



August 5, 2021

This August 5, 2021 Special Meeting of the Board will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (“Board”) and employees of the Golden Valley Charter Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

Topic: BOT Special Meeting, 2021.08.05

Time: Aug 5, 2021 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

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Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Members of the public may also email their comments to the Board at bot@gvcharter.org; emailed comments will be summarized by the board chair. Individual comments will be limited to three (3) minutes. The Board will limit the total time for public comment to fifteen minutes. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

Disability Accommodations. A person with a disability may contact the central office at (916) 597-1477, or email the board at bot@gvcharter.org at least 48 hours before the scheduled board meeting to request receipt of an agenda and other distributed writings in an appropriate alternative format or to request disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public board meeting.

Special Meeting Agenda

1. **Call to Order** – 5:30p.m.

(H. Fraser-Hurtt)

2. **Roll Call** – 5:30 p.m.

Board Members: Heather Fraser Hurtt, Chair, Suzanne Dick, Jennifer Huetter, Brittany Kilby, Stephanie Parmely, Stephen Quadro, Adrianna Wray.

August 5, 2021

3. **Flag Salute/Quote/Moment of Silence** – 5:33 p.m. *(C. Buckley)*

4. **Public Comment** – 5:35 p.m.
This portion of the meeting is set aside for members of the audience to make public comments or raise issues that are not specifically on the agenda or for those that are on the agenda in areas of Board jurisdiction. ***During a special meeting, public comments must be related to an agenda item.*** These presentations are limited to three (3) minutes and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.

5. **GVCS 21-22 Covid19 Safety Plan** – 5:50 p.m. *(H. Fraser-Hurtt)*
Action: Shall the board approve the Golden Valley Charter Schools 21-22 Covid19 Safety Plan?

6. **Recitation of the Motto of the Social Ethic** – 6:30 p.m.
The healing social life is found
When in the mirror of each human soul
The whole community finds its reflection,
And when, in the community,
The virtue of each one is living.

7. **Adjournment of the meeting** – 6:31 p.m. *(H. Fraser-Hurtt)*

GOLDEN VALLEY CHARTER SCHOOLS COVID-19 SAFETY PLAN

INTRODUCTION

Golden Valley Charter Schools has worked closely with faculty, staff, parents, and community members to develop a safe, supportive, academically robust and developmentally appropriate reopening plan for the 2020/2021 school year. This plan has been informed by the following:

California Safe Schools for All Hub: <https://schools.covid19.ca.gov/>

California Department of Public Health: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

~~is in line with the local public health departments and the State of California's Blueprint for a Safer Economy criteria for schools (all grades) to reopen for in-person instruction.~~ This plan may be adjusted based on local conditions and mandates. All Golden Valley Schools (Orchard, River, and Tahoe) will use Sacramento County Public Health recommendations.

An attempt has been made to unify the approach among the three schools. Where the sites or programs dictate a difference, it has been highlighted in a unique section for each school.

CONTACTS

Golden Valley Charter Schools conducted a committee process for developing this plan at each site with the school principal as the main organizer. If you have questions, comments, or concerns about this plan unique to your school, please address the school principal. If you have questions regarding the overall return to school and the shared aspects of the plan, please contact the Executive Director, Caleb Buckley, EdD, cbuckley@goldenvalleycharter.org

Name	Title
Caleb Buckley, EdD	Executive Director

Barbara Ames	Principal, River
Becky Page	Principal, Orchard
Jennifer Hoover	
Devin Lombardi	Director of Special Education

TABLE OF CONTENTS

INTRODUCTION	1
CLEANING AND DISINFECTION	3
COHORTING	4
ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL	6
FACE COVERINGS	8
HEALTH SCREENINGS FOR STUDENTS AND STAFF	12
HEALTHY HYGIENE PRACTICES	13
IDENTIFICATION AND TRACING CONTACTS	14
PHYSICAL DISTANCING	15
STAFF TRAINING AND FAMILY EDUCATION	20
TESTING OF STAFF AND STUDENTS	21
TRIGGERS FOR SWITCHING TO DISTANCE LEARNING	25
SCHOOL/COHORT SETTING SCENARIOS	27
OFFICE SETTING SCENARIOS	29
COMMUNICATIONS TEMPLATES	31
RESOURCES	37
APPENDIX	38
Appendix revised as County Health releases updates	
SAMPLE SCREENING TOOL FOR ADULTS	
SAMPLE SCREENING TOOL FOR CHILDREN	
SYMPTOM DECISION TREE	
COVID-19 REPORTING & CONTACT TRACING FORM	
COVID-19 FAQ FOR SCHOOLS	
HEALTH OFFICER LETTER TO FAMILIES	

CLEANING AND DISINFECTION

Protocols for cleaning and disinfecting the school site have been established. This includes regular cleaning schedules using EPA-approved cleaning products, descriptions of how shared surfaces will be regularly cleaned and disinfected, and how use of shared items will be minimized.

- A daily cleaning schedule has been developed to follow the path of student space usage. The school buildings, while not in use as daily classrooms, will be cleaned daily using the San Juan EPA approved cleaning protocols during the time of COVID-19. We will be using child-safe and ecologically friendly products that meet State and licensing guidelines.
- All high touch surfaces and bathrooms will be cleaned throughout the day. Common areas (sinks, bathrooms, doorknobs, table-tops, shared items, etc.) will be cleaned and sanitized a minimum of twice daily. Daily janitorial services will use stringent cleaning practices during the day while deep disinfection of the full campus will be conducted each evening.
- Students will use all their own supplies, labeled with names and kept organized and separated. If sharing is unavoidable, supplies or equipment will be sanitized thoroughly before use by the next cohort. Sharing food is never allowed on campus.
- **In the event of a positive Covid case has been identified:** The classroom and all spaces where case spent significant time will be deep cleaned and disinfected using enhanced cleaning by San Juan custodial Staff and using approved disinfecting/cleaning protocols during the time of COVID-19. Disinfection will be done when students are not present.

