

COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Revised July 23, 2020

School Name:	Ocean View Christian Academy		
School Address:	2460 Palm Avenue		
School Type:	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input checked="" type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:			

OVCA School Reopening Plan was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: www.ovcapatriots.com
 - a. The persons responsible to implement and monitor this plan is:
 - [Stephen Johnson – School Principal – \(619\) 424-7875](#)
 - [Erika Collins – School Administrator – \(619\) 424-7875](#)
 - [Heather Corey – Preschool Director – \(619\) 424-7873](#)
 - [Matt Horton – Finance Director – \(619\) 424-7870](#)
 - b. OVCA's COVID-19 Liaison for contact with Public Health Services: [Stephen Johnson – School Principal](#)
 - c. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:
 - [School liaison will identify what information is needed to contact the local health department.](#)
 - [School liaison will identify where the school is located.](#)
 - [School administration will monitor on a weekly basis, COVID-19 guidance from the California Department of Public Health \(CDPH\), California Department of Education \(CDE\), San Diego County Health and Human Services Agency, Public Health Services \(PHS\) and San Diego County Office of Education \(SDCOE\).](#)
 - [School Administration will be in contact with all health agencies weekly in practicing all present and any future guidance.](#)
 - d. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - e. OVCA has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - f. OVCA's COVID-19 Prevention Plan is posted at: www.ovcapatriots.com. This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below. [All plans will be communicated to staff by email. Trainings will be held virtually and in person \(practicing proper social distancing and wearing a face covering\).](#)
 - g. OVCA's plan to regularly evaluate the workplace for compliance with and document and correct deficiencies identified is described below: [School administrators will evaluate workplace for compliance on a daily basis and document and correct deficiencies where needed.](#)
 - h. OVCA will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection and will update the plan as needed to prevent further cases.
 - i. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
 - j. OVCA will identify individuals who have been in close contact (within 6 feet for 15 minutes or more)

<p>of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)</p> <p>k. OVCA will adhere to these guidelines. Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.</p>
<p>2. OVCA has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources and will ensure external community organizations that use the facilities also follow this guidance. OVCA will limit the use of school facilities by external community organizations and/or ensure permitted use of school facilities complies with the guidance described in the CDPH. School facilities will only be used by school activities and Ocean View Church ministries.</p>
<p>3. OVCA is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)</p>
<p>4. OVCA has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:</p> <ol style="list-style-type: none"> Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and Individuals who may not be able to communicate symptoms of illness. <p>Each at risk student will be monitored and given any additional accommodations needed, which can include at home-learning. All families with any concerns will have the option for their child to participate in at home learning until parents are comfortable in sending their child back to school.</p>
<p>5. The schools has reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.</p>

2. Promote Healthy Hygiene Practices

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

<p>6. OVCA has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to:</p> <ol style="list-style-type: none"> Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended. Use fragrance-free hand sanitizer when hand washing is not practicable. <ol style="list-style-type: none"> 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. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. <p>OVCA’S plan to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff is described below according to CDC health guidelines:</p> <ul style="list-style-type: none"> Washing hands

- [Avoiding Contact with one's eyes, nose, and mouth](#)
- [Covering coughs and sneezes](#)

7. School should consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

- OVCA will provide regular and frequent access to handwashing facilities, including to the extent practicable, handwashing stations near classrooms - All classrooms will be equipped with hand sanitizer.
- OVCA will prevent congregations in bathrooms - Only three to four students will be allowed in the bathrooms at a time monitored by teacher.
- OVCA will develop routines enabling students and staff to regularly wash their hands at staggered intervals – All classes will have assigned restroom break times giving all students and staff opportunities to wash hands.
- OVCA will develop routines enabling students and staff to use hand sanitizer when necessary – All classrooms will be equipped with hand sanitizer and all building entrances and exits will have hand sanitizing stations enabling students and staff to use before entering and exiting any classroom and building and when necessary.

