



Nord Country School COVID-19 Reopening and Safety Plan 2020-2021

Our staff and School Board have worked to develop this plan for reopening school as soon as possible. It has been based on current guidelines distributed by the California Public Health Department and the Butte County Public Health Department. These plans are based on the information we have today and may need to be modified if we receive any new directives from these organizations. 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 daily 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. These actions will help prevent the spread of the illness:
 - Avoid close contact with people who are sick
 - Put distance between yourself and other people (at least 6 feet)
 - Cover your mouth and nose with a mask when around others or when it is not practical to maintain a physical distance of 6 feet.
 - Thoroughly wash hands with soap, for at least 20 seconds, throughout the day and before and after eating, after touching shared surfaces (doorknobs, etc.), and before and after using the restroom.
 - Do not touch your face or face covering.
- Fragrance free hand sanitizer (ethyl-alcohol based and at least 60% alcohol) will be available in each classroom and in common areas such as the office, cafeteria, and restrooms. Children under nine years of age should use hand sanitizer under adult supervision.
- Outdoor hand washing stations will be strategically placed around campus and students will be trained in their use.
- Handwashing signage will be 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](#) particularly in indoor environments such as the classrooms and the Office, on the bus. etc.
 - All staff is required to wear masks inside the classrooms.
 - Students in Kindergarten through 2nd grade: masks are strongly encourage and recommended but not required
 - Students in 3rd grade and above: masks are required
- 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.

Storage of Student Face Coverings

- Student face covering or face shields will be removed for meals, snacks, outdoor recreation and when it needs to be replaced.
- When a cloth face covering is temporarily removed, it will be placed in a clean paper bag (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

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.
- 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.
- 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.

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/1st/ 2nd grade students will enter campus through the gate by the Office
 - 3rd/ 4th/ 5th grade students will enter campus through the gate by the cafeteria

- 6th - 8th grade students will enter campus through the gate between the cafeteria and 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.
- 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 where practicable. 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.

Non-Classroom Areas

- Outside seating for lunch when possible. Properly distanced seating inside the cafeteria if outside seating is not available.
- Cafeteria lunches will be delivered daily to middle school students who order one so that they do not walk thru campus to the cafeteria.
- 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.
- 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) 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

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
 - Distancing guidelines and their purpose
 - Proper screening practices and their importance
 - How COVID is spread and its symptoms
 - Proper use, removal, and washing of face coverings
 - Screening their own health conditions
 - The importance of community physical distancing measures, including discouraging students or staff from gathering elsewhere
 - Testing and contact tracing requirements
 - Application and enforcement of the plan
- Prior to school starting, all families will receive 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 will receive 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 will provide 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

- All staff will be asked to self-monitor for signs of infectious illness every day before arriving at school and throughout the day.
- Staff will fill out a Google screening questionnaire daily attesting to the fact that they have no signs or symptoms associated with COVID-19 and that they conducted a temperature check at home. The questionnaire will be completed prior to entry to campus. By using a Google form we will be able to retain the documentation should it be needed at a future date.
- If a staff member 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).
- 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, or Staff Member or Visitor Becomes Sick or has had Contact with a Person with COVID-19

- We will require all staff to be tested periodically by their primary care provider, at either Ampla Health or Optum Serve Specimen Collection Site.
- We will test all staff over two months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
- 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 advise sick staff members and students who have been absent from school due to COVID-19 to isolate at 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 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.

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

According to the California Department of Public Health, “Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and the current guidance from the Local Health Officer. School closure will occur when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers/students/staff have cases within a 14 day period.”

- We will monitor communication from state and local authorities regarding COVID-19 transmissions and/or closures in our area, and we will adjust operations accordingly.
- If a student or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps:
 - The classroom with one positive case will move to online learning for 14 days

- The entire school will move to online learning for 14 days when there are cases in multiple cohorts.
- All areas of the school visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.
- We will advise those who have been in contact with the COVID-19 positive individual to isolate at home.
- We will implement communication plans for school closure to include outreach to students, parents, staff member and families through email, phone calls, and virtual meeting platforms.
- We will provide guidance to students, staff members, and families regarding the importance of physical distance measures while school is closed.
- In order to maintain continuity of education, we will implement one of the following three instruction strategies.
 1. In person learning – with the safety measures in place, students will be taught by their teacher, in person, 5 days a week as is traditional at Nord Country School.
 2. If it is determined that some students need to isolate at home while others are able to attend school, teachers will provide “in-person” instruction at school to students who are able to safely attend, and will use online instruction platforms and strategies to make instruction available to students who, due to COVID-19, are not able to attend school.
 3. Online learning – If it is determined that the entire school needs to close due to COVID-19, teachers will use online learning platforms and strategies to instruct students while they are at home.

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.