

GOLDEN VALLEY CHARTER SCHOOLS REOPENING PLAN

INTRODUCTION

Golden Valley Charter Schools has worked closely -- 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 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
Bonnie River	Principal, Tahoe

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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.
- Enhanced cleaning will be implemented by San Juan custodial if a student, teacher, or staff tests positive for COVID-19.
- 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.

COHORTING

Students are kept in small, stable groups with fixed membership (6 feet social distancing set as the limiting factor) that stay together for all activities (e.g. instruction, lunch, recess) as much as is practicable. Cohort members will minimize/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 minimal to no mixing of students or teachers. In situations where teachers “push-in” to multiple cohorts (e.g. handwork, music, foreign language), those teachers will teach remotely from another physical space while students remain in their classroom or another isolated location.

- Utilize a hybrid model, limiting the number of students on campus on a given day and reducing class size. Under a hybrid model, about 50% of students would be on campus at one time, greatly 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).

Larger gatherings of more than one cohort are currently prohibited (e.g. school assemblies, rallies, performances).

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
 - Kindergarten – No livestream from classroom; afternoon live check-in; asynchronous work assigned by teacher
 - 1-5 – One-hour livestream or recorded ML; asynchronous work assigned by teacher
 - 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. 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 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)

Designated pick-up and drop-off locations:

Staff parking loop on Filbert:

- ABK - Kinder-yard large gate
- OBK - front lawn
- 1 and 2 - sidewalk to office

Central Avenue loop:

- 3 thru 5 - second crosswalk in the lot, near portables
- 6 thru 8 - ramp/stairs near MP room

Outdoor movement: A map of the campus has been established to denote pathways of movement throughout the campus each day as well as play areas for each cohort group. Student cohorts are not allowed to interact.

- Teachers will remain with student cohorts in the classroom or using outdoor spaces, when feasible.
- Physical guides, such as tape, on floors, and sidewalks to mark routes will be placed to assist students with movement through campus.

Parents with children in classes K-2: will have a two-week grace period, allowing parents to accompany children into the school grounds to support their child’s sense of security at drop-off time. Parents must leave directly after dropping off at the classroom door. Parents and siblings over 2 years of age are required to wear a face mask upon entering campus.

Recess: Each cohort has its own recess zone, pathway, and dedicated supervisor for recess. Recess zones will rotate will per faculty input.

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)

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.

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 class-level cohorts.
- 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.

FACE COVERINGS

- **Golden Valley Charter Schools requires face coverings for all students kindergarten through 8th grade while on campus.** All adults (faculty, staff, and parents) on campus are required to wear face coverings. All child visitors over age two are required to wear face coverings. See CDC for [acceptable face coverings](#).

STUDENTS

- All students must wear face coverings while on campus.
- A face shield is an acceptable alternative for children (K-2) who cannot wear masks properly. Face shields must be enclosed with a bib/drape.
- Students who arrive without a mask will be provided a disposable mask.
- Face coverings must fit properly and fully cover the nose and mouth.
- Students who refuse to wear masks will be required to distance learn only.

STAFF

- All staff must use face coverings at all times while on campus.
- Face coverings must fit properly and fully cover the nose and mouth.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- GVCS will teach and reinforce use of [face coverings](#), or in limited instances, face shields. Face shields must be enclosed with a bib/drape.

VISITORS

- All visitors over the age of 2 must wear face coverings in accordance with [CDPH guidelines](#)
- Face coverings must fit properly and fully cover the nose and mouth

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Parents and/or caregivers are strongly encouraged 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: picnic table outside room 9 (weather permitting), Mindfulness room

Golden Valley River School

Designated Sick Room: garden/Room A

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.

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.

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: Bonnie River
Email: briver@goldenvalleycharter.org
Phone: 530-717-3019

Bonnie River 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 GVTS confirmed cases of COVID-19 are reported to Nevada County Public Health, 530-265-1450.

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.

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. In addition, children **may** be placed in both cohorts based on space and the following (non-leveled) priorities.

- Children in special ed
- English learners
- Socioeconomic Status
- Employee children
- Siblings* (only considered when building cohorts, no priority for attending both cohorts)

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 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.

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).

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.)

Golden Valley Orchard School

Grades Schedule: 5x/week

8:15 Main Lesson

Recess:

10:00 – 10:20– Odd grades recess; passing period 5 minutes, 10:25 – 10:45 handwashing/snack

10:05 – 10:25 – Even grades handwashing/snack; 10:25 – 10:45 - Recess

10:45 Period 1 (ELA or math practice period)

11:35 Period 2 (ELA or math practice period)

12:30 Dismissal

Home Study Schedule:

Ladybug Kindergarten (3x/week, M/T/W) 12:00-3:10 pm

Golden Valley River School

Grades Schedule: 5x/week

8:15 Main Lesson

Recess:

10:00 – 10:20– **Odd grades** recess; passing period 5 minutes, 10:25 – 10:45 handwashing/snack

10:05 – 10:25 – **Even grades** handwashing/snack; 10:25 – 10:45 - Recess

10:45 Period 1 (ELA or math practice period)

11:35 Period 2 (ELA or math practice period)

12:30 Dismissal

Home Study Schedules:

Cherry Blossom Kindergarten (3x/week, T/W/Th) 8:15-11:45am

Meadow Brook Grades 1-5 (3x/week, T/W/Th) 8:15-12:30pm

Golden Valley Tahoe School

Monday, Tuesday, & Thursday, Friday

8:15 Drop off

8:30 Morning Lesson begins

10:30 Period One

11:30 Period Two

12:30 Closure activities (review, assignments etc.)

