



# Long Valley Charter School

*A Non-Profit Public Benefit Corporation*

## **Re-Opening Plan**

Adopted by the Governing Board  
July 23, 2020

Revised: 8/13/2020; 11/12/2020

## **Introduction**

Today, science indicates the combined use of masks, improved hygiene practices, and physical distancing are the best way for us to stop the spread of COVID-19. Guidelines by health agencies and the California Department of Education inform our procedures. We expect the guidance to change and we expect our plans to change as well. We expect to learn more as we embark on these processes and will seek to refine the practices. We ask for your support and grace during these challenging times.

This reopening plan includes schedules for each location. These pages are then followed with more detailed topics focused on the health and safety of students and staff. Revisions to the plan will be reflective of updated information about COVID-19.

The following principles guided our planning:

- Commitment to ensuring the health, safety, and well-being of all students and staff.
- Commitment to providing the highest quality learning experiences for all students.
- Commitment to supporting the individual needs of all students and families.
- Commitment to providing clear communication to students, families, and staff.
- Commitment to maintaining our school's culture and community

All staff and families are encouraged to assist us in the refinement of our plan. As charter schools, your involvement is a key foundation for creating a program that meets the needs of its community.

Most sincerely,

Sherri Morgan  
Executive Director/Superintendent

## **Reference documents:**

The following documents provided details in the development of this reopening plan.

Guidance for Face Coverings

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

COVID-19 Industry Guidance: Schools and School-Based Programs

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

COVID-19 and Reopening In-Person Learning Framework for K-12 School in California, 2020-21 School Year

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

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## Instruction/ Support/Training

The instructional program will be defined further through the California Department of Education’s Learning Continuity and Attendance Plan document, scheduled for adoption before the end of September. Following is a brief summary of the instructional program:

- Continue with our mastery-based learning program
- To better prepare students for unplanned closures necessitating a move to full distance learning, students will utilize digital tools daily such as Google Classroom and Google Slides. Staff have received training on creating engaging lessons for students to build class culture and improve foundational skills.
- Each student will be loaned a digital device for school and home use. Hotspots will be available for families requiring assistance with Internet connectivity.
- Students will learn grade level standards while receiving instruction on missed learning. The year will begin (as normal) with assessments to determine current levels of mastery for our learning standards.

To meet the social-emotional needs of students, mental health counseling is available at each location. Families can request access through their teacher or the site administrator. Middle and high school students are encouraged to meet with the Career and College Counselor. Webinars have been planned for staff and families to consider the impact of the challenges we are all currently experiencing.

For families desiring assistance with digital tools and understanding the computer technology, webinars and support are planned.

## Modified Program Options

### LONG VALLEY SCHOOL--DOYLE CAMPUS

#### **TK-8 Classroom Learning**

- Students in TK-8 will return to regular attendance on campus Monday-Thursday 8:30-3:00 PM and Friday 8:30-1:00 PM beginning 11/16/2020.
- Sanitizing at the end of each day; frequent disinfection of high touch surfaces throughout the day.
- Direct instruction will be broadcast for students required to quarantine from home.

#### **HS Blended/ Independent Study**

- Students each have a weekly learning plan. Students work from home independently on days not assigned to the classroom.
- Students may be assigned classroom days for small group instruction and support.
- Sanitizing at the end of each day; frequent disinfection of high touch surfaces throughout the day.

#### **TK-8 Independent Study**

Students work from home; scheduled for a weekly one-hour appointment with the teacher; parent supervises and assists with daily work assigned by the teacher. Short online lessons are required of all students.

**LONG VALLEY SCHOOL--PORTOLA RESOURCE CENTER OPTIONS**

<b>TK-12 Independent Study</b>
<ul style="list-style-type: none"><li>• Students work from home; scheduled for a weekly one-hour appointment with the teacher in-person or via videoconference.</li><li>• Short online lessons are required of all students 2-3 days per week</li><li>• Opportunities for enrichment activities and tutoring will be offered both virtually and at the resource center throughout the week, limited to sessions of 105 minutes.</li></ul>

**THOMPSON PEAK CHARTER RESOURCE CENTER OPTIONS**

<b>TK-12 Independent Study</b>
<ul style="list-style-type: none"><li>• Students work from home; scheduled for a weekly one-hour appointment with the teacher in-person or via videoconference.</li><li>• Short online lessons are required of all students 2-3 days per week.</li><li>• Opportunities for enrichment activities and tutoring will be offered both virtually and at the resource center throughout the week limited to sessions of 105 minutes.</li></ul>

**School Options for Mandated Closures**

In the event the school or a classroom is directed to close, full-time distance learning will be instituted.