COHORTING

Students will remain with their own class throughout the day reducing the number of contacts. ~~Students are kept in small, stable groups with fixed membership (3-6' social distancing for students based upon current Public Health recommendations and administration approval. Adult/student distancing to remain 6' distancing as the limiting factor) that stay together for all activities (e.g. instruction, lunch, recess) as much as is practicable. Cohort members will avoid contact with other groups or individuals who are not part of the cohort. Stable cohorts are beneficial in that they:~~

- ~~● limit the number of possible exposures if someone on campus becomes infected with COVID-19~~
- ~~● can reduce the number of people who become ill~~
- ~~● assist with effective contact tracing and case investigations~~
- ~~● lessen the impact of COVID-19 induced quarantines and closures~~

~~Golden Valley Charter Schools will be able to maintain consistent cohorts with no mixing of students or teachers. In situations where teachers “push-in” to multiple cohorts (e.g. handwork, music, foreign language, Educational Support), those teachers will teach remotely from another physical space while students remain in their classroom, another isolated location, or teach in outside space maintaining 6' teacher/student distance and all masking requirements~~

- ~~● Utilizing a consistent cohort model, students will remain with their own cohort throughout the day reducing the number of contacts and allowing for distancing in classrooms.~~
- ~~● Shorten the school schedule to limit the need for a lunch break during the school day (State instructional minute requirements have been temporarily reduced due to COVID-19)~~

~~Gatherings for individual cohorts, such as but not limited to 8th grade graduation, will follow current guidance from Public Health for outdoor gatherings. Any changes to a cohort's model will be on a case-by-case basis with input from teacher and approval from administration.~~

Gatherings will follow current guidance from Public Health.

~~DISTANCE LEARNING (DL)~~

~~Families will have the option to choose Distance Learning as their sole method of attending school.~~

~~Families who select DL, will be making that selection for the full 2020/21 school year.~~

- ~~• There will be a live check-in with the class teacher every day.~~
- ~~• The Specialty Subjects curriculum will continue to be available.~~
- ~~• On Wednesdays, grades students will join their full class for online learning.~~
- ~~• Distance Learning students will have access to live streaming on all in-person classroom days for a designated instructional period chosen by the class teacher. This shortened period will be recorded and stored for later use by a Distance Learning Student.~~
- ~~• Minimum Guidelines
 - ~~o Kindergarten – No livestream from classroom; afternoon live check-in; asynchronous work assigned by teacher~~
 - ~~o 1-5 – One hour livestream or recorded ML; asynchronous work assigned by teacher~~
 - ~~o 6-8 – All livestreamed; no recordings~~~~

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

The movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Parents and visitors are not permitted on campus during drop off and pick up.

~~We have established plans for drop off and pick up and movement in common spaces like hallways.~~

Golden Valley Orchard School

~~Drop off is from 8:00 – 8:15. Students are dropped off in area designated by teacher, receive temperature check and go straight to class.~~

~~Pick up is at 12:30 pm. (Ladybug Afternoon Kindergarten drop off is 12:00 noon, pick up is 3:10 pm; Ladybug pick-up/drop off is in Central Avenue lot)~~

~~Designated pick up locations:~~

~~Each class will have their own designated area per teacher input & will be communicated by teacher to parent group.~~

- ~~• Staff parking loop on Filbert: ABK, OBK, 1st & 2nd grade~~
- ~~• Central Avenue loop: LBAK, 3rd – 6th grade~~
- ~~• Central Avenue Lawn area by historic wing: 7th – 8th grade~~

Drop off is from 8:00 - 8:15

Pick up: Kindergarten, 11:45 am at designated area; LBAK at 3:15 pm

Grades 1-2 at 2:40 pm – Parking Lot on Central Ave.

Grades 3-8 3:10 pm – Parking Lot on Central Ave.

Grades 1- 8: Thursday Minimum Day pick up at 12:45 pm

Golden Valley River School

~~Drop off is from 8:00 – 8:15am. Students go straight to class. Teachers will take temperature of students as they enter class.~~

~~Pick up is at 12:30pm:~~

~~K, 1, 2 – Parents pick up at designated outdoor area and meet class teacher for handoff~~

~~1st and 2nd at playground gate (south side of yard) FORMERLY NAMED GVCS REOPENING PLAN – 2021.04.14 (BOT)~~

~~Golden Valley Charter Schools Page 7~~

~~3-8 – Each class with their teacher has designated space-~~

~~Staff parking loop:~~

8th—stand near garden

7th—on wall of MP room

6th—area in front of trash bins

Drive thru pickup:

5th—picnic tables

4th— in front of room 15 on grass

3rd—by fenced area at loop

Outdoor movement: Maps of the campus have been established to denote pathways of movement throughout the campus each day as well as play areas for each cohort group

Drop off is from 8:00 - 8:15

Pick up: Kindergarten, 11:45 am

Grades 1-2, at 2:40 pm

Grades 3-8, 3:10 pm

Meadow Brook Home Study 1:45 pm

Grades 1- 8: Thursday Minimum Day pick up at 12:45 pm

Golden Valley Tahoe School

- ~~Students will be divided into cohort groups on an A/B model. Monday/Tuesday students and Wednesday/Thursday cohorts will arrive and gather in a designated area for each of the classlevel cohorts.~~
- ~~Students will have the opportunity to attend school on assigned Fridays to participate in outdoor curriculum enrichment activities from 8:30 am 12:30 pm.~~
- ~~Students will enter the building through exterior peripheral doors located in each classroom.~~
- ~~The bell schedule includes passage time to outside and bathroom usage for each cohort group. The individual cohorts will use individual classroom outside passages to move to outdoor activities or to gather in the entranceway or “great room” (room with fireplace). The “great room” serves as a waiting space with access to the hallway where bathrooms are located. The “great room” will have demarked spaces maintaining a 6 ft. distance between those waiting for bathroom usage or waiting to move, as a cohort, to another space either outside or within the building.~~
- ~~Inside passage into the “great room” is reserved for students who have special needs.~~

Drop off is from 8:15 – 8:30 am

Pick up: Kindergarten, 2:30 pm

Grades 1-6, 3:05 pm

Grades K-6: Friday Minimum Day pick up at 12:45 pm

FACE COVERINGS

- Golden Valley Charter Schools (“GVCS”) follows all California Department of Public Health (“CDPH”) requirements for face coverings and the COVID-19 and Safe Schools for All Hub. ~~Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-2021 School Year (January 14, 2021).~~
- Golden Valley Charter Schools requires face coverings for all students kindergarten through 8th grade while on campus (regardless of vaccination status) unless they are exempt. ~~“have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired.”~~ GVCS has developed mask exemption protocol and a corresponding form to be used when requesting an exemption.
- All adults (faculty, staff, and parents) on campus are required to wear face coverings regardless of vaccination status while indoors. All child visitors over age two are required to wear face coverings. [See CDC](#) for acceptable face coverings.
 - Masks are not required outdoors by any person.

STUDENTS

- All students must wear face coverings while indoors on campus.
- Students who arrive without a mask will be provided a disposable mask.
- Face coverings must fit properly and fully cover the nose and mouth.
- GVCS 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. GVCS will offer an alternative educational opportunity for these students who are excluded from campus because they will not wear a face covering.

STAFF

- All staff must use face coverings at all times while indoors on campus.
- Face coverings must fit properly and fully cover the nose and mouth.
- GVCS will teach and reinforce use of face coverings.

