



NORTH HILLS

Church • K-12 • Preschool

COVID-19 Safety Plan (CSP) for In-Person Instruction

(as of 2/1/2021 and is subject to change [via Solano County Public Health guidelines](#))

This plan follows the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year dated January 14, 2021.

The Plan outline is based on a “Healthy Only” framework for 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 the California Department of Public Health and Solano County Public Health guidelines are in effect.

Onsite supervisors responsible for implementing the COVID-19 Health & Safety 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 corrections as well as receive employee communication regarding noticed deficiencies.

Plan Item	Protocols
Classroom <i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 18, 21, 22, 29, and 30.</i>	Students will remain in a stable group or cohort limited to no more than 16, including 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 are kept at or on their desk/chair space.• Classroom furniture is arranged to comply with social distancing guidelines (teacher and student desks 6 feet from one another). Floor tape has been applied to help students comply with guidelines.
Communication Plans	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.
COVID-19 Testing <i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 28</i>	Employees are referred to their Primary Care Providers for COVID-19 testing. Testing of symptomatic students and employees can be accessed through the Solano County testing resources. Students and employees with symptoms of COVID-19 infection are advised not to return for in-person instruction/work until they have met CPDH criteria to discontinue home isolation.

<p>Employee Training</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 29 and 30</i></p>	<p>Employees are instructed to maintain physical distance from each other, wear a face covering, participate in meetings and professional development online when physical distancing is a challenge, and minimize the use of break rooms where employees tend to congregate.</p> <p>All employees received 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>Training updates take place as soon as practicable when K-12 Guidance is revised. NH uses our weekly employee communication to provide reminders of COVID-19 guidance.</p>
<p>Face Coverings</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 16 and 17.</i></p>	<ul style="list-style-type: none"> ● Students (K-12) are required to wear masks except for meals or snacks. ● Students are provided a paper bag labeled with student name and affixed on or near their desk when face covering is temporarily removed. ● Students who qualify for a medical exemption from wearing a face covering are excluded from On-Campus Instruction. ● North Hills will provide disposable masks to students who fail to bring a mask or misplace it during the day. ● All staff must use face coverings following 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. ● Use this link to the CDCP Information for the proper use, removal, and washing of cloth face coverings. ● Staff who qualify for a medical exemption from wearing a face covering are excluded from working on campus.
<p>Facilities</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 15, 25, 26, 28, and 29</i></p>	<ul style="list-style-type: none"> ● Students and staff practice regular handwashing throughout the day. <ul style="list-style-type: none"> ○ Staff model and practice handwashing to develop routines. ○ Note: Frequent handwashing is more effective than the use of hand sanitizers. ● All classrooms are equipped with hand sanitizer, soap and water, wipes, gloves, paper towels, and additional masks are available. Teachers are responsible for the regular cleaning of frequently touched surfaces. ● All classroom space includes windows that are opened as much as possible to allow ventilation and airflow. ● Hand sanitizing stations are strategically placed throughout the campus. ● Students use the hand sanitizing station before and after outdoor playground time. ● Drinking fountains are blocked off from use and students are required to bring personal water bottles.

<p>Facilities <i>(continued)</i></p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 15, 25, 26, 28, and 29</i></p>	<ul style="list-style-type: none"> • Adequate supplies to support healthy hygiene behavior including soap, tissues, no-touch trash cans, hand sanitizer (60% ethyl alcohol), etc. are available to students and staff. • An isolation room is designated in the school office to separate anyone who exhibits symptoms of COVID-19 and is cleaned after use. • Custodial staff is responsible for daily scheduled cleaning of the classrooms and common areas. • The school facilities receive levels of cleaning and disinfecting using EPA approved products for use against COVID-19 as directed in the CDPH Guidance for K-12 2020-2021 (January 14, 2021).
<p>Food</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 23</i></p>	<p>The school does not provide a lunch program at this time. Students and employees must bring all food and drinks from home.</p> <ul style="list-style-type: none"> • Weather permitting, student lunches are eaten outdoors. • Employee breakroom seating is limited and social distancing and cleaning are practiced.
<p>Health Screening</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 27 and 28</i></p>	<ul style="list-style-type: none"> • The temperatures of all employees are checked daily upon arrival to the campus. Any employee that exhibits a fever of 100.4+ is directed to leave campus immediately. • Health screening questions and temperature checks are 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. • Note: If a student or employee has chronic allergic or asthmatic symptoms (cough or runny nose), then a change in their symptoms from baseline should be considered a positive symptom. • Staff and students should self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms to support students who are less able to self-monitor or self-report. • Students who demonstrate COVID-19 symptoms are 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, and a 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 Guidance for K-12 2020-2021 (January 14, 2021) page 24 and 25</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 a 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 is posted throughout the buildings. • Hand sanitizing stations are strategically placed throughout the campus.