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- Develop routines enabling students and staff to use hand sanitizer when necessary – All classrooms will be equipped with hand sanitizer and all building entrances and exits will have hand sanitizing stations enabling students and staff to use before entering and exiting any classroom and building and when necessary.

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

All classrooms will be equipped with approved hand sanitizer, tissues, no-touch trash cans, face coverings, and face coverings. Students and staff will be trained on proper use of hand sanitizer and face coverings.

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

- Staff, students, and families will be trained to [safely practice wearing a face covering](#) that is required by current public health guidelines: strongly encouraged for students 2 years old to 2nd grade and required (unless exempt) for students 3rd grade and older.
- Staff, students, and families will be trained to wear their face covering correctly.
- Face shields will be required by staff and students to wear in classroom during teaching time.
- Visuals will be posted in each classroom and throughout school campus.
- Face coverings will not be required to be worn during lunch and recess or other recreational activities.
- Any student or staff member needing to be [exempt from wearing a face covering](#) must have proper medical approval.

11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

- Staff will be provided face masks and face shields.
- All staff are required to wear a face covering while on campus in the presence of others.
- Staff will be trained on the proper way to wear a face covering.
- Staff will be monitored by administration in the proper use of wearing a face covering.
- “High risk” staff members may be [exempt from wearing certain face coverings](#) with proper medical clearance.

12. OVCA has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

- [Face masks](#)
- [Face shields – to be worn during class time.](#)
- [Disposable gloves](#)

13. OVCA strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

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

[OVCA highly recommends that all staff and students to receive a flu shot during the fall.](#)

3. Face Coverings

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.
- b. Students and staff will be frequently reminded not to touch the face covering and to [wash their hands frequently](#).
- c. Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Policies on how people who are exempted from wearing a face covering will be addressed.

15. The school’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt

**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.
- d. 3rd grade through high school students and staff will be required to wear a face shield during teaching time unless properly exempt.

16. OVCA’s plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. 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 can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. Teachers will be given the option to wear a face mask and/or face shield. Face shields need to be worn during teaching time.

- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. 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.

4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults. [Staff will be highly encouraged not to congregate in staff lounge, eat lunch outside, and be properly physically distanced during any staff meetings.](#)
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. [Staff will be monitored on their proper wear and material use of face coverings.](#)
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context. ["High risk" staff will be monitored by administration.](#)
- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge. [Staff meetings and training will be virtual and/or in grade level cohorts.](#)
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles. [All drinking fountains have been disabled. Only reusable water bottles will be allowed. Water dispensers will be provided.](#)

19. OVCA staff will [clean and disinfect](#) frequently touched surfaces at school and on school vehicles at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

- [Elementary: All student desks, chairs, door handles, and light switches will be cleaned and sanitized throughout the day by classroom teacher.](#)
- [Secondary: All student desks, chairs, door handles, and light switches will be cleaned and sanitized between classes by teacher.](#)
- [Common areas including the cafeteria will be cleaned and sanitized throughout the day by school staff and/or facilities team.](#)
- [Facilities team will clean and disinfect all classrooms and common rooms nightly.](#)

- All cleaners and disinfectants will be products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\) approved list “N”](#)

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

OVCA’s school vehicle plan:

- Frequently touched surfaces on school vehicles will be cleaned and disinfected at least daily, and as practicable frequently throughout the use by staff member/coach.
- School vehicles will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
- School drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Hand sanitizer will be provided and used by each adult and student prior to boarding.

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

- K-6: Students will have their belongings under their desk.
- Secondary students will be responsible to keep all their belongings with them in their backpack to carry from class to class.
- All shared materials will be cleaned and disinfected between classes and/or groups after each use.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions.