VISITORS

- All visitors over the age of 2 must wear face coverings while indoors in accordance with CDPH guidelines
- Face coverings must fit properly and fully cover the nose and mouth

GVCS reserves the right to update this policy as further guidance becomes available and to modify this policy as needed in the absence of further guidance.

COVID-19 Student Mask Exemption Protocol

The Golden Valley Charter Schools (“GVCS” or the “Charter School”) Board approves the following protocols to provide to Charter School staff when implementing mask requirements at school and reviewing exemption requests:

Mask Requirement

Per "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for Ka-12 Schools in California, 2020-2021 School Year" (January 14, 2021):

Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.

Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. - p. 18

In order to protect the health and safety of the entire community and in compliance with California Department of Public Health (“CDPH”), GVCS requires all students, kindergarten through 8th grade, to wear face masks at all times when attending in-person school, while mandated by State and/or Local Public Health Agencies. GVCS reserves the right to update these protocols as further guidance becomes available and to modify this policy as needed in the absence of further guidance.

Persons Exempt from the Mask Requirement

Per “CDPH Memo: Guidance for the Use of Face Coverings” (November 16, 2020) the following persons are exempt from wearing face coverings at all times when outside the home:

- *Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Such conditions are rare.*
- *Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.*

GVCS recognizes that in rare cases, some students may have a medical or mental health condition or disability as outlined above. Those students will be provided reasonable accommodations.

Process to Request a Mask Exemption

Students who wish to pursue a face mask exemption must adhere to the following protocol. Each step must be completed entirely before proceeding to the next. This process must be completed and approved by

GVCS Administration prior to the first day of physical attendance.

- STEP 1: Parent/Guardian meeting with Principal¹
 - Parent/Guardian *requests a meeting* with the Principal.
 - Parent/Guardian *shares the concerns* and issues that may prevent the student from wearing a face mask.

Per CDC guidelines, “When deciding if children and people with certain disabilities should wear a mask, determine if they can:

- (1) Wear a mask correctly
- (2) Avoid frequent touching of the mask and their face
- (3) Limit sucking, drooling, or having excess saliva on the mask
- (4) Remove the mask without assistance”

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#evidence-effectiveness>

- Parent/Guardian *provides medical documentation*, with the attached form (GVCS Mask Exemption Form), documenting the specific mental health or medical issue(s) that prevent a face mask from being worn and the accommodations or modifications that may be indicated.
 - Medical documentation must indicate and document the specific issues that prevent the student from wearing a face mask.
 - An alternative face covering of a face shield with a drape will be allowed.
 - Medical documentation should include suggested accommodations or modifications, including alternative face coverings, trial periods, breaks, education, support, and/or training.
 - Medical documentation must be signed by a local, currently practicing and licensed medical doctor.
- Parent/Guardian works with the Principal and Administration and Staff in good faith to remedy the concerns and mitigate risk assessment, including an alternative face covering (i.e. a face shield with an attached neck drape), and/or trial periods, education, support, and training.
- STEP 2: Implementation of Exemptions
 - The exemption will be documented with the attached form. All modifications or accommodations will be noted on the exemption. It will be reviewed, verified, and signed off by the Charter School health team: the Principal, the Teacher of Record, and the Executive Director.
 - Administration will communicate with student families regarding this process.
 - All faculty and staff that interact with the student or student’s cohort will be notified of the exemption and accommodation while maintaining student privacy.
 - Additional mitigation strategies and to optimize safety may be put into place in cohorts where there is a student with a mask exemption. This may include regular or increased COVID screening or testing, increased social distancing, clear plastic barriers, reducing time in shared environments, decreased number of students in the cohort, and/or outdoor or highly

¹ If the student is a student with an individual education program (“IEP”) or Section 504 Plan, this meeting will occur within an IEP/504 meeting.

ventilated indoor spaces.

Those who receive an exemption may be more susceptible to COVID-19 spread and quarantine, as that student will not have the same level of protection as those who wear a face mask.

This protocol may continue to be updated per CDPH and Local Public Health Agency guidelines and requirements.

Mask Exemptions will be valid for one semester only.

Development of this plan was informed by:

Memo: California Department of Education - 2/11/21

COVID-19: Students with Disabilities and Face Coverings:

<https://www.cde.ca.gov/sp/se/lr/om021121.asp>

CDC: Guidance for Wearing Masks - 2/18/21:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#evidence-effectiveness>

CDPH: Guidance for the Use of Face Coverings - 11/16/20:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

CDPH: Blueprint for a Safer Economy - 2/23/21 - See "Risk Criteria"

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyMonitoringOverview.aspx>

CDPH: COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year - January 14, 2021

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

Sacramento County Public Health Order -2/11/21 "ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO DIRECTING ALL INDIVIDUALS LIVING IN THE COUNTY TO CONTINUE TO STAY AT HOME OR AT THEIR PLACE OF RESIDENCE AND CLOSING OR MODIFYING CERTAIN OPERATIONS"; p. 3, #7

https://www.saccounty.net/COVID-19/Documents/20210208_Sacramento_County_Order.pdf

CDPH - Face Shield: FAQ (November 2020)

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/faceshield_handout.pdf

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Parents and/or caregivers are required to monitor their children for signs of infectious illness and COVID-19 every day using the *COVID-19 SCREENING TOOL FOR CHILDREN* (see appendix). Faculty and staff are required to self-monitor for signs and symptoms of COVID-19 using the *COVID-19 SCREENING TOOL FOR ADULTS* (see appendix).

Students who have symptoms of any infectious illness or symptoms consistent with COVID-19 may not attend school in-person. All faculty and staff will refer to the *STUDENT SYMPTOM DECISION TREE* (see appendix) to determine when to send students home.

Students or staff who become ill while on campus must be isolated from others and sent home as soon as possible.

- ~~Students will receive touchless temperature checks taken each morning.~~

~~Golden Valley Orchard School~~

~~Designated sick room: room 10 office~~

~~Golden Valley River School~~

~~Designated Sick Room: garden/Room A office~~

~~Golden Valley Tahoe School~~

~~TAHOE SCHOOL will have a separate area in the office. This area is curtained off and allows for adult supervision. It will not be a high-usage passage area. Symptomatic individuals can remain in this area until they are able to go home.~~

~~Screening for symptoms prior to in-person attendance is done at home and according to protocols in appendix.~~

~~Teachers will take temperatures from students upon arrival.~~

~~Designated Sick Room: office~~

HEALTHY HYGIENE PRACTICES

Golden Valley Charter Schools will promote healthy hygiene practices that incorporates handwashing and hand sanitizing into routines. Students and staff should wash their hands:

- when entering school/class
- before and after eating
- after coughing or sneezing
- after using the restroom
- periodically throughout the day

~~Golden Valley Orchard School~~

- ~~• Hand sanitizing station with hand sanitizer/wipes on play yard.~~
- ~~• Teachers will explicitly teach how to wash hands properly.~~
- ~~• Students will be taught proper mask usage.~~
- ~~• Additional masks will be available for students who forget or have soiled mask.~~

~~**Bathrooms:** Students will use designated restrooms for their age group (K-4, 5-8) according to schedule. Handwashing with soap is available in every restroom. Monitors for younger students will be used.~~

~~Golden Valley River School~~

~~**Bathrooms:** Students will use designated restrooms for their age group (K-2, 3-5, and 6-8) according to schedule. Handwashing with soap is available in every restroom. Monitors for younger students will be used.~~

Golden Valley Tahoe School

Sanitations stations will be located at the entrance of each classroom, in the great room, and at the bathrooms to facilitate these routines:

Bathrooms: Students will use designated restrooms for their age group. Handwashing with soap is available in every restroom. Monitors for younger students will be used.