**LONG VALLEY SCHOOL--DOYLE CAMPUS OPTIONS**

<b>TK-8<sup>th</sup> Grade (previously enrolled in modified on-campus program)</b>
<ul style="list-style-type: none"><li>• Students work from home; daily live interaction required.</li><li>• Additional tutoring and enrichment activities scheduled throughout the week.</li></ul>

<b>ALL Independent Study</b>
<ul style="list-style-type: none"><li>• Students work from home; scheduled for a weekly one-hour appointment with the teacher via videoconference.</li><li>• Short online lessons are required of all students 2-3 days per week.</li><li>• Opportunities for enrichment activities and tutoring will be offered throughout the week.</li></ul>

**LVS-PORTOLA & TPC-SUSANVILLE RESOURCE CENTER OPTIONS**

<b>TK-12 Independent Study</b>
<ul style="list-style-type: none"><li>• Students work from home; scheduled for a weekly one-hour appointment with the teacher via videoconference.</li><li>• Short online lessons are required of all students 2-3 days per week.</li><li>• Virtual opportunities for enrichment activities and tutoring will be offered throughout the week.</li></ul>

## SCHOOLWIDE GUIDELINES

The point of contact for each location for questions and comments regarding these guidelines and specific processes:

Location	Contact	Phone	Alternate Contact
LVS-Doyle	El Roper, Business Services Administrator	530-827-2395	Misty Brussatoi
LVS-Portola	Jerad Morgan, Site Administrator	530-832-5507	Misty Brussatoi
TPC-Susanville	Kelly Kreiensieck, Site Administrator	530-257-7300	Sara Schortz

### Promotion of Healthy Hygiene Practices

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals
- Provide adequate supplies to support healthy hygiene efforts including soap, tissues, no-touch trashcans, and hand sanitizers with at least 60% ethyl alcohol.
- Recommend to students and staff to consider immunization against influenza.

See additional site-specific details in Appendix A.

### Face Coverings

The California Department of Public Health (CDPH) requires face coverings CDPH and Cal/OSHA have set standards for face coverings. (details and exceptions below). At the start of the year and then as needed, the school will provide training for staff, families, and students on the proper wearing and care of face coverings. Masks will be available for students and staff.

Age/ Category	Face Covering Requirement
TK-2 <sup>nd</sup> Grade	Not required at school; <b>STRONGLY ENCOURAGED. We ask that use of a face shield be considered for everyone's protection.</b>
3 <sup>rd</sup> Grade -12 <sup>th</sup> Grade	Required unless exempted.
Staff	Required unless exempted.
Visitors (very limited)	Required unless exempted.

- Persons younger than 2 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 mask. Use of a face shield with a drape is highly recommended for students with medical concerns.
- Face coverings should be removed for meals, snacks, or outdoor recreation as long as 6 feet of distancing is available. Masks will be safely handled when removed.
- Students who are not exempt from wearing a face covering and refuse to wear a face covering will be excluded from on-campus access. Alternative lessons will be provided remotely.
- Staff members must wear face coverings. In limited situations where face coverings would impede teaching, a face shield may be used instead of the face covering as long as the wearer maintains 6' of physical distance to the extent practicable. Staff must return to wearing a cloth face covering outside of the classroom.
- Staff handling or serving food must wear a face covering and gloves at all times.

CDPH revised their guidance for the use of face coverings on 6/29/2020 and describes face coverings as follows:

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, t-shirts, sweatshirts, or towels.

