

Safe Reopening Plan for JCS-Mountain Oaks



JCS

MOUNTAIN OAKS

In order to comply with San Diego County’s “Safe Reopening Plan for K-12 Schools,” JCS-Mountain Oaks has prepared this comprehensive document with site-specific details for ensuring the safety of students and staff on campus amidst the COVID-19 pandemic.

[Plan update 7/26/21](#)

[Plan update 4/5/21](#)

[General Measures](#)

[Promote Healthy Hygiene Practices](#)

[Intensify Cleaning, Disinfection, and Ventilation](#)

[Implementing Distancing](#)

[Limiting Sharing](#)

[Train All Staff and Educate Families](#)

[Check for Signs and Symptoms](#)

[Plan for When a Staff Member, Child or Visitor Becomes Sick](#)

[Maintain Healthy Operations](#)

[Considerations for Partial or Total Closures](#)

In December 2020, a Cal/OSHA emergency regulation required employers to create a written COVID-19 prevention program or an addendum to the Injury and Illness Prevention Program.

[JCS-Inc. COVID19 Prevention Program \(CPP\)](#)

The California Department of Public Health (CDPH) released the COVID-19 School Guidance Checklist on 1/14/21 and required that Local Education Agencies include it in their COVID-19 Safety Plan (CSP).

[COVID-19 School Guidance Checklist for JCS-Mountain Oaks](#)

General Measures

County Requirement:

1. The school has a COVID-19 Safe Reopening Plan webpage that includes the school's:
 - a. Safe Reopening Plan for K-12 Schools
 - b. Plans for describing each of the elements described in this document.

JCS Mountain Oaks Details:

This document serves the purpose to communicate the reopening plan for JCS-Mountain Oaks. It is published on the school website at <http://jcsphoenixlearningcenter.weebly.com/covid-19-response>. This document was also sent directly to all stakeholders via email.

County Requirement:

2. The school has plans that describe how it will:
 - a. Monitor on a weekly basis, COVID-19 guidance from the CA Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS), and San Diego County Office of Education (SDCOE).
 - b. Limit the use of school facilities by external community organization and/or ensure permitted use of school facilities complies with the guidance described in the CDPH.
 - c. Limit nonessential visitors and volunteers from the campus

JCS-Mountain Oaks Details:

School administration reviews COVID-19 guidance regularly and meets with colleagues weekly to interpret information and consider its impact on the school reopening plan. COVID-19 Guidance is primarily attained by subscribing to the SDCOE email list and monitoring the CDPH, CDE, and PHS websites.

JCS-Mountain Oaks will limit any external community organizations use of facilities, specifically for child care or enrichment purposes. External organizations will abide by COVID-19 guidance from the CA Department of Public Health.

JCS-Mountain Oaks has reduced campus visitors/volunteers to essential professionals who provide specialized, direct instruction only.

County Requirement:

3. The school has plans that describe how it will support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:
 - a. Review existing student health plans to identify students who may need additional accommodations
 - b. A process for engaging families for potentially unknown concerns that may need to be accommodated
 - c. Identification of additional preparations for classroom and non-classroom environments needed for groups that might be at increased risk of becoming infected or having unrecognized illness. These include individuals who:
 - i. Have limited mobility or require prolonged and close contact with others, such as direct support providers and family members
 - ii. Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing
 - iii. May not be able to communicate symptoms of illness

JCS-Mountain Oaks Details:

All staff and support personnel have reviewed student health plans to determine if additional COVID-19 accommodations are necessary. A weekly health/wellness check-in survey will be used to engage families in reporting concerns related to the safety of their student(s) onsite. 504 and SPED staff have been consulted to identify the student population for whom additional preparations will need to be made due to increased risk of becoming infected or having unrecognized illness.

County Requirement:

4. The school has complied with Cal-OSHA requirements to:
 - a. Conduct site-specific hazard assessments
 - b. Develop and implement an effective plan to protect employees

JCS-Mountain Oaks Details:

JCS Mountain Oaks has reviewed Cal-OSHA requirements and assessed the site for hazards. Healthy hygiene, cleaning, reduced campus population, and physical distancing measures are in place to protect employees.

Promote Healthy Hygiene Practices

County Requirement:

5. The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to:
 - a. Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - b. Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
 - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
 - d. Use fragrance-free hand sanitizer when handwashing is not practicable.
 - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
 - ii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

JCS-Mountain Oaks Details: Hygiene and Handwashing will be taught and reviewed explicitly with students by classroom teachers and support staff. Informational posters with text and images will be strategically placed throughout the school and in bathrooms to remind students of the important and appropriate steps for washing hands and practicing good hygiene.