IDENTIFICATION AND TRACING CONTACTS

Golden Valley Charter Schools will initiate contact tracing when there is a confirmed case of COVID-19. Each school site has a designated staff person to support contact tracing. The designated contact tracer has completed the [Johns Hopkins COVID-19 online contact tracing course](#). If positive cases in the school community are identified, contract tracing staff will work with the county health department to identify contacts and determine appropriate course of action, such as quarantine, cohort closure, and notifications. Golden Valley Charter Schools will use the *COVID-19 REPORTING AND CONTACT TRACING FORM FOR SCHOOLS* (see appendix).

Orchard Contact Tracer: Becky Page
Email: bpage@goldenvalleycharter.org
Phone: 916-987-1490

Becky Page has completed the [Johns Hopkins COVID-19 online contact tracing course](#)

Contact tracing will be conducted utilizing the *COVID-19 REPORTING AND CONTACT TRACING FORM FOR SCHOOLS* (see appendix).

All GVOS confirmed cases of COVID-19 are reported to Sacramento County Public Health, 916-661-7331.

River Contact Tracer: Barbara Ames
Email: bames@goldenvalleycharter.org
Phone: 916-987-6141

Barbara Ames has completed the [Johns Hopkins COVID-19 online contact tracing course](#)

Contact tracing will be conducted utilizing the *COVID-19 REPORTING AND CONTACT TRACING FORM FOR SCHOOLS* (see appendix).

All GVRS confirmed cases of COVID-19 are reported to Sacramento County Public Health, 916-661-7331.

Tahoe Contact Tracer: Sarah Dugan TBD
Email: sdugan@goldenvalleycharter.org TBD
Phone: 530-717-3019

Sarah Dugan Designated contract tracer will complete the [Johns Hopkins COVID-19 online contact tracing course](#)

Contact tracing will be conducted utilizing the *COVID-19 REPORTING AND CONTACT TRACING FORM FOR SCHOOLS* (see appendix).

All GVTS confirmed cases of COVID-19 are reported to Placer County Public Health, 530-889-7198.

IN PERSON LEARNING HYBRID MODEL

Golden Valley Charter Schools will implement a hybrid learning model for in-person learning. Hybrid learning will utilize an A/B group with alternating days of in-person learning and distance learning. This model will allow for social distancing because of the reduced class size. In the event a single cohort has a positive Covid-19 case, the hybrid model allows the rest of the school to stay open during a quarantine period for the cohort.

- When room size and class size is able to accommodate all students of class and teacher(s) maintaining 6' distancing, class may attend all days of in-person learning upon administration approval and notification to families in class.
- When Public Health and administration approval allows 3' distancing among students, classrooms able to maintain 3' distancing of students and 6' distancing of teacher(s) may move to a stable group model. In this model, all students in class may attend all days of in-person learning. Students in class will remain in a stable group only interacting with their own class. This model will allow for social distancing. In the event a single stable group has a positive Covid-19 case, the stable group model allows the rest of the school to stay open during a quarantine period for the stable group.
- When Public Health and administration approval allows 3' distancing among students, the stable cohort model will supersede the A/B cohort structure.
- Any change to a cohort's model (from A/B schedule to whole class/stable cohort) will be on a case-by-case basis with input from teacher and approval from administration.

A/B COHORT STRUCTURE AND CONSIDERATIONS

Golden Valley Charter Schools will utilize an A/B group with alternating days of in-person learning and distance learning. We will utilize the following priority categories in assigning children to a specific cohort.

A/B Schedule: Students will be sorted into either an A or B group determined by school. A group will attend school in person on Monday & Tuesday. B group will attend school in person on Thursday & Friday. All students will participate in distance learning main lesson on Wednesday of each week (Tahoe will include Eco Literacy). When students are not on campus, then they are following along at home with the teacher's lessons via online conferencing through ZOOM. The Meadowbrook, Cherry Blossom, and Ladybug program will attend school on regularly scheduled days.

Cohorts: Students will stay in learning groups throughout the entire school day. Desks will be spaced 3–6 feet apart in each classroom. Students will keep the same desk and supplies will not be shared. Outdoor lessons will take place as often as possible. Recesses are scheduled in areas designated exclusively for each

~~cohort. Cohorts will eat snack together socially distanced. (outdoors as weather and air quality permits)~~

AFTERCARE

~~Golden Valley Charter Schools will not be able to offer childcare (Eagle's Nest, After Care, Before Care) at this time due to the need to keep the cohorts together. This will be revisited at a later date.~~

Golden Valley Charter Schools will offer childcare according to revised guidance by CDPH (Eagle's Nest, After Care, Before Care).

BELL SCHEDULE

Golden Valley Charter Schools will maintain the minimum instructional minutes required by the California Department of Education. Instruction will take place in the classroom and at home (off campus). The Bell Schedule will reflect typical school day such as the 2019-2020 school year.

~~Kindergarten – 8:15-11:45 (The Kindergarten Assistants at River and Orchard will stay until 12:30 with students that must wait for grades siblings.)~~

(deleted boxes with hybrid bell schedule)

SPECIAL EDUCATION

Golden Valley Charter Schools will continue to implement education support and IEP accommodations while following all health and safety guidelines. All assessments will take place in person. ~~The primary delivery model will continue to be through remote learning. In person student services will take place as available IEP accommodations and services are implemented during the school day (8:15-12:25) and in the afternoons. Students may need to be available to participate in afternoon services, meetings, and office hours. Contracted and in-house service providers will conduct observations in the classrooms when needed for no longer than 15 minutes in a 24-hour period following 6 ft. distancing and other Golden Valley safety and sanitation protocols. For observations that require longer than 15 minutes, service providers may be permitted to conduct outdoor observations following social distancing guidelines.~~ IEP accommodations and services are implemented during the school day following public health guidance. Contracted and in-house service providers will conduct observations in the classrooms following current guidelines.

