have worked to develop this plan to reestablish in-person instruction as soon as possible. This plan is amended to reflect the January 14, 2021 guidelines distributed by the California Public Health Department. This plan is based on the information we have today and may need to be modified if new directives are received. Keeping our students, staff, and families safe during this unsettled time is a top priority for Nord Country School.

Kathy Dahlgren, Nord Country School's Administrator, will be the staff liaison between families and BCPH. She will immediately contact families of known exposure by phone and/or email, document contacts, create a list of exposed staff and students (including their contact information), and submit this information to BCPH. She will be in regular contact with families and staff who have possibly been exposed, keeping record of whether they have been tested or are self-isolating. We will follow all HIPPA and FERPA guidelines for confidentiality.

General Measures

- We have established and will maintain direct contact with Butte County Public Health (BCPH), Butte County Office of Education (BCOE), and California Department of Public Health (CDPH during this pandemic to remain up-to-date with the latest information.
- This plan will be reviewed and updated as needed to match the changing needs of this unprecedented situation.
- Our campus will be evaluated and inspected weekly for compliance with this document, board policy and the current guidelines.
- Staff will regularly review updated guidance from the state including the California Department of Public Health and the California Department of Education.
- Nord Country School has updated their Injury and Illness Prevention policy (IIPP) to address the unique circumstances during the COVID-19 crisis.

Promoting Healthy Hygiene Practices

- The best way to prevent illness is to avoid being exposed to the virus. The following actions will help prevent the spread of the illness:

- We will teach and reinforce washing hands, avoiding contact with one’s eyes, nose and mouth, and covering coughs and sneezes among students and staff. This includes:
 - Teaching students and reminding staff to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow.
 - Students and staff washing their hands frequently throughout the day for at least 20 seconds with soap, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation or art; and before and after using the restroom.
 - Staff modeling and practicing handwashing.
 - Ensuring only fragrance-free hand sanitizers with at least 60% ethyl alcohol will be used by staff and students when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Hand sanitizer will be made available in each classroom and in all common areas.
 - Children under age 9 will only use hand sanitizer under adult supervision.
 - Ensuring adequate supplies to support healthy hygiene behaviors, including soap, tissues, and face coverings.
- Outdoor hand washing stations have been strategically placed around campus and students have been trained in their use.
- Handwashing signage has been put up in all classrooms and inside and outside of bathrooms.

Protective Equipment

Face Coverings

- Face coverings must be used according to the [CDHP Guidelines](#), unless a person is exempt as explained in the guidelines.
 - Teachers will reinforce and teach the students in their proper use, including not touching the face, washing hands after repositioning the mask, and proper placement of the mask.
 - The CDPH guidance on face coverings will be distributed to both staff and families.
 - Unless exempt from wearing a face covering, we will exclude students from campus if they refuse to comply with our face covering requirements.
 - Nord Country School will provide masks should an employee or student need one.
- STAFF
 - All staff must use face coverings.
 - CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
 - In limited situations where a face covering cannot be used, a face shield with a drape (per CDPH guidelines) can be used instead of a face covering as long as the wearer maintains physical distance from others.
 - Staff must wear a face covering outside of the classroom.
 - Staff handling or serving food must use gloves in addition to face coverings.

- STUDENTS
 - Students in all grade levels K – 8 are required to wear face coverings at all times while at school, unless exempted.

Storage of Student Face Coverings

- Student face covering or face shields will be removed for meals, snacks, and when it needs to be replaced.
- When a cloth face covering is temporarily removed, it will be placed in a safe area (clearly marked with the student's name and date) until it gets put on again.

Other Protective Equipment

- We will provide custodial staff the necessary personal protective equipment for cleaning and disinfecting.
- We will ensure adequate PPE supplies are maintained at all times for students and staff

Physical Distancing

<https://www.cde.gov/coronavirus/2019-ncov/downloads/community/schools>

Arrival and Departure

- Student cohorts will be assigned to specific entry/departure gates for the campus:
 - Kindergarten students will enter campus through the gate by the Office.
 - 1st & 2nd grade students will enter campus through the gate by the cafeteria.
 - 3rd / 4th / 5th grade students will enter campus through the walk in gate between the cafeteria and room 6.
 - 6th - 8th grade students will enter campus through the gate behind room 6.
- Parents will utilize the drop-off zone in the mornings. They will wait in vehicles until staff conducts a health screening to confirm students have no symptoms of illness (students will not be allowed on campus if they have unexplained symptoms). Staff will then take the student's temperature. If anyone has a temperature higher than 100.4° the parent will be asked to park and wait a few minutes to be retested. At that time, if a student still has a fever they will be told they may not stay at school.
- No parents or parent volunteers will be permitted on campus other than in the Office for business.
- On the bus, the appropriate spacing will be maintained between students and the driver. Ventilation will be maximized to the greatest extent possible and masks will be required. Extra unused face coverings will be available for students who may have inadvertently failed to bring one.
- Daily end times are staggered to alleviate congestion in the front of the school and students will be asked to leave through the same gate they used in the mornings.
 - Kindergarten - 2nd grade students are dismissed at 2:30