["Handwashing is your Superpower" Poster](#)

["Stop the Spread" Poster](#)

["Cover Coughs and Sneezes" Poster](#)

["Wash your Hands" Poster](#)

["Germs Are All Around You" Poster](#)

[Handwashing video](#) CDC

[How to Protect Yourself Guide](#)

No-touch hand sanitizing stations have been acquired and will be located throughout the school. Fragrance-free hand sanitizer has been acquired. A guided hand washing procedure using clean water and soapy water in spray bottles will be regulated and practiced 2-3 times a day, around indoor/outdoor transitions and at meal times.

County Requirement:

6. The school has developed plans to ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day. The plan describes how the school will:
 - a. Provide regular and frequent access to handwashing facilities, including to the extent practicable, handwashing stations near classrooms
 - b. Prevent congregations in bathrooms
 - c. Develop routines enabling students and staff to regularly wash their hands at staggered intervals
 - d. Develop routines enabling students and staff to use hand sanitizer when necessary

JCS-Mountain Oaks Details:

In weekly lesson plans, teachers will set aside time to teach and review prevention procedures such as washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Handwashing and sanitizer plan for students and staff

Teachers will set aside time each week to teach and review prevention procedures.

Teachers will be provided hand sanitizer for their classrooms.

Teachers will post in “new” bathroom rules.

- Students will sign the bathroom log out sheet when being excused to use the facility.
- Only one student per time can use the restroom.
- Students will be directed to not congregate in the bathroom. Go in, do business, wash hands, and return to class.

Allow students to use hand sanitizer in class at any time.

County Requirement:

[Updated Blueprint for face coverings, distancing and vaccinations](#)

7. The school has developed plans to teach and reinforce the use of cloth face coverings, masks, or face shields. The plans must:
 - a. Unless otherwise required by the state, county, or school
 - i. All employees and visitors should wear a face cover when physical distancing is not practicable.
 1. Describe staff policies on the use of face covers
 - ii. Strongly encourage students to wear face covers when physical distancing is not practicable
 1. Describe student policies on the use of face covers
 - b. Describe situations when physical distancing may not be practicable, such as school buses or other settings where space may be insufficient
 - c. Allow a clear face shield to be used in place of a face cover when it is necessary for a person's face to be visible during interactions

- d. Describe how information will be provided to staff, students and families on the proper use, removal and washing of cloth face coverings

JCS-Mountain Oaks Details:

Teachers will teach and reinforce the use of cloth face coverings.

All staff and visitors will wear a mask and masks are required for students in all grades K-8th **while indoors**, with exceptions for medical and Individualized Education Program (IEP) decisions. Face coverings should cover the nose, mouth and chin. (Updated 6/22/2021)

Staff, parents and students will be provided information on the [proper use, removal, and washing of face coverings](#). This link from the Centers for Disease Control and Prevention will be available on our COVID-19 webpage linked to our main page, posted in our weekly schoolwide newsletters, and will be emailed out to families.

[Handwashing video](#) CDC

[How to Protect Yourself Guide](#)

County Requirement:

8. The school has adequate supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
9. Employers should provide and ensure staff use face coverings and all required protective equipment.
10. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees

JCS-Mountain Oaks Details:

Promoting Healthy Hygiene

Prevention Procedures for Students/Staff

In weekly lesson plans, teachers will set aside time to teach and review prevention procedures such as washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Handwashing and sanitizer plan for students and staff

Teachers will set aside time each week to teach and review prevention procedures.

Teachers will be provided hand sanitizer for their classrooms.

Teachers will post in "new" bathroom rules.

- Students will sign the bathroom log out sheet when being excused to use the facility.
- Only one student per time can use the restroom.
- Students will be directed to not congregate in the bathroom. Go in, do business, wash hands, and return to class.

Allow students to use hand sanitizer in class at any time.

Face Coverings

Teachers will teach and reinforce the use of cloth face coverings, masks or face shields.

All staff and visitors will wear a mask when social distancing is not practical while in the building.

Students will be encouraged to wear face covers when physical distancing is not practicable.