SPECIALTY SUBJECTS AND TEACHERS

~~Golden Valley Charter Schools will offer specialty subjects (Music, Practical Arts, and Cultural Studies) via asynchronous platform.~~

- ~~• All specialty classes will be assigned asynchronously by class teacher.~~
- ~~• In situations where live instruction is warranted, those teachers will teach remotely from another physical space while students remain in their classroom or another isolated location.~~

PHYSICAL DISTANCING

~~Golden Valley Charter Schools will facilitate and maintain physical distancing of 3-6 feet for students and 4-6 feet for adults or greater between everyone on campus.~~

- ~~• Stationary settings (e.g. desks and furniture) will be arranged to keep students spaced 3-6 feet and adults spaced 6 feet apart.~~
- ~~• In areas where students are expected to line up, physical reminders will be placed to encourage 3-6 foot spacing (e.g. tape on the floor, signage).~~
- ~~• In areas where visitor interaction is likely (e.g. front desk), physical barriers (e.g. plexi-glass) and signage will be placed to remind visitors to maintain physical distancing.~~
- ~~• A hybrid model will be used to reduce the number of students in each classroom at one time, allowing for greater distancing between desks.~~
- ~~• When Public Health and faculty input approve 3 foot distancing for students/6 foot distancing for adults, hybrid model may change to stable group model~~
- ~~• Teachers can choose outdoor instructional time to allow for outdoor distancing.~~

STAFF TRAINING AND FAMILY EDUCATION

Each school Safety Officer, in coordination with GVCS Human Resources, is responsible for training staff and families on the application and enforcement of the school reopening plan. Training will include expectations for student, staff, and parent behavior as it relates to physical distancing and face covering use while on and off campus.

The Safety Officer is responsible for responding to COVID-19 concerns.

Orchard Safety Officer: Becky Page
Email: bpage@goldenvalleycharter.org
Phone: 916-987-1490

GVCS Human Resources: ~~Paula Watson~~ Marnie Whitworth
Email: mwhitworth@goldenvalleycharter.org
Phone: 916-597-1035

River Safety Officer: Barbara Ames
Email: bames@goldenvalleycharter.org
Phone: 916-987-6141

GVCS Human Resources: ~~Paula Watson~~ Marnie Whitworth
Email: mwhitworth@goldenvalleycharter.org
Phone: 916-597-1035

Tahoe Safety Officer: ~~Jennifer Hoover~~-TBD
Email: ~~jhoover@goldenvalleycharter.org~~
Phone: 530-717-3019

GVCS Human Resources: ~~Paula Watson~~ Marnie Whitworth
Email: mwhitworth@goldenvalleycharter.org
Phone: 916-597-1035

TESTING OF STAFF AND STUDENTS

Golden Valley Charter Schools will utilize a surveillance testing program where all teachers and school site staff are tested for COVID-19 every two months, with approximately 25% of staff being tested every two weeks. Surveillance testing can help detect asymptomatic infections and reduce the likelihood of outbreaks. The Safety Officer is responsible for implementing and monitoring the testing schedule. Faculty and staff refusal to complete testing will be referred to Human Resources.

- **Symptomatic testing:** Individuals with symptoms of COVID19, either at home or at school, are required to stay home and isolate in case they are infectious. The individual may return to school in the case of a negative test for SARS-CoV-2 **and** 24 hours after fever is resolved and symptoms are improving.
- **Response testing:** When a case has been identified in a given stable group, symptomatic individuals or asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2 will be tested. In the event the individual does not get tested, they may return to school after 14 days from last contact and no symptoms for 10 days.

We recognize that a negative test does not rule out COVID-19 infection. Unless the individual has gone to a medical provider and that provider has been able to provide an alternative diagnosis such as flu or RSV, Public Health recommends that the symptomatic individual be isolated for 10 days even with a negative test result.

Orchard Safety Officer: Becky Page
 Email: bpage@goldenvalleycharter.org
 Phone: 916-987-1490

[Sacramento County Testing Information](#)

This testing is for all school staff in Sacramento County. Please see Sacramento County’s [COVID-19 Testing webpage](#) for an updated list of all sites.

Free COVID-19 Testing sites:

All locations close from Noon 1:00 PM for lunch				
Monday	8AM-4PM	Liberty Towers Church 5132 Elkhorn Blvd., Sacramento, CA 95842 Appointments: 916-583-8877 or https://libertytowerscommunity.setmore.com	9AM-5PM	La Familia Maple Neighborhood Center 3301 37th Ave., Room 7, Sacramento, CA 95824 (park on 36th Ave) Appointments: 916-990-1311 or https://lafamiliamaple.setmore.com

Tuesday	8AM-4PM	Natomas Unified School District 1931 Arena Blvd., Sacramento, CA 95934 Appointments: 916-561-5253 or https://natomasunified.setmore.com	10AM-6PM	Cordova Neighborhood Church 10600 Coloma Road, Rancho Cordova CA-95670 Appointments: 916-361-8684, or https://folsomcordova.setmore.com Closed 1-2pm for lunch
Wednesday	8AM-4PM	Oak Hills Church 1100 Blue Ravine Rd., Folsom, CA 95630 Appointments: https://folsom.setmore.com	9AM-5PM	Tetteh Pediatric Health 7248 S Land Park Dr., Suite 118, Sacramento, CA 95831 Appointments: https://bit.ly/TPH_C19
Thursday	8AM-12PM	Chabolla Community Center 600 Chabolla Ave., Galt, CA 95632 Appointments: 209-366-7180 or https://galt7662.setmore.com	9AM-5PM	Robertson's Community Center 3525 Norwood Ave., Sacramento, CA 95838 Appointments: 916-567-9567 or https://robertsoncommunitycenter.setmore.com
Friday	8AM-4PM	South Sacramento Christian Center 7710 Stockton Blvd., Sacramento, CA 95823 Appointments: 916-681-6791 or https://southsacramentochristiancenter.setmore.com	9AM-5PM	St. Paul's Missionary Baptist Church 3996 14th Ave., Sacramento County, CA 95820 Appointments: 916-573-3555 or https://stpaul039s.setmore.com/

River Safety Officer: Barbara Ames
Email: bames@goldenvalleycharter.org
Phone: 916-987-6141

[Sacramento County Testing Information](#)

This testing is for all school staff in Sacramento County. Please see Sacramento County's [COVID-19 Testing webpage](#) for an updated list of all sites.