- a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program. [Ocean View Christian Academy allows only those products on list N with asthma safer ingredients to be used.](#)
- b. Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. [Ocean View Christian Academy does not permit the use of products with these ingredients.](#)
- c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act. [OVCA facilities team has been trained in the safe use of disinfectants. School staff are limited to using soap and water for routine cleaning.](#)
- d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access. [OVCA facilities team is provided with PPE specified as appropriate for the products they use. All disinfectants are kept out of the reach of children and stored securely.](#)
- e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products. [The use of disinfectants is limited to nightly cleaning and application by trained staff. Soap and water are used for all other cleaning.](#)

23. Ensure safe and correct application of disinfectant and keep products away from students.

- All disinfectants will be used in a timely manner where no students will be in contact with until appropriate time.
- All cleaning products will be placed and secured in a safe area away from students.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure

optimal air quality.

If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, alternatives will be considered. For example, maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13) if needed.

25. Consider 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. OVCA facilities team will be using a "Disinfectant Application System" or fogger machine to clean all rooms daily.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water. All drinking fountains will be disabled until further notice. Only the bottle filling stations will be available.

6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable. [NA to OVCA](#)
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
 - [Students will be kept in their grade co-hort.](#)
 - [Staff will be encouraged not to mingle with one another.](#)
 - [Parents and Families will need to remain in car while student receives temperature check and is screened for COVID symptoms.](#)
 - [Community visitors will be scheduled during school hours when students are in class.](#)
- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

While students are entering campus and waiting for their first class to begin:

- [Student drop off time will begin at 7:40 at designated areas.](#)
- [Temperature checks and COVID-19 symptom screening will take place before student gets out of vehicle by two staff members.](#)
- [K-6 students will be dropped off at west side back parking lot \(back of pier\).](#)
- [Secondary students will be dropped off at south parking lot \(front of worship center/courtyard\).](#)
- [Preschool students will be dropped off at east side back parking lot \(back lot\).](#)
- [Student drivers must park in front parking lots and be screened before coming onto campus in the front courtyard.](#)
- [Patriot Care students will be located in designated area until 7:40.](#)
- [Kindergarten parents may be permitted to accompany their student to classroom. Parents will be expected to wear proper face covering, receive a temperature check, and screened for COVID-19 symptoms upon arrival by an OVCA staff member.](#)
- [Students will be assigned a designated area where social distancing markers will be visible to help students keep their physical distance.](#)
- [Face covering must be worn while entering campus and waiting for school to begin.](#)
- [Hand sanitizing will be given before students enter classroom.](#)

While students are exiting the campus:

- [Student dismissal begins at 2:35 for K-6 and 2:45 for 7-12.](#)
- [Kindergarten: Students will be picked up in classroom. Parents must wear a face covering when picking up child.](#)
- [K-6 students will be picked up at west side back parking lot \(back of pier\). Parents are to remain in vehicle.](#)
- [Secondary students will be picked up at south parking lot \(front of worship center/courtyard\).](#)
- [Preschool students will be picked up at east side back parking lot \(back lot\).](#)

- Waiting to be picked up: Students will be assigned a designated area where social distancing markers will be visible to help students keep their physical distance.
 - Face covering must be worn while exiting and waiting on campus to leave.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Multiple ways to enter and exit a campus have been set in place.
 - Staggered passing times when necessary for all grade levels.
 - Movement in hallways will be guided by one-way signs on floor.
 - Physical distancing signs will be posted along hallways.
 - OVCA staff will be monitoring students as they enter and exit buildings.
- e. Implement health screenings of students and staff upon arrival at school.
- All will be required to have temperature taken.
 - All will be screened for COVID-19 symptoms.
 - Parents and staff are also encouraged to screen their student for any [COVID-19 symptoms at home before coming to school](#).
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one. [NA to OVCA](#)