*Update from California Department of Education (7/21/20): Face shields are acceptable face coverings but must have a covering at the bottom to contain droplets.*

### Intensify Cleaning, Disinfection, and Ventilation

- Staff will clean and disinfect frequently touched surfaces throughout the day.
- Limit the use of shared objects and equipment.
  - When shared use is necessary, clean and disinfect frequently and require handwashing immediately following.
  - Provide an area for students to place their belongings that is cleaned daily.
  - Each student will be loaned a digital device so that there is always access to online learning and students will not have to share this equipment.
- Disinfecting products will be those approved for use against COVID-19 on the Environmental Protection Agency approved list “N”.
- Staff who clean and disinfect will be provided with proper protective equipment including gloves, eye protection, respiratory protection and other protective equipment required by product instructions. All products will be kept out of children’s reach and stores in a space with restricted access.
- The school will establish a cleaning and disinfecting schedule.
- The school will ensure proper ventilation during cleaning and disinfecting.
- See additional site-specific details in Appendix A.

### Distancing Inside and Outside the Classroom

The school will attempt to maintain 6’ feet of physical distancing wherever practicable.

- Arrival and Departure
  - Each location will stagger arrival and departure times and specify routes for entry and exit. Families and students will receive clear instructions on processes established at each campus. See Appendix A for specific guidelines for each location.
- Classrooms (DOYLE ONLY)
  - Students will remain in their classroom groups. This will limit our need to close an entire building if anyone is identified as COVID-19 positive.
  - Space between seating will be maximized and arranged to minimize face to face contact.
  - Floor spaces and walkways will be marked to avoid congregating and provide physical distancing to the extent practicable.
  - Activities that increase exhaled droplets, such as singing will only take place outdoors.
- Non-Classroom Spaces
  - To protect all students and staff, non-essential visitors will be limited. The entrances will remain locked to outside entry. Vendor deliveries will be arranged as to limit contact. Other visitors will be met outside to determine their purpose and need for access. If not essential, an alternative plan will be developed for contact or assistance.
  - Stagger use of communal locations such as restrooms, playground equipment, narrow passages. In areas where lines form, use markings on the ground to remind students to maintain 6’ distances.
  - Meals will be served and consumed outdoors or, in inclement weather, in the classrooms.
  - Recess and physical education times will be staggered and held in separate areas to reduce interaction outside of the established small group.

### Checking for Signs and Symptoms

Students and staff will be screened before entry. Screening symptoms are determined by the county public health agencies. Families and staff members are strongly encouraged to perform their own screening before leaving home.

- Prior to entry to any location, all persons will be screened. This includes a check of temperature with a touchless thermometer, a wellness check for COVID-19 symptoms, and confirmation that no one in the household has tested COVID-19 positive.
- Each student and staff member will be required to sanitize their hands prior to entry.
- All staff and students who are sick or have had close contact with a person with COVID-19 are required to stay home. Opportunities for student schoolwork will be provided (and easily accessed with a school device).
- Staff are assured no reprisals for absences and opportunities for remote work may be provided where job duties allow.
- Students who develop COVID-19 symptoms during the day will be isolated until they can be picked up by their parent/guardian.
  - Staff member will discretely contact the site administrator or front office staff to escort student to the isolation area; the parent/guardian will then be contacted for student pickup. Supervision will be provided while student is waiting.
- We appreciate a quick response to pick up the student; most employers will accommodate a request for this purpose.
- Students will be provided with distance learning or may choose to enroll in independent study if they must remain home.
- Staff members who develop symptoms during the day will be sent home.

Return to school will follow current the county public health guidelines.

### Transportation

#### School Bus (Doyle only)

Bus occupancy is severely limited in these circumstances. Where possible, families are encouraged to transport their children.

- Face coverings are required of ALL staff and students (face shields may be used for grades 2 and below and students with medical exemptions.) Disposable masks will be available for any student without one.
- While 6' of distancing is not possible on the bus, one student will be assigned per seat, except for those that live in the same household, they may be seated two per seat. Students will be assigned seats based on their bus stops during loading and unloading the bus.
- Excellent behavior is required with all passengers facing forward. Personal devices may be used on the bus (note: the school will not be responsible for loss or damage). Students that do not follow the rules will not be permitted to ride the bus.
- Each student will be screened and use hand sanitizer before entry to the bus
- A responsible adult must remain at the bus stop until each child has been screened.
- Staff will disinfect the bus at the end of each bus route.

#### School Vans

When using a school van for any purpose, the staff member is required to disinfect and clean after each use and indicate that action in the van binder.

### Staff Safety

- Assure physical distancing and face covering rules are implemented with fidelity.