Free COVID-19 Testing sites:

All locations close from Noon-1:00 PM for lunch

Monday	8AM-4PM	Liberty Towers Church 5132 Elkhorn Blvd., Sacramento, CA 95842 Appointments: 916-583-8877 or https://libertytowerscommunity.setmore.com	9AM-5PM	La Familia Maple Neighborhood Center 3301 37th Ave., Room 7, Sacramento, CA-95824 (park on 36th Ave) Appointments: 916-990-1311 or https://lafamiliamaple.setmore.com
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Wednesday	8AM-4PM	Oak Hills Church 1100 Blue Ravine Rd., Folsom, CA 95630 Appointments: https://folsom.setmore.com	9AM-5PM	Tetteh Pediatric Health 7248 S Land Park Dr., Suite 118, Sacramento, CA-95831 Appointments: https://bit.ly/TPH_C19
Thursday	8AM-12PM	Chabolla Community Center 600 Chabolla Ave., Galt, CA 95632 Appointments: 209-366-7180 or https://galt7662.setmore.com	9AM-5PM	Robertson's Community Center 3525 Norwood Ave., Sacramento, CA 95838 Appointments: 916-567-9567 or https://robertsoncommunitycenter.setmore.com
Friday	8AM-4PM	South Sacramento Christian Center 7710 Stockton Blvd., Sacramento, CA 95823 Appointments: 916-681-6791 or https://southsacramentochristiancenter.setmore.com	9AM-5PM	St. Paul's Missionary Baptist Church 3996 14th Ave., Sacramento County, CA-95820 Appointments: 916-573-3555 or https://stpaul039s.setmore.com/

Tahoe Safety Officer: Jennifer Hoover TBD
 Email: jhoover@goldenvalleycharter.org TBD
 Phone: 530-717-3019

[Nevada County Testing Information](#)
[Placer County Testing Information](#)

Community Testing Locations:

Placer County COVID Testing Site

10990 Donner Pass Road in Truckee

<https://www.lhi.care/covidtesting>

Free of cost. Asymptomatic or symptomatic. Must register online.

TTUSD Staff and Student COVID Testing Site

Rideout Community Center at 740 Timberland Lane, Tahoe City

<https://www.ttusd.org/Page/2391>

Only for symptomatic or exposed staff and students

Tahoe Forest Respiratory Illness Clinics

Tahoe Forest Hospital in Truckee and Incline Village (soon to be a Tahoe City site)

Call COVID hotline (530) 582-3450 to have an RN triage symptoms and assist in scheduling appointments for medical evaluation and testing. This is a medical appointment by a provider (MD, NP, or PA). Billed to insurance. Symptomatic patients only.

~~TRIGGERS FOR SWITCHING TO DISTANCE LEARNING~~

~~Confirmed COVID-19 cases among students, teachers, or staff may necessitate the closure of a cohort, multiple cohorts, or the entire school to limit the spread of COVID-19 within the school community. Decisions about closure, which should be made with consultation from County Public Health, are based on the number of cases and the percentage of school population that tests positive for COVID-19. Generally, a single confirmed case of COVID-19 will necessitate the closure of a cohort.~~

~~When there are 3 or more positive cases among students, teachers, and staff test for COVID-19, full school closure may be warranted.~~

~~GVCS will be ready to pivot back to distance learning if closure is necessary.~~

VISITORS

In order to maintain safety precautions, Golden Valley Charter Schools discourages visitors at all schools.

PARENT VOLUNTEERS

Volunteers with proof of vaccination for COVID-19 and meeting all other requirements will be allowed on campus upon prearrangement. The number of parent volunteer will be limited. Volunteer with administrator's approval can support classes on outdoor activities.

ADDRESSING POTENTIAL EXPOSURE AND/OR COVID-19 POSITIVE STUDENTS, TEACHERS, AND STAFF AT SCHOOL AND IN THE WORKPLACE

This guidance includes several scenarios for school settings (teachers, staff, and students on campus) and for office settings (district offices or schools with staff, but no students on campus). It also includes templates for communicating with staff and/or parents about the variety of scenarios that may impact school sites. In the event that your school or district office is experiencing a scenario that is not covered in this document, contact Sacramento County Public Health for guidance on your specific situation.

~~SCHOOL/COHORT SETTING SCENARIOS~~

~~SCHOOL SETTINGS WITH STUDENTS PRESENT (IN-PERSON LEARNING)~~

Scenario 1 – IPL	Recommended Actions and Communications
<p>A student or staff member responds “yes” to one of the health screening questions (COVID-19 SCREENING TOOL, appendix), has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● The student or staff member should not enter the building, should be sent home, and self isolate. ● The student or staff member should seek guidance from their healthcare provider. ● Healthcare provider confirms alternate diagnosis for symptoms. Return to school in 72 hours after symptoms resolve/improve. ● Those with symptoms consistent with COVID-19 should isolate and not return until 10 days + 24 hours after symptoms improve. ● Sacramento County Public Health (916) 661-7331 ● Placer County Public Health – (530) 889-7141
Scenario 2 – IPL	Recommended Actions and Communications
<p>A student or staff member lives with or has been in close contact with a person who has tested positive for COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. ● The site administrator should gather any additional information regarding details of known contact and share this information with SCPH or PCPH ● SCPH will advise of any additional next steps including support of expedited testing if advised. ● If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and SCPH contacted to assess exposure risk and determine disposition (e.g. exclude from cohort). ● All families of students and staff members of the cohort should

	<p>be notified that a student or staff member has a household member that has tested positive for COVID-19.</p> <ul style="list-style-type: none"> ● Sacramento County Public Health (916) 661-7331 ● Communication Template (Sample Letter)
<p>Scenario 3 – IPL</p>	<p>Recommended Actions and Communications</p>
<p>A student or staff member of a cohort tests positive for COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort will be closed for 14 days from last known exposure. ● All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact. ● The entire cohort of staff and students should be tested working directly with their healthcare providers and/or SCPH. ● Further testing of family members may be advised based on cohort test member results. ● Sacramento County Public Health (916) 661-7331 ● Communication Template (Sample Letter)
<p>Scenario 4 – IPL</p>	<p>Recommended Actions and Communications</p>
<p>A student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested and tests negative.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual. ● All families of students and staff members of the cohort should be notified that the student or staff member tested negative. ● Sacramento County Public Health (916) 661-7331 ● Communication Template (Sample Letter)

OFFICE SETTING SCENARIOS

DISTRICT OFFICES OR SCHOOL SETTINGS WITH NO STUDENTS PRESENT (DISTANCE LEARNING)