Staff, parents and students will be provided information on the [proper use, removal, and washing of face coverings](#). This link from the Centers for Disease Control and Prevention will be available on our COVID-19 webpage linked to our main page, posted in our weekly schoolwide newsletters, and will be emailed out to families.

[Handwashing video](#) CDC

[How to Protect Yourself Guide](#)

JCS Mountain Oaks has a sufficient supply of personal protective equipment (PPE) necessary to protect employees.(masks, face shields, gloveS)

Intensify Cleaning, Disinfection, and Ventilation

County Requirement:

11. All drinking fountains have been disabled. (Refillable water bottle stations may be used.)

JCS-Mountain Oaks Details:

Out of order signs have been placed on all (2) drinking fountains on campus. One is located in the outdoor lunch area and one is located between the intermediate restrooms. All students and staff will be directed to bring a refillable water bottle to school everyday. Refillable water bottle stations are available in the Mountain Oaks office (downstairs) and outside intermediate boys restroom (upstairs.) They are accessible to students and staff, as needed.

County Requirement:

12. The school has developed plans that describe how frequently-touched surfaces within the school will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff. Frequently touched surfaces include:
 - a. Door handles
 - b. Light Switches
 - c. Sink handles
 - d. Bathroom surfaces
 - e. Tables
 - f. Student Desks
 - g. Chairs
13. The school has developed plans that describe how:
 - a. Frequently-touched surfaces on school buses will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff
 - b. Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
 - c. Bus drivers are provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day

JCS-Mountain Oaks Details:

A daily cleaning schedule to include sanitizing touched surfaces listed above will be completed by custodial staff. Additionally, staff will disinfect high-touch areas such as

door handles, light switches, and table tops at least 1-2 times throughout the instructional day, around student transitions.

Facility Sanitizing

JCS MO will be utilizing the resources recommended by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Disinfect all high-touch surfaces daily, only after students have left for the day.
- Clean with soap and water desk and table surfaces each time occupancy changes.
- Disinfect surfaces whenever multi-person contact presents a probability of contamination.
- Use engineered or administrative controls whenever possible to avoid contamination of common surfaces:
- Keep classroom doors open when students or staff are entering and exiting.
- Use disposable covering to protect commonly touched surfaces.
- Remove non-essential furniture and equipment from rooms that would otherwise need daily disinfecting.

Custodial Cleaning

Nightly for trash and table tops and bathrooms

Monday, Wednesday, Friday - regularly routine + vacuuming

Teacher and Student Cleaning

- Students should not be allowed to use disinfecting chemical products as this violates both state and federal laws.
- An alternative as a reasonable and effective solution for student and teacher cleaning is providing a mild multi-surface cleaning detergent (requiring no PPE) for each individual to wash their respective work area immediately upon entering the classroom or workspace.
- Teachers or other individuals would apply via spray and students would wipe down their individual space.
- An electrostatic machine will be used daily to clean classrooms using Vital Oxide Disinfectant.

Employee Cleaning

Employees will use a mild multi-surface cleaning detergent (requiring no PPE) for employees to wash their respective work area immediately upon entering the workspace.

Dining Area, Create Space, and Playroom Cleaning

- Table surfaces should be cleaned before the next group of students is seated.
- Students should not be allowed to use disinfecting chemical products as this violates both state and federal laws.
- Floors in the Play area should be cleaned if students will be on the ground doing any physical activity.

[Steps for Properly Cleaning and Disinfecting Your School](#) - CDC recommendations
[Cleaning and Disinfecting in School Classrooms](#) - CDC recommendations

County Requirement:

14. The plan for cleaning and sanitation incorporates the following elements:
 - a. When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.
 - b. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
 - c. Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - d. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - e. Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access
 - f. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

JCS-Mountain Oaks Details:

JCS MO will be utilizing the resources recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Implementing Distancing

County Requirement:

15. The school has developed plans that describe the measures that will be used to maintain 6-feet between students in the following settings, as practicable. If the school determines 6-feet cannot practicably be maintained between students in one or more of the following settings, the plan also describe the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students.

- a. School bus stops
- b. School buses
- c. During daily symptom and temperature screening of students
- d. While students are entering campus and waiting for their first class to begin
- e. During meal periods
- f. During recess
- g. During passing periods
- h. Classrooms and other instructional spaces
- i. Restrooms
- j. Locker rooms
- k. While students are exiting the campus
- l. School buses
- m. Before- and after-school programs
- n. Extracurricular and co-curricular programs

JCS-Mountain Oaks Details:

Implementing Distancing

Limit students capacity to 50% of normal class size.