- Conduct staff meetings and training with physical distancing measures in place or provide virtually where physical distancing is a challenge.
- Minimize the use and congregation of adults in staff and break spaces; schedules for break and lunch times will be staggered.
- Plexiglass dividers are available for desks at the request of the employee.
- Masks are required in all locations except when the staff member is alone in a classroom or office or outdoors where 6-foot physical distancing is maintained.

### Communication and Closures

It is the intention of our school to keep families and staff informed. LVCS wishes to keep students in school to the fullest extent possible. Our actions within this document are hoped to minimize closures.

- Provide regular communication with families utilizing Parent Square.
- Follow CDHP guidelines to notify staff and families of positive COVID-19 cases.
- In consultation with state and local health departments, close classrooms or school following the guidance provided.

Long Valley Charter School will work with the local public health officer to meeting any and all reporting requirements regarding students and staff with symptoms/ close contacts. The Charter will also refer to CDC and CDPH guidance documents for any other issues of isolation, quarantine and return to school/work.

### Evaluation

Each location's site administrator will perform a weekly evaluation for compliance with the plan and correct deficiencies identified. All staff and family are invited to provide input as we refine our efforts to keep everyone safe, students learning, and our community intact during this challenging time.

## APPENDIX A

### Promotion of Healthy Hygiene Practices: Additional Specific Location Details

#### LVS-Doyle Campus

- Handwashing
  - Students and staff will wash hands upon entering the building, returning to designated rooms from outside areas (including restrooms), before and after meals/snacks, during scheduled am & pm times, and as needed throughout the day.
  - One scheduled hand washing or use of hand sanitizer will be scheduled for am and pm. The classroom teacher will determine times based on daily schedule.
  - -Staff will send students to wash hands one at a time.
- Hygiene supplies will be monitored by office personnel. Staff will be responsible for monitoring the supplies in their room, and notify the office if supplies are low. Janitorial staff will be responsible for notifying El Roper when cleaning supplies are low.

### Distancing Inside and Outside the Classroom: Additional Specific Location Details

#### LVS-Doyle Campus

#### **Arrival and Departure (excluding bus)**

Students will be assigned a location for arrival and departure based on last name. Parents that have students with different last names will follow the schedule for the last name closest to the beginning of the alphabet. There will be two designated pull through entrances/exits. Signs will be posted and parking lot will be painted to guide arrival and departure.

#### **Arrival**

8:00 am – 8:30 am (students arriving after 8:30 am will be considered tardy)

Parent/ Guardian will pull in at their assigned entrance. Staff members with required PPE will implement health screenings and check temperatures at vehicles. Cleared students will exit vehicle, pick up breakfast if needed, enter school grounds through the outside gates, and proceed directly to their classrooms. Students with fever or symptoms will not be permitted to stay.

Time	Last Names Beginning with:	Entry Location
8:00 am to 8:30 am	A-F & L-R	Far Right Entrance (Near Dumpster)
8:00 am to 8:20 am	G-K & S-Z	“Middle” Drive Entry

#### **Departure:** 2:40 pm – 3:00 pm

Support staff will be stationed inside the two front gates to release students. Students will be dismissed from class at their scheduled departure time and released to staff monitoring dismissal. Students will stand on marked spot (6-foot distancing) at their assigned gate. As parents/guardians pull up, students will be released by staff member to exit the gate following marked walkways. Once the car pulls away, the next car will pull up and the same procedure will be followed.

Time	Last Names Beginning with:	Entry Location
2:40 pm to 3:00 pm	A-F & L-R	Far Right Entrance (Near Dumpster)
2:40-3:00pm	G-K & S-Z	“Middle” Drive Entry

Note: Friday dismissal time is scheduled for 1-1:20 PM

### **Non-Classroom Spaces**

Outside entry into the multipurpose room will be limited to one side. Walkways to the front office will be labeled.

LVS-Portola Resource Center
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#### **Arrival**

- Appointment times are staggered. On time arrival is imperative.
- Only parents/guardians and enrolled students are permitted to attend in-person appointments.
- Upon arrival at the school ensure there is no one else on the walkway to Room B.
- Once walkway is clear approach Room B and knock on the door.
- Staff will open the door and ask questions about current COVID-19 symptoms, contact with confirmed cases, and take temperatures with a touchless thermometer.
- All persons will be required to sanitize their hands.
- Proceed to specified office and knock on door for entry.
- Remain within taped pathways.