<p>Lost and Found</p>	<p>This year, it is 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.</p> <ul style="list-style-type: none"> • Lost items are gathered and kept on a rack located in the B200 breezeway nearest the library.
<p>On-Campus Sickness</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 28, 31, and 32</i></p>	<p>Any student or staff member who exhibits 1 or more symptoms of COVID-19 while on campus are 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>The measures taken should a student, teacher, or staff member have symptoms, is a contact of someone infected, or is diagnosed with COVID-19:</p> <ol style="list-style-type: none"> 1) <u>COVID-19 symptoms.</u> <ul style="list-style-type: none"> • Send home and testing is recommended. • School/classroom remain open. 2) <u>Close contact with a confirmed COVID-19 case.</u> <ul style="list-style-type: none"> • Send home. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. 3) <u>Confirmed COVID-19 case infection.</u> <ul style="list-style-type: none"> • Notify the local public health department while maintaining confidentiality as required by state and federal laws. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts, inform the local health department of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious. • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 4) <u>Symptomatic person tests negative or a healthcare provider documents that symptoms are typical of their underlying chronic condition.</u> <ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open.
<p>Parents and Guests</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 22</i></p>	<ul style="list-style-type: none"> • 1st-12th grade 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 arriving 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 is the only entry point for parents. • All parents and guests are required to wear a face covering as required by the City of Vallejo. • Families will have access to COVID-19 resources through FACTS Family Portal.

<p>Parents and Guests</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 22</i></p>	<ul style="list-style-type: none"> • While we do not want to discourage volunteerism completely, parents who wish to volunteer will have to follow guidelines and must be pre-arranged as there are no drop-in visits. Until the situation changes Family Volunteer hours will not be tracked. • School tours for prospective families are limited to outdoor space only.
<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 Guidance for K-12 2020-2021 (January 14, 2021) page 29</i></p>	<ul style="list-style-type: none"> • 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 Guidance for K-12 2020-2021 (January 14, 2021) page 2,</i></p>	<p>Drop Off:</p> <ul style="list-style-type: none"> • Supervised drop-off begins 30 minutes before and 15 minutes 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) the ramp outside of B202 (Extended Care); 4) red tables at the north end of the campus,; 5) the ramp outside of E200 (near Worship Center) • Students report directly to the classroom. Exterior doors remain open for 15 minutes after the start of school. Students arriving after this time must report to the school office. • Safety shields are installed at the school office front desk. <p>Dismissal:</p> <ul style="list-style-type: none"> • Use the same locations as Drop Off. <p>Early Sign Out:</p> <ul style="list-style-type: none"> • Parents must call the School Office upon arrival to NH campus. Office staff records the time of student departure upon parent arrival. <p>Classroom:</p> <ul style="list-style-type: none"> • Upon entering the classroom students will sanitize/wash their hands. • Students are instructed not to share items with their classmates. • Recess schedules are modified to only allow one class at a time on the playground or athletic field. • All classrooms have two doors to limit direct contact between people as much as practicable. • 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. • The 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 have dedicated equipment used only by students in that classroom.

	<p>Facilities:</p> <ul style="list-style-type: none"> • Reminders and signage are displayed throughout the school (classrooms, hallways, bathrooms, welcome center, administrative offices) for students and staff: • Emergency drills are modified to maintain proper physical distancing to the greatest extent possible. • Weekly Chapel is held in classrooms utilizing online services or live streaming.
Non-Academic Activities	All non-academic activities are suspended until further notice.
<p>School Closure Determinations</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) Page 37</i></p>	<p>In consultation with the local public health department, a closure may be recommended based on the number of cases and stable groups impacted. This may include a partial/temporary closure of the campus for cleaning and disinfection. The current automated message system is used to contact parents.</p> <p>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 are proficient in the use of the following online tools:</p> <ul style="list-style-type: none"> • Google Classroom: 4th-12th grade students are provided information on assignments and connect 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>Technology</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 29</i></p>	<ul style="list-style-type: none"> • In grades K-8, Chromebooks and computer carts are assigned and include a protocol for continual surface cleaning. • High School students participate in a one-to-one program in which every student will utilize a Chromebook. • Shared equipment in computer labs is maintained with a protocol of surface cleaning between every use.
Transportation	North Hills is not offering transportation services at this time.
<p>Vendors</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 22</i></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 are 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>Water</p> <p><i>CDPH Guidance for K-12 2020-2021 (January 14, 2021) page 27</i></p>	<ul style="list-style-type: none"> • Water fountains are not operational. • Students must bring water bottles labeled with their name. Parents should consider the need for extra water on hot days.