

COVID-19 Operations Written Report for ELITE Public Schools

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
ELITE Public Schools	Dr. Ramona Bishop President/CEO	info@elitepublicschools.org 707.235.4603	June 2, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Promoting Behaviors that Reduce Spread:
 Faculty, staff, and students are to stay home when appropriate. In addition, staff and families are educated about when they/their child(ren) should stay home and when they can return to school. We also actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. School policies that encourage sick employees and students to stay at home without fear of reprisal have been adopted and shared with employees and students families. Staff and students are to stay home if they have tested positive for or are showing COVID-19 symptoms. Staff and students who have recently had close contact with a person with COVID-19 will also be asked to stay home and monitor their health. We also follow CDC's criteria for when employees should return to work.

Hand Hygiene and Respiratory Etiquette: We teach and reinforce hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol is used (for staff and older children who can safely use hand sanitizer). Staff and students are encouraged to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Cloth Face Covering Etiquette: We teach and reinforce use of cloth face coverings. We recognize that face coverings may be challenging for students (especially younger students) to wear in all-day settings. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently. Information is provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings. Cloth face coverings will not be placed on: Anyone who has trouble breathing or is unconscious. Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Adequate Supplies: We support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and cloth face coverings (as feasible).

Signs and Messages: We will post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering). We will regularly broadcast regular announcements on reducing the spread of COVID-19 on PA systems. Including messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

Maintaining Healthy Environments:

Cleaning and Disinfection: We will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, and/or cleaned between use. We have a schedule for increased, routine cleaning and disinfection. We ensure safe and correct use and storage of cleaning and disinfection, including storing products securely away from children. Use products that meet EPA disinfection criteria. Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Shared Objects: Sharing of items is discouraged. Student's belongings will be kept separated from others' and in individually labeled containers, cubbies, or areas. We will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use. Avoid sharing electronic devices, toys, books, and other games or learning aids.

Ventilation: We will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. We will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

Water Systems: To minimize the risk of Legionnaire's disease and other diseases associated with water, we will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized, but staff and students are encouraged to bring their own water to minimize use and touching of water fountains.

Modified Room Layouts: When feasible, we will space seating/desks at least 6 feet apart. Turn desks to face in the same direction (rather than facing each other), or students will sit on only one side of tables, spaced apart.

Physical Barriers and Guides: Where feasible, we will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks). We will also provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).

Communal Spaces: Close communal use shared spaces such as dining halls and playgrounds will have staggered use and cleaned and disinfected between use. Where feasible, we will add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

Food Service: Children will be encouraged to bring their own meals as feasible, or we will serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies. We will use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items. If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. We will avoid sharing food and utensils and ensure the safety of children with food allergies.

Maintaining Healthy Operations:

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19: Staff at higher risk are offered options for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., tele-work, modified job responsibilities that limit exposure risk). We offer the option of 100% Distance Learning for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities). We have policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

Regulatory Awareness: We will maintain an awareness of local or state regulatory agency policies related to group gatherings to determine if events can be held.

Gatherings, Visitors, and Field Trips: We will pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. We will limit group size to the extent possible. We will also limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county). We will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible. We will pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.

Identifying Small Groups and Keeping Them Together (Cohorting): We will ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). We will also limit mixing between groups when feasible.

Staggered Scheduling: We will stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.

When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others.

Designated COVID-19 Point of Contact: The Principal will be the designated staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). A system will be put in place for having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 external icon (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA). The Principal will also notify staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Leave (Time Off) Policies and Excused Absence Policies: We have implemented flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick. Examine and revise policies for leave, telework, and employee compensation. Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members. Develop policies for return-to-school after COVID-19 illness. CDC’s criteria to discontinue home isolation and quarantine can inform these policies.

Back-Up Staffing Plan

Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.

Staff Training

Train staff on all safety protocols. Conduct training virtually or ensure that social distancing is maintained during training.

Recognize Signs and Symptoms:

We will conduct daily health checks (e.g., temperature screening and/or or symptom checking) of staff and students. The health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

Support Coping and Resilience: We will encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed. We will promote the importance of employees and students eating healthy, exercising, getting sleep, and finding time to unwind, in addition to talking with people they trust about their concerns and how they are feeling.

Preparing for when Someone Gets Sick:

We will advise staff and families of sick students of Home Isolation Criteria. Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation.

We will make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. Immediately, staff will be separated and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick. We have an identified isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Staff will use Standard and Transmission-Based Precautions when caring for sick people.

Clean and Disinfect: We will close off areas used by a sick person and do not use these areas until after cleaning and disinfecting. We will also wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. We will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). We will also Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Meeting the needs of English learners, foster youth and low-income students:

Due to the unforeseen nature of COVID-19, the two months of schooling was through Distance Learning. During this time, we ensured that English learners, foster youth and low-income students continued to have access to a rigorous instructional program by the following tasks:

- 1) Surveyed the parent community about access to technology
- 2) Provided every student with Distance Learning Work Packets
- 3) Distributed devices to students who do not have a device
- 4) Scheduled daily Zoom Sessions with classroom teacher and students
- 5) Videotaped teachers teaching content and sending videos to students
- 6) Communicate regularly with parents via email, Class Dojo, Phone call messenger, text, etc
- 7) Scheduled staggered pick up and drop off times for students to submit or pick up Distance Learning Work Packets
- 8) Continued offering Special Education Services for students with and IEP

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

The steps we have taken to continue delivering high-quality distance learning opportunities are as follows:

- 1) Surveyed the parent community about access to technology
- 2) Provided every student with Distance Learning Work Packets
- 3) Distributed devices to students who do not have a device
- 4) Scheduled daily Zoom Sessions with classroom teacher and students
- 5) Videotaped teachers teaching content and sending videos to students
- 6) Communicate regularly with parents via email, Class Dojo, Phone call messenger, text, etc
- 7) Scheduled staggered pick up and drop off times for students to submit or pick up Distance Learning Work Packets
- 8) Continued offering Special Education Services for students with and IEP

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

The steps that have been taken to provide school meals while maintaining social distancing practices are as follows:

- 1) Established breakfast and lunch drive up and pick up window at the school site
- 2) Distributed flyers to families about where to access additional food
- 3) Partnered with local agencies in distributing food to families

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Supervision of students during ordinary school hours:

1) Staggered Scheduling: We will stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.

2) Identifying Small Groups and Keeping Them Together (Cohorting): We will ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). We will also limit mixing between groups when feasible.

This also includes making grades 6th & 7th self contained classrooms to minimize the amount of moving students do within the day.

3) Students will be serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria. Students will be monitored by classified staff members so teachers can take their lunch break as well.