We will limit student mixing and implement distancing by following these steps:

- ❖ Students in the primary grades will remain in the same space and in small groups as practicable. Students will stay with the same students and teacher to the greatest extent possible throughout the day.
- ❖ Students in the middle school grades will remain in the same group and only move between subject area classes following social distancing guidelines (transitions - students will be 6ft apart and wear masks).
- ❖ Teachers will design classroom spaces that promote social distancing as evidenced in the maps/layouts provided.

- ❖ Teachers will develop lessons that maximize spacing and minimizes movement in their classrooms and in the playroom.
- ❖ Teachers will develop procedures for turning in assignments to minimize contact.
- ❖ To minimize congregate movement through hallways, we will stagger passing times and enforce social distancing through markers on the floor and walls (6 ft distance rule).

Common use areas will have limited use.

- ❖ Play room schedule will be created for teachers to sign up to use for individual exercise (no group play). Play room will be cleaned after each use.
- ❖ Dining area will be used to eat lunch. Students will be assigned seats, limiting the number of students at each table to 3. Lunch time will be 30 minutes. Staff will clean tables and areas between lunch times for each grade level span. Students will be encouraged to bring their own lunch. If students order Ki's, it will be served as individually bagged meals. Students will be told to avoid sharing of foods and utensils
- ❖ The Middle School Lounge schedule will be created for teachers to sign up to use for a quick break out. MS lounge will be cleaned after each use.
- ❖ The snack break will be held in classrooms.
- ❖ We will limit nonessential visitors, volunteers and activities involving other groups at the same time.

County Requirement:

16. The school's plan for scheduling students uses the following measures to the greatest extent practicable:
 - a. Stagger arrival and departure times and locations as consistently as practicable as to minimize scheduling challenges for families
 - b. Designate routes for entry and exit, using as many entrances as feasible
 - c. Put in place other protocols to limit direct contact with others as much as practicable

JCS-Mountain Oaks Details:

JCS Mountain Oaks will stagger arrival and dismissal times to minimize scheduling challenges for families.

Scheduling Plan for JCS MO:

Reopening Plan SCHEDULE 2020-2021

To minimize the congregation of large groups and promote physical distancing, we will stagger our starting and ending times for grade level spans.

Start Times	Dismissal Times
Beginning Arrival time for 7th/8th will be 7:45am 8:00 - 7th and 8th	12:30 → A-F by student's last name
Arrival begins at 7:55am 8:10 - 4th & 5th	12:45 → G - O by student's last name
Arrival begins at 8:05am 8:20 - 3rd & 6th	1:00 → P - Z by student's last name
Arrival begins at 8:15am 8:30 - K-2nd	

To alleviate stress on families, we will allow for family members to arrive for in-person instruction together if needed. For example: when a student in middle school starts class at 8:00am, and he/she has a sibling in 1st grade that starts at 8:30am, the first grader may arrive on campus before 8:00am to be temperature screened with the older sibling. Upper grade scholars will escort their younger sibling(s) to their class(es) and teachers will have quiet, independent activities set up for scholars to do while they wait for their class to start.

To alleviate traffic flow and promote social distancing at dismissal, JCS MO has staggered the dismissal times to allow for traffic flow both in and outside the building. To accommodate families with siblings, parents/guardians will pick up all children according to a dismissal time by student last name. Walkie Talkies will be provided to all staff members for communication purposes. Parents will park and walk to the designated pick up area in the parking lot to take students home.

Virtual Learning Schedule

In order to maintain structure and help in ease of a potential transition to on site instruction, our class schedules will to the best of our ability emulate that structure. Remote instruction will include the following key components: daily live instruction (ALL subject areas - Reading, Writing, Math, History, Science) - Zoom platform; Google Classroom; structured schedule; small group instruction; differentiated instruction; instructional materials provided (books, consumables, etc.); teacher availability; student assessments; targeted feedback; progress monitoring; support for English Learners and students with disabilities; high engagement; 1:1 student devices; WiFi support for families in need; a technology plan that supports staff, students, and parents; and grades will be issued, among many others.

County Requirement:

17. The school's plan to limit student mixing uses the following measures to the greatest extent practicable:
 - a. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
 - b. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
 - c. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
 - d. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - e. Implement procedures for turning in assignments to minimize contact.
 - f. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
 - g. Consider holding recess activities in separated areas designated by class.
 - h. Limit the use of common use areas such as cafeterias, dining areas, libraries, and locker rooms where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
 - i. Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.