12:45 Pick-up

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 will be implemented in the afternoons. Students will need to be available to participate in afternoons services, meetings, office hours.

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 6 feet or greater between everyone on campus as much as is practicable.

- Stationary settings (e.g. desks and furniture) will be arranged to keep individuals spaced at least 6 feet apart.
- In areas where students are expected to line up, physical reminders will be placed to encourage 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.
- 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
Email: pwatson@goldenvalleycharter.org
Phone: 916-597-1035

The *Letter to Families from SCPH Officer, Dr. Olivia Kasirye, (see appendix)* will be distributed to all faculty, staff, and families.

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

GVCS Human Resources: Paula Watson
Email: pwatson@goldenvalleycharter.org
Phone: 916-597-1035

The *Letter to Families from SCPH Officer, Dr. Olivia Kasirye, (see appendix)* will be distributed to all faculty, staff, and families.

Tahoe Safety Officer: Bonnie River
Email: briver@goldenvalleycharter.org
Phone: 530-717-3019

GVCS Human Resources: Paula Watson
Email: pwatson@goldenvalleycharter.org
Phone: 916-597-1035

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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.

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@goldenvallycharter.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](#)

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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/

Tahoe Safety Officer: Bonnie River
Email: briver@goldenvalleycharter.org
Phone: 530-717-3019

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

Community Testing Locations:

Placer and Nevada 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 multiple cohorts are affected or at least 5 percent of students, teachers, and staff test positive 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.

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 (<i>COVID-19 SCREENING TOOL, appendix</i>), 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 OR NEVADA – NEED TO CONFIRM
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 PLACER/NEVADA ● 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)
Scenario 3 - IPL	Recommended Actions and Communications
<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)
Scenario 4 - IPL	Recommended Actions and Communications
<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 NEVADA COUNTY 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?

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

NO

▶ 1 **low risk** symptom



Send home



Return to school 72 hrs after symptom resolution (without fever reducing medication)

▶ ≥ 2 **low risk** symptoms
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

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



Return to school after 72 hrs without fever and symptoms improving

2 Negative SARS-CoV-2 PCR test.



Return to school after 72 hrs without fever and symptoms improving

3 Positive SARS-CoV-2 PCR test
OR
No provider visit or test.



Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

YES

▶ Stay home*



Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*In consultation with Sacramento County Public Health

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
- CONFIRM NEVADA COUNTY

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



County of Sacramento

October 13, 2020

Dear Families:

These are indeed unprecedented times; and 2020 has turned out to be a year like no other! We thank you all for your patience as we strive to navigate the challenges brought on by this pandemic, and help our communities get through to a safe re-opening of our schools and businesses. In the past month, we have seen a steady decline in cases of COVID-19, and on September 29th, Sacramento County Public Health advanced to the red tier, which means that starting today, schools can re-open for all grade levels.

In order for us to continue this downward trend in cases and to be able to keep our schools open, we all have to continue to remain vigilant in following the preventive measures put in place to prevent the spread of the virus. As we work towards moving more activities back onto school campuses, we have asked schools to make some big changes to how they operate. I have outlined a few of these changes below and I am asking that you support the school staff and work together to keep our schools and our communities healthy.

Face Coverings will be

- Strongly encouraged for children age 2 through second grade.
- Required for grades 3 and up in all indoor spaces and outdoors when distancing of 6 feet or greater cannot be achieved and consistently maintained.
- Required for all adults on campus (with some exceptions).

Hygiene – everyone is reminded to

- Wash their hands with soap and water often.
- Use alcohol-based hand sanitizer when soap and water are not available.
- Cover your nose and mouth with a tissue or your sleeve (not your hands) when sneezing or coughing and always wash or sanitize your hands after.

Monitoring Your Health – everyone should

- Be checked daily for COVID-19 symptoms before coming to school.
- Have temperature checked every morning before coming to school.
- Stay home if they have symptoms that could be related to COVID and check with a healthcare provider.

Physical Distancing – everyone should

- Maintain physical distancing of 6 feet or more from others. This may mean changes in school schedules, classroom configurations, and different procedures for lunch, recess or activities.
- Avoid large gatherings such as assemblies, rallies and parties. There may also be restrictions on some activities such as sports, music, and clubs.

Quarantine and Isolation – make sure to

- Notify your school immediately if a member of your household tests positive for COVID-19
- Follow quarantine/ isolation instructions for all members of the household.
- Work with school and public health officials if a member of your household is suspected to have or has confirmed COVID-19.

We also ask that you make sure that you and your household members get your flu shot. The flu vaccine will not protect against COVID-19, but it is highly recommended to help keep you healthy. When a COVID-19 vaccine becomes available, we will share more information at that time.

Thank you again for your attention to these matters. We know the changes required by the COVID-19 pandemic are disruptive for all of us, but by working together and adhering to these guidelines, we can help minimize the risk of spread of disease and keep our communities healthier as well as accelerate a return to life without restrictions.

Sincerely,



Olivia Kasirye, MD, MS
Public Health Officer

COVID-19 Resources

To learn more about COVID-19, please visit:

www.cdc.gov/coronavirus/2019-ncov/index.html (CDC)

covid19.saccounty.net (Sacramento County)