#### **Departure**

- Upon completion of the meeting, families may depart school directly. Teachers will check the student out of the system instead of reporting to Room B”
- Staff member will then disinfect all surfaces.

TPC-Susanville Resource Center
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#### **Arrival**

- Appointment and class times are staggered. On time arrival is imperative.
  - For one-to-one appointments, K-8<sup>th</sup> will arrive on the half hour; 9<sup>th</sup> – 12<sup>th</sup> will arrive on the hour
  - For small group instruction, schedules will be posted.
- Upon arrival, vehicles are directed to park in the designated spaces along the tree line. (Students walking to school will have a designated area to wait).
  - Staff will signal with a colored folder invite students to approach for the wellness screening.
  - Student or family will approach screening table; masks are required (masks will be provided for anyone not wearing their own mask) and hands must be sanitized.
  - Upon passage of wellness screening, student will follow their teacher to the meeting space.
- Hallways are marked to provide physical distancing to the extent practicable.
- Teachers will check students in at their desks instead of in the reception area.

#### **Departure**

- Once meeting with teacher is concluded, the teacher will check the student out of the system and the student will be escorted to the appropriate exit door
  - Mrs. Hailey Cahn’s students will exit her outside door located on the south side of the building
  - All other students will use the north side doors.
  - Families are directed to use the parking spaces indicated for pick up.
- Teacher will then disinfect all touched surfaces to prepare for their next meeting.

### **Non-Classroom Spaces**

- Stagger use of communal locations such as restrooms and narrow passages. In areas where lines form, use markings on the ground to remind students to maintain 6' distances.
- Staff will escort students to the bathroom; all restrooms are designated for use one person at a time.
- Students are to wash their hands after bathroom usage
- Hallways are marked with arrows to help with physical distancing.
- Common spaces will be disinfected before and after use including flex space, the Great Hall, and kitchen.

### **Intensify Cleaning, Disinfection, and Ventilation: Additional Specific Location Details**

#### **LVS-Doyle Campus**

- Provide paper cups for drinking fountains and discontinue use of direct contact. Encourage students to bring reusable water bottles with their names clearly marked.
- Buses will be cleaned and disinfected daily.

#### **LVS-Portola Resource Center**

- Teaching staff will clean and disinfect frequently touched after each student/family appointment as well as between small group classes.
- All staff are responsible for cleaning and disinfecting after themselves throughout the building.
- Country Breeze will provide deep cleaning services twice weekly.

#### **TPC-Susanville Resource Center**

- Teachers will be responsible for wiping down their classroom areas including areas used at the beginning of the day, after each student meeting or class time, and at the end of the day
- All staff are expected to clean and disinfect after themselves throughout the building
- Miller Cleaning will provide deep cleaning each Wednesdays and on weekends.
- Assigned clerical staff will be responsible for cleaning/disinfecting the kitchen throughout the day.
- Assigned clerical staff will be responsible for cleaning/disinfecting the front area and staff room throughout the day.
- Assigned clerical staff will be responsible for cleaning/disinfecting areas as assigned by site administrator
- Assigned clerical staff will inventory PPE and cleaning supplies each Monday and when these quantities fall below 30%, she will create a purchase requisition of items needed.
- Each teacher will have a personal printer at his/her desk to limit communal usage of the printer/copiers.
  - Large jobs should be used for large printers – disinfecting required before and after use
- When shared use is necessary, clean and disinfect frequently and require handwashing immediately following
  - Kitchen, staff room, bathroom
- Cleaning products and PPEs will be stored in the janitor's closet
- Classroom windows are to be opened as much as possible during the day
- Susanville Heating and Air will come out monthly for replacing of the HVAC filters

### **Staff Safety: Additional Specific Location Details**

#### **TPC-Susanville Resource Center**

- Kitchen is limited to an occupancy of no more than 2 persons, maintaining 6-foot physical distancing.
- Copy room/staff room is limited to an occupancy of no more than **1 person** at one time
- Staff restrooms are designated as single use; staff are to disinfect the space after use.