- j. Limit nonessential visitors, volunteers and activities involving other groups at the same time.

JCS-Mountain Oaks Details:

We will limit student mixing and implement distancing by following these steps:

- ❖ Students in the primary grades will remain in the same space and in small groups as practicable. Students will stay with the same students and teacher to the greatest extent possible throughout the day.
- ❖ Students in the middle school grades will remain in the same group and only move between subject area classes following social distancing guidelines (transitions - students will be 6ft apart and wear masks).
- ❖ Teachers will design classroom spaces that promote social distancing as evidenced in the maps/layouts provided.
- ❖ Teachers will develop lessons that maximize spacing and minimizes movement in their classrooms and in the playroom.
- ❖ Teachers will develop procedures for turning in assignments to minimize contact.
- ❖ To minimize congregate movement through hallways, we will stagger passing times and enforce social distancing through markers on the floor and walls (6 ft distance rule).

Common use areas will have limited use.

- ❖ Play room schedule will be created for teachers to sign up to use for individual exercise (no group play). Play room will be cleaned after each use.
 - ❖ Dining area will be used to eat lunch. Students will be assigned seats, limiting the number of students at each table to 3. Lunch time will be 30 minutes. Staff will clean tables and areas between lunch times for each grade level span. Students will be encouraged to bring their own lunch. If students order Ki's, it will be served as individually bagged meals. Students will be told to avoid sharing of foods and utensils
 - ❖ The Middle School Lounge schedule will be created for teachers to sign up to use for a quick break out. MS lounge will be cleaned after each use.
 - ❖ The snack break will be held in classrooms.
 - ❖ We will limit nonessential visitors, volunteers and activities involving other groups at the same time.
-

County Requirement:

18. The school has developed plans to maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. The plans describe:
- a. How space will be maximized in
 - i. Classrooms
 - ii. School buses (between the driver and students)
 - iii. Other settings
 - b. The criteria used to determine if other measures such as the installation of plexiglass or other barriers are necessary
 - c. Situations in employees cannot maintain physical distancing with students and the protective measures that will be employed

JCS-Mountain Oaks Details:

JCS-Mountain Oaks has developed plans to maximize space between seating and desks/tables in each classroom. Teacher and other staff desks are located at least six feet away from student desks. Plexiglass partitions have been used in rooms where more than one student will sit at a table. Teachers have added markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Limit Sharing

County Requirement:

19. The school has developed plans that describe how it will limit use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. Frequently shared objects include but are not limited to toys, games, art supplies, learning aids, books, electronic equipment, and playground equipment. The school's plan describes:
- a. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings are taken home each day to be cleaned
 - b. That adequate supplies are available to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable, or how the use of supplies and equipment will be limited to small groups of children and cleaned and disinfected between uses.

JCS-Mountain Oaks Details:

Limit Sharing

At JCS Mountain Oaks staff will create a list of on campus expectations for student responsibilities

- Students will be encouraged to bring their own scholarly tool box (pencils, erasers, crayons, markers, scissors) - could be a pencil pouch and placed in a binder
- Scholarly Toolboxes must be brought home daily
- Students will need to have their own storage cubby to house supplies in the primary grades.
- Students will keep supplies with them in their backpacks that remain with the student

Technology Use

Students will be assigned a Chromebook number to use while on campus. This will limit the shared use of technology.

Teachers and staff will wipe down the copier with sanitizing wipe after using the machine.

Playground Use

Students will not be allowed to use playground equipment such as balls and the climbing wall.

Students can use the Playground area for activities that promote social distancing such as Go Noodle, etc.

Train All Staff and Educate Families

County Requirement:

20. The school has a plan that described how it will train all staff and provide educational materials to families in the following safety actions:
- a. Enhanced sanitation practices
 - b. Physical distancing guidelines and their importance
 - c. Use of face coverings
 - d. Screening practices
 - e. COVID-19 specific symptom identification
 - f. Proper use, removal and washing of cloth face coverings.

JCS-Mountain Oaks Details:

The school will use SDCOE's powerpoint presentations as a basis for training staff in the areas listed above:

[COVID-19 Information for Employees](#)
[Staying Safe in My Office Space](#)

These presentations will be available to staff and participation in a live or recorded training session will be required.