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable. [All students will be in same cohort as much as possible throughout the school day](#).
- b. Prioritize the use and maximization of outdoor space for activities where practicable. [Some classes including electives and PE will be held outdoors. Recess will consist of two to three grades at a time where each class will be designated their own playing area](#).
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact. [Students will be assigned to a cohort according to grade level](#).
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- [K-2: Plexi glass partitions will be placed between each student at their designated tables](#).
 - [3-12: Student desks will be separated maximizing as much space possible](#).
 - [Teacher desk will be spaced as far as six feet distance](#).
 - [Face shields will be highly encouraged to wear during class time](#).
 - [Some music classes will take place outside. No singing or wind instruments will be allowed at this time](#).
 - [PE classes will take place outside and will focus on health and fitness training instead of any organized sports. Students will be arranged six feet apart](#).
 - [Computer class will have students separated having an empty space in between each student and computer](#).
 - [Some art classes will take place outside](#).
 - [Some library classes will take place outside](#).
 - [Class procedures for turning in assignments will be created to minimize contact](#).
 - [Sharing of student belongings will be not allowed](#).
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- [Students will be in cohorts when doing all activities including recess and electives](#).
 - [Furniture will be arranged for proper social distancing](#).
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. [Teachers will develop proper routines to teach students safe health procedures for social distancing inside](#)

and outside classroom that follow [CDC guidelines](#).

- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted. [When singing, music class will be held outside.](#)
- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact. [Teachers will establish routines and procedures that minimize as much contact when students turn in assignments.](#)
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students. [Plexi glass and or clear screen dividers will be placed in classrooms where needed.](#)

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
 - [All guests, parents, and visitors will be screened for COVID symptoms which will include temperature checks.](#)
 - [All guests, parents, and visitors are required to wear a face covering.](#)
 - [All grade 1st-12th parents are not permitted to enter any school buildings during drop-off and pick-up.](#)
 - [Kindergarten parents, wearing masks, will be permitted to accompany their child to their classroom during the first week of school \(or longer as emotionally required\).](#)
 - [No volunteers are allowed at this time.](#)

- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.

During meal periods:

- [Students will be assigned a designated area in the cafeteria or patio with their class.](#)
- [Assigned seating and social distancing markers will be visible to help students keep their physical distance if needed.](#)
- [All food and utensils will be served individually plated, or student will be allowed to bring pre-packaged/bagged lunches and snacks.](#)

During recess:

- [Students will remain with their class and be designated a specific playing area during each recess and encouraged to practice social distancing as much possible.](#)

During passing periods:

- [Staggering passing times will be created when necessary.](#)
- [Locker usage will be eliminated.](#)
- [Students must wear a face covering during all passing periods.](#)

Restrooms:

- [Kindergarten: Students will be escorted to the restroom in small groups in the mornings and follow designated restroom times throughout the day.](#)
- [1st-6th grade: Designated restroom times will be scheduled for each grade. Students will be assigned marked spots to stand and wait. 3-4 students will be allowed in restroom at time.](#)
- [7-12th grade: Students will be allowed to use restrooms during passing period. 3-4 students will be allowed in restroom at a time. Students must wear a face covering. Students will be monitored by assigned teacher.](#)
- [Reminders will be displayed throughout the restroom: stay 6 feet apart when possible, proper and frequent handwashing, and how to stop the spread of germs.](#)

Locker rooms:

- [PE students will have an assigned area to change with their cohort.](#)
- [Reminders will be displayed throughout the locker room: stay 6 feet apart when possible, proper and frequent handwashing, and how to stop the spread of germs.](#)

Before- and after-school programs: [Patriot Care](#)

- [Before school: Students will be dropped off beginning at 6:30am and will have temperature taken. Students will stay in designated area in tent until allowed to wait at designated class area.](#)
- [After school: Students will be picked up by assigned staff member daily after school. Students will stay in designated area in cafeteria until parent picks up.](#)
- [When dropping off and picking up, parents must wear a face covering.](#)

