

## Reopening & COVID-19 Mitigation Plan



School / District: Camarillo Academy of Progressive Education (CAPE Charter School)

### School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
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<b>Promote Healthy Hygiene Practices</b>		
Describe your plan to: 1. Disseminate <a href="#">Educational Resource Tools</a> to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) 2. Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene		
<b><u>Plan:</u></b>	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
Students and Staff will be trained in proper handwashing routines	Administration and Staff	All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction
Students and Staff will have scheduled times for handwashing	Teachers and Students	
Signs and Reminders will be posted around campus reminding students and staff how to properly wash their hands	Administration	
CAPE has purchased and installed touchless hand sanitizer stations and additional handwashing stations on campus	Administration and Head of Maintenance	
Students and Teachers will wear a face covering while on campus (CAPE will be in accordance with the California Department of Public Health’s Guidance for Face coverings)	Administration, Students, Staff and Parents	
CAPE will make special consideration for young students, students with special needs, and those with a medical condition. CAPE will provide a face shield to all CAPE staff.	Administration	

Face shields will be recommended for staff working with younger children and students with special needs.		
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<b>Intensity Cleaning, Disinfecting, and Ventilation</b>		
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Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.		
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<u>Plan:</u>	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
CAPE will implement the disinfection guidelines from the CDC, EPA, CDHP and CDE.	Administration, Head of Maintenance	All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction
CAPE classrooms will be disinfected each night (by cleaning crew) and disinfected between the two student groups (by cleaning crew) mid-day.	Head of Maintenance	
CAPE has purchased specialized cleaning and disinfecting equipment to optimize cleanliness.	Administration, Head of Maintenance	
Common touch surfaces will be cleaned regularly (examples: counter tops, door handles, restrooms, student desks, student chairs, etc.)	Administration, Staff, Head of Maintenance	
CAPE's HVAC systems have been adjusted and programmed to maximize fresh air intake.	Head of Maintenance, PVSD through prop 39 agreement	

<b>Implementing Distancing Inside and Outside the Classroom</b>		
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Describe your plan to:		
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| <ol style="list-style-type: none"> <li>1. Address arrival and departure of students (staggered schedules, directional routes)</li> <li>2. Classroom sizes to maintain 6-foot distancing between individuals, student / educator cohorts to minimize contacts. <i>(Include school / district bell schedules.)*</i></li> <li>3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*</li> </ol> <p style="text-align: center;"><i>* Note: The use of face coverings does not allow for greater density of individuals in a classroom.</i></p> |  |  |
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<u>Plan:</u>	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
<p><b>CAPE will adhere to the following procedures to maintain social distancing, when feasible:</b></p> <p>Classrooms will be arranged so students face the same direction and are spaced six feet apart</p>	Administration and Teachers	All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move

<p>Students will be split into an AM/PM (Hybrid of in-person and remote learning) groups with only 50% of students maximum on campus at a time (this number will be less due to the many families opting for distance learning only model)</p> <p>Parents will be given an option to keep students at home and enrolled in CAPE's distance learning only model (phase 1)</p> <p>CAPE's campus will be clearly marked with social distance marks both in the classrooms and around campus.</p> <p>Classroom groups will not mingle with other classroom groups</p> <p>Teachers will reinforce the importance of physical distancing to mitigate the virus exposure on a regular basis</p> <p>Transparent physical barriers will be available in classrooms where required</p> <p>Playground equipment will not be used</p> <p>Routes will be designed for entry, exit, recess and lunch pick-up for students to maintain social distance</p> <p>Group activities will be held virtually</p> <p>Lunches will be individually packed – students will not eat on campus – grab and go style</p> <p>CAPE will restrict access to non-essential visitors, volunteers and outside groups</p> <p>CAPE staff will be asked to practice physical distancing at all time when on school property</p>	<p>Administration, Staff</p> <p>Parents, Staff, Administration</p> <p>Administration, Head of Maintenance</p> <p>Staff</p> <p>Staff</p> <p>Administration</p> <p>Head of Maintenance, Campus Supervisors, Staff</p> <p>Administration, Students, Staff, Parents</p> <p>Administration, Parents, Students</p> <p>Administration, OUHSD Nutritional Services</p> <p>Administration, Office Manager</p> <p>Staff</p>	<p>into a phase that allows for in-person instruction</p>
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Transparent physical barriers will be installed in the front office area where face-to-face interaction with the public may occur.	Administration, Head of Maintenance and Office Manager	
<b>Limit Sharing</b>		
Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)		
<p><b>Plan:</b></p> <p>CAPE will ask students to bring their own supplies and not have community shared supplies (CAPE will provide for any student who needs). We ask that parents help students sanitizer their supplies daily each day after returning from school. Supplies will be kept in their own backpack at their desk (lockers will not be in use for middle school).</p> <p>CAPE will supply IPADS as needed. IPADS will be assigned to each child (no IPAD sharing) and will need to come back and forth to school as instructed by the teacher.</p> <p>Students will be encouraged to bring refillable water bottles and use the two water bottle refilling stations on campus. Drinking fountains will not be accessible.</p> <p>Community Tables in the classrooms will not be in use</p>	<p><b>Person(s) responsible</b></p> <p>Administration, Students, Parents, Staff</p> <p>Head of IT, Teachers, Parents, Students</p> <p>Staff, Students and Parents</p> <p>Staff</p>	<p><b>Date of Implementation</b></p> <p>All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction</p>
<b>Train all Staff and Educate Families</b>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> <li>1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness</li> <li>2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA</li> </ol>		
<p><b>Plan:</b></p> <p>CAPE will provide weekly updates with information pertaining to COVID-19 (including symptom identification, physical distancing guidelines, use of face covering, screening practices, prevention measures and information put forth by the CDC, CDPH, and VCPHD on transmission of the illness). Communication will be sent out via ParentSquare and available on our CAPE website.</p> <p>CAPE will hold virtual training (and/or create online videos) on how to properly clean and disinfect common areas and student supplies at home</p>	<p><b>Person(s) responsible</b></p> <p>Administration</p> <p>Administration, Staff</p>	<p><b>Date of Implementation</b></p> <p>All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction</p>