County Requirement:

21. To the greatest extent possible, training and education provided virtually. If an in-person option is provided physical distancing (6-feet) is maintained.

JCS-Mountain Oaks Details:

All training and education for staff and families will be provided virtually via Zoom video conference, webinar, or pre-recorded video. If in-person training is necessary, the school will maintain 6 feet physical distance among participants.

Check for Signs and Symptoms

County Requirement:

22. The school has developed and is ready to implement daily symptom and temperature screening of all students, staff, and visitors prior to admitting them to the facility. The plan includes the following elements:
- a. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
 - i. Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.
 - b. Take temperature with a no-touch thermometer
 - c. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - i. Schools may develop procedures that allow a parent to submit answers on symptoms and exposures electronically before the student arrives at a bus stop or school screening area. When this option is used the school's plan must describe this process and how the screener will have access to the parent's answers.
 - ii. Temperature checks must be conducted by school staff immediately before a student is admitted to the school campus
 - d. Use county temperature and screening criteria maintained and updated by SDCOE in consultation with PHS
 - i. Send home students and staff with fever, symptoms, or exposure to COVID-19 using the county criteria
 - e. Conduct visual wellness checks throughout the day to monitor staff and students throughout for signs of illness
 - f. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies, and if the symptoms are new/not typical
 - g. Make available and encourage use of hand-washing stations or hand sanitizer immediately following screening

JCS-Mountain Oaks Details:

All persons entering the building must submit to symptom screening. Masks are required when entering the building.

There will be one entrance area for staff and students to enter the building ensuring security of screening and safety.

Personnel:

Staff will administer a temperature check for fever upon full entrance to the building and record temperature on log at entrance.

Screening Log

1. Temperature check material will be placed in the workroom for staff.
2. Physical distancing will be reinforced.
3. Staff will wear protective facial covering prior to entering campus.

Student Screening will consist of:

- 1) Visual screening
- 2) Asking a few questions to determine if the person experienced any symptoms of COVID-19:
How are you feeling this morning?
- 3) Temperature checks for fever over 100 F using a no touch forehead thermometer.

System for temperature screening

1. Station will be set up at the entrance to the building for screening (with no contact thermometers). Use cones to mark off parking spaces for waiting in line. (Add Google Map)
2. Screening will start 15 minutes prior to class start time.
3. To alleviate stress on families, we will allow for family members to arrive for in-person instruction together. For example: when a student in middle school starts class at 8:00am, and he/she has a sibling in 1st grade that starts at 8:30am, the first grader may arrive on campus before 8:00am to be screened.
4. One staff member will temperature screen students upon entering using a no-contact thermometer.
5. After screening, 5th - 8th grade students will walk to class following social distancing. K-4 students will be walked to class by their older sibling. One staff member will monitor foyer and transitions.
6. K-4 teachers will monitor the students until class starts.

Maintaining Healthy Operations

County Requirement:

23. The school has plans that describe how it will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

JCS-Mountain Oaks Details:

JCS Mountain Oaks COVID-19 Testing Plan

To comply with the California Department of Public Health recommendation that all school employees participate in routine testing at a frequency of once every other month, and to prevent testing sites from being overwhelmed, an average of 2.5% of the county's school employees will need to be tested each day (five days per week).

For JCS Mountain Oaks, we have a total of 24 staff members on campus.

Teachers: 16

Classified Staff: 8

Our testing schedule will follow this plan:

Classified staff members will be able to test after classes Monday-Friday. At least 4 staff members will test each month to meet the recommendation of routine testing once every other month.

(Group A: Nicole, Sandy, Robyn, Michelle - Group B: Tanner, Mason, Sarah, Sally)

Teachers will be able to test after classes Monday-Friday. At least 8 staff members will test each month to meet the recommendation of routine testing once every other month.

(Group A: K-6th - Group B: 7th-8th, Alisa, Jackie, Keriann)

Our school employees may visit the more than 20 public testing sites throughout the region. Appointments are required at most sites. Learn more on the County of San Diego's [COVID-19 testing webpage](#).

County Requirement:

24. The school has developed plans to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.

JCS-Mountain Oaks Details:

The school will use anonymity when informing the community about positive cases of COVID-19. Similar to communication regarding a case of lice, the school will provide factual information and destigmatize the relationship between the virus and those who test positive. Social-emotional lessons will be taught, as necessary, with support from the school psychologist and support will be provided to anyone facing the risk of infection.