Scenario 1 – DL	Recommended Actions and Communications
A staff member has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19.	<ul style="list-style-type: none"> ● The staff member is expected to stay home and isolate until symptom free for 72 hours, notify their supervisor, and seek guidance from their healthcare provider. ● If tested for COVID-19, the staff member is expected to notify their supervisor.
Scenario 2 – DL	Recommended Actions and Communications
A staff member lives with or has been in close contact with a person who has tested positive for COVID-19.	<ul style="list-style-type: none"> ● The staff member is expected to report details and timing of contact to their supervisor immediately, quarantine and work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider, and/or SCPH. ● If unable to work remotely, work with supervisor and personnel on available leave options. ● If tested for COVID-19, the staff member is expected to notify their supervisor of results as soon as possible. ● Communication Template (Sample Letter)
Scenario 3 – DL	Recommended Actions and Communications
A staff member tests positive.	<ul style="list-style-type: none"> ● The staff member is required to immediately notify their supervisor or the personnel department as well as SCPH. ● The staff member is required to work with SCPH to assess potential worksite exposure, any recommended additional testing or steps, including quarantine or isolation instructions. ● The staff member will isolate, work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider. ● Individuals who test positive and never develop symptoms must isolate for 10 days from the date of the test. ● Communication Template (Sample Letter)
Scenario 4 – DL	Recommended Actions and Communications
A staff member who has quarantined or isolated for any of the reasons described above and is tested and tests negative.	<ul style="list-style-type: none"> ● Even though the staff member has tested negative, if they had close contact with an individual that has tested positive for COVID-19, they should remain in quarantine for 14 days from last known close contact with the individual.
Scenario 5 – DL	Recommended Actions and Communications
A staff member has been in close contact with someone	<ul style="list-style-type: none"> ● The staff member is asked to provide details of timing and duration of contact, continue to monitor health, follow all health

<p>who is symptomatic and is scheduled to be tested.</p>	<p>and safety protocols, and is provided information on testing for essential workers.</p> <ul style="list-style-type: none">● If close contact tests positive go to Scenario #2.● If tested for COVID 19, the staff member is expected to notify their supervisor of test results as soon as possible.● Communication Template (Sample Letter)
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COMMUNICATIONS TEMPLATES

The following pages include sample letters for communicating with parents and/or staff regarding the scenarios described in the previous section. Note that every scenario is unique and these templates are provided only as guides. GVCS will tailor our communications for their specific situations. In the event that we experience a scenario that is not described in this document, Sacramento County Public Health OR PLACER COUNTY Public Health will be contacted for guidance.

Faculty, staff, and families will receive letters via ParentSquare. All templates are preloaded into ParentSquare for the Safety Officer or her designee to use.

SAMPLE LETTER

SCENARIO 2 IN A SCHOOL, COHORT, OR OFFICE SETTING

To be utilized when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19.

Date

Dear [XXX School/Classroom] Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort **[lives with/has been in close contact with]** a person who has tested positive for COVID-19.

Sacramento County Public Health (SCPH) has been notified and is taking further steps. In accordance with SCPH guidance, the classroom cohort will continue to operate. The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

We will update you with any additional pertinent information when we receive it. Please continue to monitor **[yourself/your student]** for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[XXX Site Administrator/Teacher]
[School Name]

SAMPLE LETTER

~~SCENARIO 3 IN A SCHOOL OR COHORT SETTING~~

~~To be utilized when a student or staff member of a cohort tests positive for COVID-19.~~

Date

Dear ~~[XXX School/Classroom]~~ Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort at ~~[XXX School]~~ has tested positive for COVID-19. The last date of known exposure to the classroom cohort was ~~[XXX date]~~.

You may be contacted by Sacramento County Public Health (SCPH). In the meantime, SCPH advises that your child or you immediately quarantine to the greatest extent possible, even if you are asymptomatic. We will work with SCPH to schedule testing for your child. You may also work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least ~~[date]~~ to allow students and staff to be tested and to avoid further spread of the virus. ~~[Information related to distance learning to be completed by district/school]~~ If you have any health related questions, please contact your healthcare provider. Thank you for your prompt response to this matter.

Sincerely,

~~[XXX Site Administrator/Teacher]~~

~~[School Name]~~

SAMPLE LETTER

~~SCENARIO 4 IN A SCHOOL OR COHORT SETTING~~

~~To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios 1, 2, or 3 and is tested — and tests negative.~~

Date

Dear ~~[XXX School/Classroom]~~ Parents and Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had ~~[exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19]~~ has tested negative.

In accordance with Sacramento County Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

~~[XXX Site Administrator/Teacher]~~

~~[School Name]~~

SAMPLE LETTER

SCENARIO 2 IN AN OFFICE SETTING

*To be utilized when a staff member **lives with** a person or has been in **close contact** with a person who has **tested positive** for COVID-19.*

Date

Dear **[XXX Office]** Staff,

The health and safety of our **(students and)** staff is/are our top priority. This letter is to inform you that a staff member at **[XXX Office]** **[lives with/has been in close contact with]** a person who has tested positive for COVID-19 and is following Sacramento County Public Health (SCPH) direction for quarantine and testing.

In accordance with SCPH guidance, the office will continue to operate.

Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing for Essential Workers (including school staff) is available if you would like to be tested.

We will update you with any additional pertinent information, and we appreciate all that you are doing to support the needs of our students.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

SAMPLE LETTER

SCENARIO 3 IN AN OFFICE SETTING

To be utilized when a staff member in an office tests positive for COVID-19. This also applies to schools where staff are working from campus, but no students are present.

Dear [Office Staff],

We want you to be aware that a staff member at [Office] has tested positive for COVID-19. We have protocols in place for a situation such as this and we are following them with the assistance of our public health partners, who are closely guiding our response. We are currently working with Sacramento County Public Health (SCPH) to support contact tracing efforts. Any staff members who may have had close contact with the individual will be contacted by SCPH and provided with guidance related to any potential quarantining or testing. SCPH will also be monitoring any [Office] staff with symptoms or who may have been in close contact with the staff member who has tested positive. As this monitoring continues, any [Office] staff potentially impacted will be contacted by SCPH.

We will update you with any additional pertinent information when we receive it. It is our responsibility to keep the name of the individual confidential, but I know we all send our colleague our very best wishes. As always, please remember to follow all protocols for your safety and the safety of others, and, most especially, thanks for all of the great work you are all doing in support of so many during these challenging times.

Sincerely,
[Office Administrator]

ALTERNATE OPTION:

Dear [Office] Staff,

A member of our [Office] Office Team has tested positive for COVID-19 and is now in isolation. Sacramento County Public Health (SCPH) is working closely with the individual to assess and determine any potential worksite exposure and close contact they may have had with any other members of our team. You may be contacted by a SCPH representative if you may have had close contact.

The office remains open unless otherwise directed by SCPH. Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Please contact your healthcare provider if you have further questions or concerns.

Thank you for all that you do to support the learning and success of students in Sacramento County and the health and wellbeing of our team.