Extracurricular and co-curricular programs: Electives

- Art:
 - Some classes will take place outside to practice proper social distancing.
 - All shared tools will be sanitized after each use.
 - Students will be in smaller cohorts.
 - Drama:
 - Students will be properly distanced.
 - Some classes will be held outside.
 - Library:
 - Students will be properly distanced.
 - Some classes will be held outside.
 - Music: No singing or wind instruments will be allowed at this time until further notice.
 - PE/Fitness:
 - PE classes will be with only grade level cohort two to three times a week.
 - Each student will have a designated changing area in locker room.
 - Physical distancing guides will be implemented vocally by teacher and posted throughout the locker room.
 - Each student will be assigned personal equipment for that day. Equipment will be sanitized before and after each use.
 - Students will take PE clothes home to wash daily.
 - Contact sports and activities will not be permitted.
 - Yearbook and Computer Class: Students will be physically distanced throughout the computer lab.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

30. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas.

Ensure belongings are taken home each day to be cleaned.

- K-6: Students will have their belongings under their desk.
- Secondary students will be responsible to keep all their belongings with them in their backpack to carry from class to class.

31. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses. All shared materials will be cleaned and disinfected between classes and/or groups after each use.

32. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses. If needed, all shared materials will be cleaned and disinfected between classes and/or groups after each use.

8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

33. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
 - Staff, students, and families will be trained on proper hand hygiene by cleaning their hands throughout the day by washing with soap and water or using hand sanitizer.
 - Hand sanitizer will be available in each classroom and at the entrance of each building.
 - Visuals will be posted in each classroom and throughout school campus.
- b. Physical distancing guidelines and their importance
 - Staff will be trained to maintain their six feet distance from student as much as possible.
 - Teacher desk will be distanced at least six feet from student desk as much as possible.
 - Some instruction will take place outside.
- c. Proper use, removal, and washing of face coverings
 - Staff, students, and families will be trained to safely practice wearing a face covering that is required by current public health guidelines: strongly encouraged for students 2 years old to 2nd grade and required (unless exempt) for students 3rd grade and older.
 - Staff, students, and families will be trained to wear their face covering correctly.
 - Visuals will be posted in each classroom and throughout school campus.
- d. Screening practices
 - Weekly update and all other forms of school social media will remind all families. It will list all symptoms and remind families that students may not attend school if any of these symptoms are present in their child.
 - Staff and students will be screened each day on arrival to school.
- e. How COVID-19 is spread
- f. COVID-19 specific symptom identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific symptom identification and when to seek medical attention
 - All staff are required to self-evaluate before coming onto campus.
 - All staff must notify their supervisor before arriving to campus if they are concerned about symptoms and need to contact their doctor asap for instructions.
- i. The employer's plan and procedures to follow when children or adults become sick at school.
 - Individual will be COVID-19 screened and temperature taken.
 - Individual will be held in the isolated sick room.
 - Temperature will be taken 30 minutes later.
 - If temperature is above 100.4, individual will need to be sent home.
 - If individual presents any possible COVID-19 symptoms, their doctor should be contacted for further instructions.
 - An individual can come back to school, if they tested negative for COVID-19 or if there is no fever without the use of fever-reducing medicines; and they have felt well for 24 hours and have a doctor's note.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.
 - All staff are required to self-evaluate before coming onto campus.
 - All staff are to follow proper wearing of face coverings and practice safe social distancing.
 - All work areas including classrooms and school offices will be cleaned and sanitized daily.
 - All staff will have the proper materials needed to safely work throughout the day.
 - All staff must notify their supervisor before arriving to campus if they are concerned about symptoms and need to contact their doctor asap for instructions.
 - All staff should be in communication with supervisor about options to work from home, if that is applicable.

34. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained. [Training will be done virtually and safely in person when and where needed.](#)

9. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

35. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. [Students and their families who test positive for COVID-19 will have their situations dealt with discreetly and maintain confidentiality, as required under FERPA and state law related to privacy of educational records. If any discrimination arises, school administration will take care of all issues in a timely manner.](#)

36. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

- [All staff and students will stay home. Absences due to COVID-19 health screenings will not be counted as school day absences.](#)
- [All families and staff will sign a health and safety agreement.](#)

37. Implement screening and other procedures for all staff and students entering the facility.

- [COVID-19 symptom visual wellness screening](#)
- [Temperature checks](#)
- [All individuals will be asked if any family member living at home is showing any COVID-19 symptoms.](#)

38. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

- [COVID-19 symptom visual wellness screening](#)
- [Temperature checks](#)
- [Parents will need to screen their child at home before coming to school.](#)
- [All individuals will be asked if any family member living at home is showing any COVID-19 symptoms.](#)

39. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#). This will be asked during morning health screening.

[CDC Guidance for Large or Extended Families Living in the Same Household](#)

40. Make available and encourage use of hand-washing stations or hand sanitizer.

- [Visuals will be posted throughout campus.](#)
- [Teachers will be going over procedures and routines in their classrooms.](#)
- [All staff will be trained and reminded daily.](#)

41. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

[If there is any possible exposure to any student or staff member, office staff will notify parent of student and/or staff member to be sent home. All incidents will be documented. The school liaison will notify all health officials if need be. School will remain open.](#)

42. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

[If a student exhibits any symptoms of COVID-19, a face covering will be required. Student will remain in isolation room. Parents will be notified, and student will be sent home. All incidents will be documented. School liaison will notify all health officials if need be. School will remain open.](#)

43. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

[If a student or staff member exhibits any symptoms of COVID-19, temperature will be taken twice in 30 minute increments. A face covering will be required. Student will remain in isolation room. Parents will be](#)

notified, and student will be sent home. Staff will be sent home immediately. All incidents will be documented. School liaison will notify all health officials if need be. School will remain open.

44. Policies should not penalize students and families for missing class.

Students will not be penalized for missing class due to personal symptoms of COVID-19, or if they are in close contact with a confirmed case. School absences will not count if a student is sent home for a minimum of 14 days due to COVID-19 exposure.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

45. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

OVCA will have a designated isolation room for those students who have any COVID-19 symptoms and are waiting to be sent home.

46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Staff will be sent home immediately. Students will be required to wear a face covering and wait in the designated isolation room until parent picks them up.

47. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

Fever – Temperature will be taken twice in 30 minute increments. If temperature is over 100.4, student or staff member will be sent home and asked to seek medical advice.

Office staff will complete a COVID-19 assessment and notify parents/staff to be sent home for the following:

- a. Cough
- b. Shortness of breath or difficulty breathing
- c. Chills
- d. Repeated shaking with chills
- e. Fatigue
- f. Muscle pain
- g. Headache
- h. Sore throat
- i. Congestion or runny nose
- j. Nausea or vomiting
- k. Diarrhea
- l. New loss of taste or smell

48. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- a. If staff or student comes in close contact with a confirmed COVID-19 case: they will be sent home, quarantine for 14 days from last exposure, recommended for testing. School will remain open.
- b. If a student/staff has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines, they have felt well for 24 hours and they can provide a doctor's note.

49. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

The school liaison will immediately notify health officials, staff members, and families of any positive cases of COVID-19 that is relevant while maintaining confidentiality of the student or staff member.

If a student/staff tests positive for COVID-19:

- a. Principal Johnson and health officials will be notified.

- b. School community is notified of the anonymous positive case
- c. Staff or student will be isolated and excluded from school for 10 days from symptom onset or test date.
- d. Any individual with close contact of affected person will be contacted, quarantined, and excluded for 14 days after last date the case was present at school while infectious.
- e. Testing will be recommended for all close contacts.
- f. Classroom and primary spaces will be disinfected and cleaned where individual spent significant time.
- g. School remains open.
- h. Staff or student can return to campus if they are able to answer “YES” to the following questions:
 - Has it been at least 10 days since the individual first had symptoms?
 - Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
 - Has it been at least 3 days since the individual’s symptoms have improved including cough and/or shortness of breath?

50. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
[All areas due to exposure will be closed off. OVCA facilities team will clean and disinfect all areas as soon as possible.](#)

51. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
[A student or staff member can return to school once they have met CDC criteria, after three days with no fever, and symptoms have improved, and at least ten days since symptoms first appeared.](#)

52. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
[Students affected by COVID-19 will be able to continue instruction with OVCA at-home learning.](#)

53. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distances learning.
[Students affected by COVID-19 will be able to continue instruction with OVCA at-home learning.](#)

54. Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).
 If OVCA has an outbreak, the following will take place:

- a. Multiple positive COVID-19 cases in multiple cohorts that affect at least 5% of the students/teachers/staff within a 14 day period may require the school to close temporarily in consultation with the county’s public health officer.
- b. The school may reopen after 14 days and the following have occurred:
 - Cleaning and disinfecting
 - Public health investigation & consultation

55. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
[OVCA will fully investigate all positive COVID-19 cases and outbreaks and determine if there were any work-related factors that could have contributed to any risk of infection. At this time, OVCA will review and update any protocols to prevent any further cases.](#)

56. Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting

and assisting with contact tracing.

- a. If there is a positive COVID-19 cases and or outbreak, OVCA will update any needed protocols if needed to prevent any further cases.
- b. OVCA will continue to update any new safety guidelines given by the CDC and/or county public health officer.
- c. A plan is set in how OVCA will identify cases as mentioned throughout this reopening plan.
- d. All individuals who are exposed will be communicated fully and asked to quarantine for 14 days.
- e. Exposed individuals include: any person that has been in contact with an infected person (i.e., in contact for more than 15 minutes and/or less than 6 feet away from the infected person).
- f. Testing will be recommended for those quarantined individuals due to contact tracing after seven days of quarantine.
- g. [Contact Tracing](#)

11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

57. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available. [School administration will track staff absenteeism. All substitutes and back-off staff will be trained on all updated protocols and procedures due to COVID-19.](#)
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed. [Office staff will monitor and log all illnesses and symptoms into FACTS \(Family Portal\). Proper isolation will take place as needed.](#)
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should 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. [OVCA COVID-19 team: Stephen Johnson – School Principal \(school liaison\), Erika Collins – School Administrator, Heather Corey – Preschool Director, and Matt Horton –Finance Director](#)
- d. Maintain communication systems 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. Additional guidance can be found [here](#).
 - [Staff will report to supervisor.](#)
 - [Families will be in communication with school office and school administration.](#)
 - [OVCA will communicate any school outbreaks by email and through FACTS \(Family Portal\).](#)
 - [All cases will remain confidential as required by FERPA and state law.](#)
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. [All testing will be consulted with local health departments.](#)
- f. 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. [All students affected by COVID-19 will have the opportunity to continue schooling through OVCA at home-learning.](#)

12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

[OVCA is checking daily all health orders and will continue to adjust operations accordingly.](#)

59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the appropriate school official may decide

whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. [Mr. Johnson will be in close contact with the local public health department if this occurs.](#)

- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. [OVCA facilities team will clean and disinfect as soon as possible.](#)
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection. [OVCA facilities team will clean and disinfect as soon as possible.](#)
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community. [All will be notified through email and FACTS \(Family Portal\).](#)
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect. [Mr. Horton will be in contact with any staff member falling under these guidelines.](#)
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. [All staff, students, and families are highly encouraged to follow all CDC guidelines in helping stop the spread of COVID-19.](#)
- g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue. [All OVCA services will continue under all safety and health guidelines and timelines including food services, athletics, health/PE, and chapel services.](#)
- h. Maintain regular communications with the local public health department. [School liaison is in weekly communication with local health department and will be in constant contact if need be.](#)

The following signatures attests that the information provided above is true and correct.

Signature: *Stephen R. Johnson*
Name: _____

Date: August 4, 2020
Principal

Stephen R. Johnson

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: *Steve Boschen*
Name: Steve Boschen

Date: August 4, 2020
Title: School Superintendent