



NORTH HILLS

Church • K-12 • Preschool

Health & Safety Plan (as of 8/3/2020)

(Note: the following is subject to change [via Solano County Public Health guidelines.](#))

This plan follows the COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs, recommended effective June 12, updated July 17, and updated August 3, 2020.

The Plan outline is based on a “Healthy Only” framework for reopening the NHCS campus. This framework requires parents and employees to ensure that **only healthy individuals are entering the campus**. A “Healthy Only” framework provides the greatest level of "normalcy" but depends on students and employees to remain at home if they display any COVID-19 symptoms or have been in contact with others who are symptomatic.

Information in this Health & Safety Plan is in addition to and will supersede NHCS Student/Parent Handbook policies as long as Solano County Public Health guidelines are in effect.

Onsite supervisors responsible for implementing the Reopening Plan are K-12 Superintendent, Florence Wright (fwright@nhcsvallejo.org) and Administrator of Campus Operations, Paula Prentice (pprentice@nhcsvallejo.org). These supervisors will spot check and make correction as well as receive employee communication regarding noticed deficiencies.

Plan Item	Protocols
Classroom <i>CDPH Schools and School-Based Programs section 6, and August 25, 2020, CDPH Guidance for Small Supervised Groups of Children</i>	Students will remain in the same group or cohort limited to no more than 14, with no more than two supervising adults. <ul style="list-style-type: none"> ● Students may only touch or handle their assigned learning materials and personal items (e.g., textbooks, pens, backpacks, jackets). ● Student belongings will be kept at or on their desk/chair space. ● Space will be maximized between desks as practicable and minimizing face-to-face contact.
Closure Considerations <i>CDPH Schools and School-Based Programs section 12</i>	In consultation with the local public health department, if a decision for school closure is warranted, the length of time necessary, based on the risk level within our community will be determined. This may include a partial/temporary closure of the campus for cleaning and disinfection. The current automated message system will be used to contact parents. To ensure a smooth transition at any time in the future that the school may need to shift from campus-based to home-based Remote Instruction, all teachers will be proficient in the use of the following online tools: <ul style="list-style-type: none"> ● Google Classroom: For 4th - 12th grade students providing information on assignments and connecting with teachers on google hangouts. ● FACTS Family Portal: Parents can access teacher postings of subject objectives and assignments weekly. All grade-book information can also be accessed. ● Zoom: Teachers will schedule regular Zoom meetings with students to facilitate live instruction. ● MobyMax: Teachers will monitor K-8th grade progress as assigned. ● Other Resources: North Hills has subscriptions for a variety of online learning websites and teachers are trained in the use of these resources.

<p>Communication Plans</p>	<p>Parents and staff will use email or telephone communication to self-report symptoms. NH uses an emergency message system in the event notification is necessary, while maintaining confidentiality.</p>
<p>COVID-19 Testing</p>	<p>If asked by employees where COVID-19 tests can be obtained, HR departments should refer employees to their Primary Care Providers for COVID-19 testing. If testing is not available through the PCP, residents can access the Solano County testing resources. Note: Asymptomatic persons may be scheduled out more than 10 days, and results may also take 10 days or more. Priority may be given by severity of symptoms, profession, etc. Testing is by appointment only. Online applications for appointments can be scheduled at lhi.care/covidtesting or individuals without internet access can call 888-634-1123.</p>
<p>Employee Training</p> <p><i>CDPH Schools and School-Based Programs Section 8</i></p>	<p>All employees receive COVID-19 training on their return to campus and before caring for children using the following resources:</p> <ul style="list-style-type: none"> ● North Hills Cal/OSHA COVID-19 for Office/Employee Workspaces. ● Solano Public Health - Guidance for responding to COVID-19 in the workplace, August 3, 2020. ● CDPH COVID-19 Industry Guidance: Schools and School-Based Programs, updated August 3, 2020. ● CDPH and Cal/OSHA COVID-19 General Checklist for Schools and School-Based Programs, published July 17, 2020. ● CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, published July 17, 2020. ● CDPH - COVID-19 Interim Guidance: Youth Sports, August 3, 2020.
<p>Face Coverings</p> <p><i>CDPH Schools and School-Based Programs Section 3</i></p>	<ul style="list-style-type: none"> ● Students (grade 3 and up) are required to wear masks except for meals, snacks, naptime, or outdoor recess. ● Students will be provided a paper bag labeled with student name and affixed on or near their desk when face covering is temporarily removed. ● North Hills will provide cloth masks to students who fail to bring a mask or misplace during the day. ● Parents of K-2nd grade children who desire their child wear a face-covering throughout the day must notify the school office by email or in writing. ● All staff must use face coverings in accordance with CDPH guidelines. In limited situations, a face shield may be used (along with physical distancing) instead of a cloth face covering for student developmental purposes. ● Students who qualify for a medical exemption from wearing a face covering will be excluded from On-Campus Instruction. ● Staff who qualify for a medical exemption from wearing a face covering will be excluded from working on campus.
<p>Facilities</p> <p><i>CDPH Schools and School-Based Programs section 2 and 5</i></p>	<ul style="list-style-type: none"> ● Students and staff will develop routines to establish regular handwashing throughout the day. <ul style="list-style-type: none"> ○ Staff will model and practice handwashing to develop routines. ○ Note: Frequent handwashing is more effective than the use of hand sanitizers. ● All classrooms will be equipped with hand sanitizer, disinfectant spray,