- 3rd - 5th grade students are dismissed at 2:45
- 6th - 8th grade students are dismissed at 3:00

Classrooms

- Grades have been organized into Cohorts to minimize contact between students, teachers, and staff. Students and staff will remain in these cohorts throughout the day. The Cohorts are:
 - Kindergarten
 - 1st and 2nd grades
 - 3rd and 4th grades
 - 5th grade
 - 6th – 8th grades
- Desks and tables have been changed out and rooms rearranged to provide the most distance between students that is possible. A minimum of six feet of space will separate the student desks, except where 6 feet of distance is not possible after a good-faith effort has been made. Under no circumstances should distance between student chairs be less than 4 feet. Markings will be on classroom floors to ensure desks remain in place.
- All students will be at single desks facing in the same direction in both classrooms and the cafeteria.
- Recess, Lunch, and PE times have been adjusted to be able to rotate cohorts through those areas one at a time to minimize contact.
- Teacher and other staff desks will be at least six feet away from student desks when possible. When not possible, other separation techniques such as clear plastic partitions between students and teacher will be used.

Non-Classroom Areas

- Outside seating for lunch when possible. Properly distanced seating inside the cafeteria if outside seating is not available.
- Hand sanitizer will be available in the cafeteria, outside dining patios, and the Office.
- The Lunch Server will wear a mask and gloves to serve food to the students.
- Students will remain properly distanced while they wait in line for their lunch.
- Proper distancing will be maintained during PE activities and encouraged at recess.
- Water Fountains will be turned off. Students will need to bring a refillable water bottle with them to school each day for both classroom use and PE use. They can refill the bottles at their classroom sinks.
- Most lockers will NOT be used this year because social distancing cannot be maintained. Parents will need to provide a sturdy backpack for their child.
- The school library will not be available for student use this year. We will be providing access to [Epic!](#), a website that provides books in electronic form.

- No more than one guest (student or family) will be allowed in the Office at a time. Social Distancing will be enforced as guests wait for their turn in the Office.
- Parents will not be allowed on campus beyond the Office. No Parent Volunteers will be allowed this year.

Other

- No Middle School socials will be held
- No whole school assemblies will be held
- No band or music classes will be held
- No field trips will be taken

Cleaning, Disinfecting and Ventilation

- Cleaning and disinfecting supplies will be approved for COVID-19 use and listed on the [Environmental Protection Agency Approved List](#).
- All areas of the campus will be cleaned and disinfected at the end of each school day.
- Frequently touched surfaces (doorknobs, light switches, sink handles, bathrooms surfaces, etc.) will be cleaned and disinfected multiple times throughout the day.
- Middle school teachers will disinfect their classroom between classes.
- Each classroom will have a supply of appropriate cleaning and disinfecting supplies.
- PE equipment will be disinfected between uses.
- Playground equipment will be assigned to classrooms to minimize cross-contamination and it will be disinfected daily.
- Portable, high efficiency air purifiers have been added to each classroom and the cafeteria, office, and staff room.
- Ventilation will be maximized in the classrooms to the extent possible by opening windows and doors where practical.
- Special filters with a rating of MERV 11 or better will be installed in all HVAC systems to provide enhanced filtration.
- In order to allow for ventilation on school buses, we will use open windows as much as possible to improve airflow.
- Class materials such as glue sticks, pens, pencils, crayons, and manipulatives will be assigned to individual students, stored in a plastic pencil box belonging to that student, and no sharing of these materials will be allowed. Middle school students will be asked to store the supplies in their backpacks, a zipper pouch is recommended but not provided.
- Textbooks will be assigned to students, stored in their personal desks and not shared. Each teacher will implement practices for turning in assignments that will minimize contact.
- Chromebooks will be assigned to individual students so that they are not shared.

Training and Educating All Staff and Families

- Staff, students and parents will be encouraged to understand the importance of protecting from the spread of COVID-19 for the safety of the community as well as the continued in person operation of the school.
- During virtual staff meetings, all staff will be trained in:
 - Cleaning and disinfecting practices
 - Physical distancing guidelines and their purpose/importance
 - Proper screening practices and their importance
 - How COVID is spread and its symptoms identification and when to seek medical attention
 - Proper use, removal, and washing of face coverings
 - Screening their own health conditions and knowing the importance of not coming to work when they have symptoms.
 - The importance of community physical distancing measures, including discouraging students or staff from gathering elsewhere
 - Testing and contact tracing requirements
 - The plan and procedures to follow when staff or students become sick at school
 - Application and enforcement of the plan
- Prior to school starting, all families received information through email and newsletters on:
 - How COVID is spread and its symptoms
 - Proper screening practices and their importance
 - Proper use, removal, and washing of face coverings
 - The importance of community physical distancing measures, including discouraging students from gathering elsewhere
 - Drop-off and pick-up procedures for before and after school
 - The application and enforcement of the plan
 - Testing and contact training requirements
- On the first day of school students received direct instruction from teachers on the importance and proper techniques of hand washing, social distancing, wearing a mask, using hand sanitizer, and coughing and sneezing into elbow or tissue. Direct instruction will continue at least weekly.
- Any families and/or employees that are new to Nord Country School will receive training upon joining our school community.
- We provided information to all staff members and families regarding proper use, removal, and washing of cloth face coverings as indicated through the following CDC website:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Screening for Signs and Symptoms