Sincerely,
[Superintendent]

SAMPLE LETTER

~~SCENARIO 5 IN AN OFFICE SETTING~~

~~To be utilized when a staff member has been in close contact with someone outside of work who is symptomatic and is scheduled to be tested.~~

Dear ~~[Staff Member Name],~~

~~Thank you for the information and we hope that your [friend or family member] is OK. For the time being, until [s/he] receives test results, please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing is available if you would like to be tested.~~

~~If your [friend or family member] tests positive for COVID-19 please contact your supervisor right away. Protocols are in place that will guide next steps.~~

~~Please let us know if you have any questions. Most importantly, please know how much we appreciate your bringing this forward. It truly shows your care and concern for your Lattice colleagues.~~

~~Sincerely,~~

~~[Supervisor Name]~~

RESOURCES

COVID-19 GENERAL INFORMATION

[Exposure Risk \(CDC\)](#)

[Glossary of Key Terms \(CDC\)](#)

[Symptoms \(CDC\)](#)

[Screening K-12 Students for Symptoms of COVID-19 \(CDC\)](#)

SACRAMENTO COUNTY INFORMATION AND RESOURCES

[COVID-19 Dashboards \(SCPH\)](#)

[COVID-19 Community Testing Sites in Sacramento County](#)

[Sacramento County COVID-19 Website](#)

[Sacramento County COVID-19 Schools Page](#)

[Sacramento County Public Health Orders](#)

[School Year Planning: A Guide to Address the Challenges of COVID-19 \(SCOE\)](#)

ISOLATION AND QUARANTINE

[Home Isolation for People with COVID-19 \(SCPH\)](#)

[Home Quarantine Guidance for Close Contacts to COVID-19 \(SCPH\)](#)

[Quarantine vs. Isolation \(CDC\)](#)

[Sacramento County Public Health General Quarantine Orders](#)

[Sacramento County Public Health General Isolation Orders](#)

CONTACT TRACING

[Johns Hopkins Online Contact Tracer Training](#)

QUESTIONS?

Sacramento County Public Health

(916) 661-7331

COVID19@saccounty.net

APPENDIX

COVID-19 SCREENING TOOL FOR ADULTS

Before coming to campus each day, adults should screen themselves for symptoms of illness by answering the following questions.

- Do you have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Do you have a loss of smell or taste?
- Do you have a cough?
- Do you have muscle aches?
- Do you have a sore throat?
- Do you have congestion or a runny nose?
- Do you have shortness of breath?
- Do you have chills?
- Do you have a headache?
- Have you experienced any new gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?
- Have you been asked to isolate or quarantine by a medical professional or a local public health official in the last two weeks?

COVID-19 SCREENING TOOL FOR CHILDREN

Before coming to campus each day, children should be screened for symptoms of illness by answering the following questions.

- Does the child have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Does the child have a sore throat?
- Does the child have a new uncontrolled cough that causes difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have diarrhea or vomiting?
- Does the child have new onset of severe headache, especially with a fever?



COMING
SOON

Confirm alternate diagnosis.
A doctor's note not required.

GVCS COVID-19 REPORTING & CONTACT TRACING FORM



Schools (including daycare, childcare, and K-12) should:

- Report cases of confirmed COVID-19 in students or staff to Sacramento County Public Health by using this reporting form OR by submitting a line list (if there are multiple cases and it is easier for the school)
- Follow Sacramento County Public Health guidance after identification of a student or staff with confirmed COVID-19
- PLACER COUNTY PUBLIC HEALTH

School Site/Location: _____

School Point of Contact & Phone Number: _____

POSITIVE PATIENT INFORMATION

Student/Staff Name: (Last, First)		Date of Birth:	Sex:
			<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:		City, Zip Code:	Phone #:
Race:		Ethnicity:	Teacher(s) and/or Room Location:
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander		<input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Date of Illness Onset:	Date of Last Attendance:	COVID-19 + Test Date:	COVID-19 Symptoms: (if yes, please list)
			<input type="checkbox"/> Yes <input type="checkbox"/> No

COMPLETE LIST OF CLOSE CONTACTS OF PATIENT

For COVID-19, a [close contact](#) is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting **from 2 days before** illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Symptoms can include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

Contact Name	Location	Phone #	Relation to Positive Case	Duration of Contact More Than 15 min AND Distance Between Contact Less Than 6 ft.?	COVID-19 Symptoms Y/N (If yes, list)	COVID-19 Test Y/N (if yes, date)	COVID-19 Test Results Date, Pos/Neg	Date Notified by School Contact Tracer Team
SAMPLE: Mrs. Franklin	Room 1	555-555-5555	Teacher	Y	N	Y 9/22/20	Neg 9/24/20	
SAMPLE: Jimmy Lee	Room 1	555-555-5555	Student	Y	Y Fever 101	Y 9/22/20	Pos 9/24/20	

Please send/fax report to:

Sacramento County Public Health

COVID19@saccounty.net or Secure Fax: (916) 854-9709

COVID-19 Prevention Program (CPP) for Golden Valley Charter Schools (OSHA)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: August 5, 2021

Authority and Responsibility

Caleb Buckley, EdD, Executive Director, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participation in weekly meetings to discuss safety issues and reporting concerns to the site principal. If resolution is not received at the school site, human resources will be notified by the site principal.

Employee screening

We screen our employees by:

- Following all CDPH guidelines regarding self-monitoring
- Requiring all staff to self-monitor using the *COVID19 SCREENING TOOL FOR ADULTS*
 - Located in the [Orchard Covid Prevention Plan](#)
 - Located in the [River Covid Prevention Plan](#)
 - Located in the [Tahoe Covid Prevention Plan](#)
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- The school site Safety Officer will oversee Covid-19 Surveillance Testing of all staff members

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards, as follows:

- Site principals will document and correct all reports of unsafe/unhealthy conditions.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Any concerns with this mandate or compliance issues should be brought to the attention of the principal. The office will have paper masks and PPE as needed.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- **Mandatory face coverings**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- River and Orchard
 - HVAC system disinfected with EPA approved agent for COVID 19
 - Outside air exchange rates are set to maximum levels
 - Upgraded high-efficiency air filters installed
 - Constant airflow programmed
 - Building air flush programmed before and after school hours

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Full disinfecting of all work areas the employee entered.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **using appropriate wipes.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluated handwashing facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.
- Post signage on proper handwashing techniques in all bathrooms.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified by the Site Safety Officer.
- Provided no-cost Covid19 testing during working hours.
- Provided with information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- That employees can report symptoms and hazards without fear of reprisal.
- Employees should report COVID-19 symptoms and possible hazards to the Site Safety Officer/school principal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing: please see the list of testing sites in the community.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. **Educators receive free Covid-19 testing.**
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for after the last known COVID-19 exposure

to a COVID-19 case.

- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **direct communication from HR**.
- Providing employees at the time of exclusion with information on available benefits.
- Quarantine if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

If Vaccinated:

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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If Not Vaccinated:

Caleb Buckley, EdD

Executive Director

8/4/2021