	<p>wipes, gloves, paper towels and additional masks are available. Teachers will be responsible for the regular disinfecting of frequently-touched surfaces.</p> <ul style="list-style-type: none"> ● Bathroom surfaces will be monitored regularly by office staff. ● Use this link to the CDCP Information for the proper use, removal, and washing of cloth face coverings. ● Classroom windows will be kept open as much as possible to allow ventilation and airflow. ● Hand sanitizing stations will be strategically placed throughout the campus. ● Adequate supplies to support healthy hygiene behavior including soap, tissues, no-touch trash cans, hand sanitizer (60% ethyl alcohol), etc. will be available to students and staff. ● An isolation room is designated in the school office to separate anyone who exhibits symptoms of COVID-19 and will be disinfected after use. ● Custodial staff will be responsible for daily scheduled cleaning and disinfecting the entire facility using provided PPE. ● The school facilities will receive increased levels of cleaning and sanitizing using EPA approved products for use against COVID-19. Storage and application of disinfectants will be followed to ensure student and staff safety.
<p>Food</p> <p><i>CDPH Schools and School-Based Programs section 6 Non-Classroom Spaces</i></p>	<p>Lunch bags are packed at Choicelunch and delivered with everything inside except the entrée. Bags include all sides ordered (drinks, snacks, fruits/veggies), napkin, utensils (if needed), plus any condiments normally served with the entrée.</p> <ul style="list-style-type: none"> ● Choicelunch takes the temp of all employees daily. ● Lunches ordered will be distributed to the classroom by an adult with gloves and a face covering. ● Lunches will be eaten in the classroom.
<p>Health Screening</p> <p><i>CDPH Schools and School-Based Programs Section 9</i></p>	<ul style="list-style-type: none"> ● The temperatures of all employees will be checked daily upon arrival to the campus. Any employee that exhibits a fever of 100.4+ will be directed to leave campus immediately or separated in the isolation room until transported off-campus. ● Health screening questions and temperature checks will be required for all students at each drop off point. In the spirit of promoting the continued good health of students and staff, North Hills expects parents to take responsibility to make sure their child has not experienced any COVID-19 symptoms before arriving at school. ● Staff and students will be monitored throughout the day for signs of illness and will be sent home if demonstrating a temperature exceeding 100.4 or any other COVID-19 symptoms. ● Students who demonstrate COVID-19 symptoms will be directed to the office, isolated from others while parents are contacted according to the current handbook policy. The following symptoms include: fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. ● Absences due to Health Screening restrictions will not be counted as school day absences.

<p>Healthy Hygiene Practices</p> <p><i>CDPH Schools and School-Based Programs Section 2</i></p>	<p>Teach and reinforce washing hands, avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff.</p> <ul style="list-style-type: none"> • Teach students and remind staff to use tissue and to cough/sneeze inside the tissue or their elbow. • Wash hands frequently (for 20 seconds) throughout the day, before and after eating, using the restroom, and after handling shared items. • Healthy hygiene signage will be posted throughout the buildings.
<p>Lost and Found</p> <p><i>CDPH Schools and School-Based Programs Section 7</i></p>	<ul style="list-style-type: none"> • This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. • Lost items will be gathered and kept on a rack located in the B200 breezeway nearest the library.
<p>On-Campus Sickness</p> <p><i>CDPH Schools and School-Based Programs Section 10</i></p>	<p>Any student or staff member who exhibits symptoms of COVID-19 while on campus will be directed to the office, isolated from others until they can be transported home or to a healthcare facility. Symptoms are posted at employee entrances and the student drop off checkpoint.</p> <p>Should any positive case of COVID-19 occur the following will take place:</p> <ul style="list-style-type: none"> • Reporting to the local public health department while maintaining confidentiality as required by state and federal laws. • Close off any areas used by an individual suspected of being infected until the area can be cleaned and disinfected (after a 24 hour wait period). • Sick students or staff will be advised not to return until they have met the CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared. • Investigate the illness and exposures to determine if work-related factors contributed to the risk of infection and update protocols to prevent further cases. • Implement necessary processes and protocols if the school has an outbreak, in accordance with CDPH guidelines.
<p>Parents & Guests</p> <p><i>CDPH Schools and School-Based Programs Section 6 Non-Classroom Spaces</i></p>	<ul style="list-style-type: none"> • Grade 1-12 parents are not permitted to enter the building during drop-off or pick-up. • We request that parents and guests schedule appointments to visit the office rather than on a drop-in basis. • All parents and guests are required to observe the Solano County Social Distancing protocol posted at the office door entrance. This will be the only entry point for parents. • All parents and guests are required to wear a face covering as required by the City of Vallejo. • Kindergarten parents, wearing face coverings, will be permitted to accompany their child to their classroom during the first week of On-Campus Instruction (or longer as emotionally required) but are encouraged to minimize their time in the classroom. • Families will have access to COVID-19 resources through FACTS Family Portal. • While we do not want to discourage volunteerism completely, parents wishing to volunteer will have to follow guidelines and must be pre-arranged as there will be no drop-in visits. Until the situation changes Family Volunteer will not be tracked.