Students

- All students will be treated with respect and care, regardless of the diagnosis of, or exposure to, COVID-19.
- All students who exhibit symptoms will need to contact the school immediately and stay home.
- At drop off, parents will be asked if their student has any COVID-19 symptoms within the last 24 hours, if they have been in close contact with any person with a positive COVID-19 test (close contact is defined as contact within 6 feet for greater than 15 minutes) and whether any one in their home has had COVID-19 symptoms or a positive COVID-19 test. Symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - Fatigue
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell
- All students will have their temperatures taken with a no-touch thermometer by a staff member upon arriving at school and monitored throughout the day by classroom teachers.
- All students who ride the bus will also be screened, including the taking of temperatures with a no-touch thermometer, by the bus driver before being transported to school.
- If a student has any symptoms they will be asked to stay home until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, flushed appearance or sweating) without the use of fever-reducing medicine (e.g., Tylenol).
- Nord Country School will follow all Butte County Public Health and Butte County Office of Education guidelines if a staff member or student is diagnosed with, or exposed to, COVID-19.

Staff

- Staff members will be provided with the list of COVID-19 symptoms.
- All staff will be asked to self-monitor for signs of infectious illness every day and conduct a temperature check at home before arriving at school and throughout the day.
- If a staff member has any symptoms they will be instructed to stay home until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, flushed appearance or sweating) without the use of fever-reducing medicine (e.g., Tylenol).
- We will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

See https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%wF%2Fwww.cdc.gov%2Fcoronaviurs%2F2018-ncov%2prevent-getting-sick%2when=its-safe.html

Plan for Testing Staff and/or When a Student, Staff Member or Visitor Becomes Sick or has had Contact with a Person with COVID-19

- We will educate our staff and families about the availability of both symptomatic and asymptomatic testing in our area.
- Staff and students will stay home if they have recently had contact with a person with COVID-19.
- If already on campus, any student or staff member with a fever of 100.4° or more, a persistent cough, or other COVID-19 symptoms will be required to wear a face mask, wait in an isolation room for a ride (if student) and be sent home. The cohort will remain at school for instruction.
- If we become aware that a student or staff member is COVID-19 positive, we will do the following:
 - Notify staff and family members in person or on the phone (while maintaining confidentiality as per FERPA and state law related to privacy of education records)
 - Notify local health officials
 - Document/track incidents of possible exposure
 - Close all areas that were occupied by that person until they have been thoroughly cleaned and disinfected.
- We will provide online learning opportunities or paper packets to student while they are away from school due to COVID-19.
- Any area used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off. After a 24 hours waiting period, the area will be cleaned and disinfected.

	Students or Staff with:	Action	Communication
1	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> ● Send home if at school, ● Recommend testing (If positive, see #3, if negative, see #4). ● School/classroom remains open 	<ul style="list-style-type: none"> ● No action needed
2	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> ● Send home if at school. ● Exclude from school for 10 days from last exposure ● Recommend testing 5 – 7 days from last exposure ● School remains open 	<ul style="list-style-type: none"> ● Cohort notification of a known exposures. No action needed if exposure did not happen in school setting.
3	Confirmed COVID-19 case	<ul style="list-style-type: none"> ● Notify the local Health Department ● Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. 	<ul style="list-style-type: none"> ● Cohort notification of a known case ● Notification of persons with potential exposure

		<ul style="list-style-type: none"> Identify school contacts, inform the LHD of identified contacts, and exclude contact from school for 10 days after the last date the case was present at school while infectious. Recommend testing asymptomatic contacts 5 – 7 days from last exposure Disinfect and clean classroom and primary spaces where case spent significant time. School remains open. 	if case was present in school while infectious.
4	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> May return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remains open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

- We will adhere to the required reporting requirements and notify BCPH of any newly reported case of COVID-19.

When Can Students/Staff Return After Testing Positive

- If no symptoms
 - At least 10 days have passed since positive test result AND
 - No symptoms have developed since positive test result
- If symptoms
 - 10 days after symptoms first appeared AND
 - 24 hours with no fever without the use of fever reducing medications AND
 - COVID-19 symptoms are improving

Triggers for Switching Back to Online Learning/School Closure Determinations

According to new guidance from the California Department of Public Health, “Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with BCP. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school
- Within a 14-day period, at least 3 outbreaks have occurred in the School AND more than 5% of the school population is infected.

- The BCPH Department may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with BCPH.

Communication Plans

- We have designated our school Administrator, Kathy Dahlgren, as the liaison responsible for responding to COVID-19 concerns. The Administrator will be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- We will notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.
- Student and staff absenteeism will be monitored.
- The school will make phone calls and use the email/text messaging system set up in School Wise to communicate with staff and families regarding potential school exposures, closures or changes to our schedule.
- We will provide guidance to both parents and staff reminding them of the importance of community physical distancing measures while not on campus.
- Maintain communication systems with the local public health department that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- We will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing online learning opportunities.