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

County Requirement:

25. The school has developed a plan for responding when a staff member, child or visitor becomes ill. The plan describes how the school will:
 - a. Use an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
 - b. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
 - i. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
 - c. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms
 - d. Will contact 9-1-1 without delay for serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
 - e. Close off areas used by any sick person and do not use before cleaning and disinfection. (To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.)
 - f. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
 - g. Provide students, teachers, and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa, if advised by PHS to do so.

JCS-Mountain Oaks Details:

JCS Mountain Oaks has a plan to maintain healthy operations.

1. We will monitor staff absenteeism and have a roster of trained back-up staff. We will not utilize our substitutes so as to limit outside visitors on campus.

2. We will monitor all types of illnesses and symptoms among our students and staff and will isolate them promptly. We have a room next to the office that will be used for this isolation purpose.
 3. Our office and support staff, Sandy Perea, Nicole Orgera, Michelle Bauzo-Romero and Robyn Schiefer will be responsible for responding to COVID-19 concerns. Cheri Campbell and Kathleen Blough will be the liaisons for staff with COVID-19 concerns.
 4. Every teacher and staff member will be provided with a Walkie Talkie. Employees will be able to contact the office staff via Walkie Talkie, email or telephone if someone is showing signs of illness.
 5. Nicole Orgera will be our designated liaison who will coordinate documentation and tracking of possible exposures, in order to notify local health officials, staff, and families in a prompt and responsible manner.
 6. Nicole Orgera will notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
 7. To support staff and students who are at a higher risk for severe illness or who cannot safely distance from household contacts at higher risk, we will offer telework, virtual learning or independent study.
-

Maintain Healthy Operations

County Requirement:

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

- a. Monitor staff absenteeism and have a roster of trained back-up staff
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison will be trained to coordinate documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records
- e. Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- f. Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

JCS-Mountain Oaks Details:

On in-person instructional days, in the event that a teacher needs to work remotely for any reason, students will revert to online instruction or asynchronous instruction. See above.

Considerations for Partial or Total Closures

County Requirement:

27. The school district has developed plans for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. The plans describe how the school will respond when a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, including:

- a. a. In consultation with the local public health department, the process for determining:
 - i. Whether total or partial closure of the school is warranted and length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - ii. Identifying close contacts at school who self-isolate at home for 14-days 1. From classroom, office, or activity where the infected person was based 2. Other close contacts
 - iii. Additional areas of the school visited by the COVID-19 positive individual visited that may also need to be closed temporarily for cleaning and disinfection.
- b. Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.

JCS-Mountain Oaks Details:

At JCS Mountain Oaks, if we have one case of COVID-19 in our school, we will revert the entire campus to remote learning. Since our campus is small and is a closed building we want to protect the safety of all our teachers, staff and scholars. We will continue with virtual learning for 14 days and then revert back to 50% capacity of scholars on campus schedule.

County Requirement:

28. The school has developed a plan that describes how it will provide for continuity of education:

- a. When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19
- b. During a school closure

JCS-Mountain Oaks Details:

When a student is absent from the Academy, the student will have the option to a) participate in the virtual learning program with the classroom teacher or b) receive homeschool assignments in place of classroom learning. If the school is required to close

its site-based operations, all Academy students will transition to the virtual learning program with their classroom teacher.

County Requirement:

29. The school has developed a plan that describes how it will continue nutrition services:
- a. When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19
 - b. During a school closure

JCS-Mountain Oaks Details:

Grab-and-go NSLP compliant Breakfast Bags will be available for no-contact pick-up between 8 a.m. and 10 a.m. Depending upon the rate of participation, parents may be asked to confirm pick-up to ensure that staff is onsite.

County Requirement:

30. The school has developed a plan that describes how it will continue other services provided in the regular school setting through alternative means.

JCS-Mountain Oaks Details:

Additional student service including IEP services will continue via Zoom Video Conferencing. In the event of closure, the school will survey parents to determine if internet and childcare service are needed. The school will work with community service providers to provide resources to students and families in need.

County Requirement:

31. The school has developed a plan that describes how it will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

JCS-Mountain Oaks Details:

Every Friday, the school will send a Health and Wellness Survey to families to monitor the needs, symptoms, and exposure of the community. Within the Survey, the school will remind families of the importance of continued physical distancing, face coverings, and safe practices to reduce the spread of COVID-19 and minimize the risk for the school community.