<p>Parent Notice and Release</p>	<ul style="list-style-type: none"> • Parents and employees must complete a Notice and Release at the beginning of the school year with required signatures releasing NHBC/NHCS of any liability in regards to COVID-19 and agreeing to only permit non-symptomatic persons to enter the campus. • NH will post COVID-19 educational materials on FACTS Family Portal.
<p>Personal Items</p> <p><i>CDPH Schools and School-Based Programs Section 7</i></p>	<ul style="list-style-type: none"> • Families/Staff are responsible to ensure that all personal items brought to the school are disinfected daily before being introduced to the campus. • No personal items may be shared (e.g., backpacks, clothing). • All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).
<p>Physical Distancing & Minimizing Exposure</p> <p><i>CDPH Schools and School-Based Programs Section 4, 6</i></p>	<p>Drop Off:</p> <ul style="list-style-type: none"> • Supervised drop-off begins 15 minutes before and after school start/end times at the designated areas. Designated drop off areas are: <ol style="list-style-type: none"> 1) car lanes in front of PS playground; 2) walkway across from elementary playground; 3) ramp outside of B202 (Extended Care); 4) ramp outside of C200 (High School wing); 5) ramp outside of E200 (near Worship Center) • Students will report directly to the classroom. Exterior doors will remain open for 15 minutes after the start of school. Students arriving after this time must report to the school office. • Safety shields will be installed at the school office front desk. <p>Dismissal:</p> <ul style="list-style-type: none"> • Dismissal locations will remain as noted in the Student/Parent Handbook (Section X.D.) implementing social distancing. <p>Early Sign Out:</p> <ul style="list-style-type: none"> • Parents must call the School Office upon arrival to NH campus. Office staff will record the time of student departure and the student will be accompanied to the parent vehicle outside Building D (Administration). <p>Classroom:</p> <ul style="list-style-type: none"> • Upon entering the classroom students will sanitize/wash their hands. • Students will be instructed not to share items with their classmates. • Recess schedules will be modified to only allow one class at a time on the playground or athletic field. • Classroom doors will be marked for entrance only and exit only. • Teachers and students will maintain a 6 foot physical distance as practicable. <p>Teacher and Staff Safety:</p> <ul style="list-style-type: none"> • All staff meetings, professional development training, and other staff activities will follow physical distancing guidelines. When distancing is not possible, virtual meetings will take place. • Use of break rooms and other open employee spaces have been minimized for staff safety. <p>Recess:</p> <ul style="list-style-type: none"> • Contact sports will not be permitted during recess times. • Classrooms will have and store dedicated equipment to be used only by students in that classroom. Shared equipment will be cleaned and sanitized between uses. <p>Facilities:</p> <ul style="list-style-type: none"> • Reminders and signage will be displayed throughout the school (classrooms, hallways, bathrooms, welcome center, administrative

	<p>offices) for students and staff:</p> <ul style="list-style-type: none"> • Emergency drills will be modified to maintain proper physical distancing to the greatest extent possible. • Weekly Chapel will be held in classrooms utilizing online services or livestreaming.
<p>Non-Academic Activities</p> <p><i>CDPH Schools and School-Based Programs Section 6</i></p>	<p>All non-academic activities are suspended until further notice.</p>
<p>Technology</p> <p><i>CDPH Schools and School-Based Programs Section 7</i></p>	<ul style="list-style-type: none"> • In grades K-8, Chromebooks and computer carts will be assigned and include a protocol for continual surface cleaning. • High School students will participate in a one-to-one program in which every student will utilize a Chromebook. • Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use.
<p>Transportation</p> <p><i>CDPH Schools and School-Based Programs Section 3</i></p>	<ul style="list-style-type: none"> • School vehicles will be disinfected after each morning and afternoon routes. • The driver will ask all students health screening questions before entering the vehicle. • Hand sanitizer will be provided and used by each student before boarding. • Face coverings will be required and physical distancing will be maximized to the greatest extent practicable. • Windows will be opened as practicable.
<p>Vendors</p> <p><i>CDPH Schools and School-Based Programs Section 6 Non-Classroom Spaces</i></p>	<p>All mail, deliveries, and vendors are directed to Building D200. This office door is locked. For access, they must ring the doorbell and items will be accepted without entry except for oversized/heavy deliveries. Appointments are made with outside vendors as needed. For entry, they must wear a face covering and access is limited to their specific purpose such as facility repairs, etc.</p>
<p>Water</p> <p><i>CDPH Schools and School-Based Programs section 5</i></p>	<ul style="list-style-type: none"> • Water fountains will not be operational. • Students must bring their own water bottles labeled with their name. Parents should consider the need for extra water on hot days.