<p>CAPE administration will attend any trainings provided by VCPHD on contact tracing and work in partnership with Dr. Levin and his staff as needed</p> <p>CAPE will adhere to the CAPE Continuity of Learning and Attendance Plan as submitted before September 30, 2020. All stakeholders will have access to the plan and able to provide feedback.</p> <p>All staff will be current with First Aid and CPR certificates</p>	<p>Administration</p> <p>Administration, CAPE Governing Board, Staff, Parents, Students</p> <p>Administration, Staff</p>	
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**Check for Symptoms - Screening Staff, Students, and Visitors**

Describe your plan to:

1. Screen all students, staff, and visitors entering school facilities
2. Monitor students and staff throughout the day for signs of illness
3. Support ill students and staff to remain at home without fear of reprisal

<u>Plan:</u>	Person(s) responsible	Date of Implementation
<p>Students will be screened by parents at home prior to coming to school. Any student with a temperature at 99.4 or higher (without the help of medicine lowering the temp) will need to stay home for 24 hours.</p> <p>All staff must self-screen before coming to work and will communicate daily to administration and attest not to have any new symptoms and a temperature not to exceed 99.4 (without the help of medicine to lower the temp) and may be given additional screenings.</p> <p>Students will have a visual assessment at the point of entry and again by the teacher</p> <p>Active screening will take place for any student/staff member who demonstrates symptoms.</p>	<p>Parent</p> <p>Administration and Staff</p> <p>Staff, Health Tech</p> <p>Staff, Health Tech</p>	<p>All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction</p>

**Plan for When a Staff Member, Student, Visitor Becomes Sick**

Describe your plan to:

1. Include health office procedures for ill students
2. Involve HR for ill staff and visitors
3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the [covidschools@ventura.org](mailto:covidschools@ventura.org) email

<u>Plan:</u>	Person(s) responsible	Date of Implementation
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<p>Students and/or staff who become symptomatic while at school, will be isolated and need to be picked up immediately and may be recommended for COVID testing. Isolation room will be disinfected immediately after use by someone who is symptomatic. A secondary space will be available for when there are more than two cases at the same time. The staff member overseeing the isolation room will wear a mask, a face shield, paper gown and gloves.</p> <p>CAPE shall follow the guidance from VCPHD for any Students/Staff with confirmed COVID-19 and will follow all isolation protocol. At the time this report was written, the guidance was: <b>Students/staff with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation if at least 3 days (72 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.</b></p>	<p>Health Tech, Parent Administration, Health Tech</p> <p>Administration, VCPHD guidance</p>	<p>All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction</p>
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**Maintain Healthy Operations - Surveillance and Reporting**

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

<b>Plan:</b>	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
<p>CAPE will report any presumptive and confirmed cases of COVID 19 and work with VCPHD.</p> <p>Attendance rates will be reviewed daily and any spike in absences will be communicated according to guidance by VCPHD.</p> <p>Follow-up phone calls will be made to parents of any student who was sent home due to symptoms of COVID-19.</p>	<p>Administration, VCPHD</p> <p>Administration, Attendance Clerk</p> <p>Health Tech, Administration</p>	<p>All Items in Plan will be ready for implementation on day 1; when schools in Ventura County move into a phase that allows for in-person instruction</p>

**Consideration for Partial or Total Closure**

Describe your plan to:

1. Communicate with VCPH prior to any school closure\*
2. Communicate school closures with families and staff
3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction\*

*\*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH*

<b>Plan:</b>	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
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*This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson [daanderson@vcoe.org](mailto:daanderson@vcoe.org) and Antonio Castro [acastro@vcoe.org](mailto:acastro@vcoe.org).*