

NorthCreek Academy COVID-19 School Guidance Checklist Documentation

Contents

Stable Group Structures	2
Entrance, Egress, and Movement within the School	4
Physical Distancing	6
Face Coverings and Other Essential Protective Gear	8
Healthy Hygiene Practices	13
Health Screenings for Students and Staff	15
Illness – Symptoms of COVID-19	16
Close Contacts and Suspected or Confirmed Case of COVID-19	19
Pivoting to the NorthCreek Virtual Academy Instructional Model (Closure of In-Person Instruction)	24
Testing of Students and Staff	25
Staff Training and Family Education	26

Stable Group Structures

- Students in grades TK – 8 are divided into NORTH or CREEK groups, enabling staggered arrival and departure times.
- Further, each student is assigned to a stable student group, which remains stable and separate from other stable student groups as practicable.
- Stable student groups are kept separate for instruction, lunch, PE, Kinderland, and TKland.
- Students are separated into stable student groups, and staff assigned to each group are limited, as practicable.
 - Transitional Kindergarten (TK)
 - The stable student group of 14 students is supervised by 2 teachers.
 - One enrichment teacher instructs the stable student group; three additional enrichment classes are taught virtually.
 - Kindergarten
 - Each of the three stable student groups of 15 - 16 students is supervised by 1 teacher.
 - One enrichment teacher rotates among the stable student groups; three additional enrichment classes are taught virtually.
 - Grades 1 – 4
 - Each grade level consists of 2 – 4 stable student groups of 7 – 16 students, supervised by a team of 2 teachers and 2 – 5 assistants who rotate among the stable student groups.
 - Three to four enrichment teachers rotate among the stable student groups; an additional enrichment class is taught virtually.
 - Grade 5
 - Three stable student groups of 12 – 17 students are supervised by a team of 5 teachers and 2 assistants who rotate among the stable student groups.
 - Four enrichment teachers rotate among the stable student groups; an additional enrichment class is taught virtually.
 - Grades 6 – 8
 - Each grade level consists of 2 stable student groups of 17 – 24 students, supervised by a team of 5 - 6 teachers who rotate among the stable student groups.
 - Elective classes are provided virtually.
- Each stable student group uses a dedicated classroom on the days the group is on campus, with assigned staff rotating as needed among groups/classrooms. PE is held outdoors as much as possible, with up to 2 stable student groups at a time and each group kept separate.
- Additional campus locations are designated as classrooms to allow for small stable student groups.
- Student recesses/breaks are held outdoors as much as possible and are supervised by a rotating team of 8 support staff. TK – 5 stable student groups are kept separate; 6 – 8 grade-level student groups are combined.
- The school-day stable student groups are maintained for students who attend Kinderland or TKland, with each stable student group kept separate. Kinderland students are

supervised by their own teacher or at most one other staff member, and TKland is supervised by the 2 TK teachers.

- The school-day stable student groups are maintained indoors for students who attend Family Care. Family Care is supervised by 3 staff members.
- Face coverings, physical distancing, and other precautionary safety measures are practiced in all stable student groups and by all staff.
- Instruction is delivered virtually every Wednesday for all students and is available on all days for students at risk, students who are ill or must quarantine, and students whose families prefer virtual learning. Students in a stable student group follow the same schedule, whether attending virtually or in-person.

Entrance, Egress, and Movement within the School

General Information

- Arrival times and departure times are staggered.
 - Transitional kindergarten and kindergarten students arrive at 9:00 a.m. and depart at 12:30 p.m.
 - 1st – 8th Grades:
 - NORTH students arrive at 9:00 a.m. and depart at 2:30 p.m.
 - CREEK students arrive at 10:00 a.m. and depart at 3:30 p.m.
- Parents must use carline for student drop-off and pick-up at all arrival and departure times.
 - Designated routes and procedures are communicated to parents. Carline placards aid in managing traffic flow.
 - Drivers and non-student passengers remain in the car.
 - Parents are to prepare their students to exit and enter the car without staff assistance as much as possible to facilitate physical distancing.
 - Staff and students maintain physical distancing, as practicable.
 - Staff greet families and facilitate safety by
 - monitoring the flow of traffic,
 - educating families and encouraging adherence to safety protocols, and
 - maintaining 6 feet of distance from others, as practicable.

Entrance

- Parents must signify at drop-off that their student has passed the health screening. When necessary, school staff may facilitate health screenings on campus for individuals who forget to complete their health screening.
- Upon exiting the car, students are to have their face coverings in place and are to proceed directly to their designated classrooms.
- Staff monitor students as they travel from carline to their classrooms to welcome students, encourage physical distancing, and promote safety.
- Strategically placed signs and ground markers serve as reminders to maintain physical distancing.
- Floor/ground markers help students and staff maintain physical distancing.

Egress

- Students remain in stable student groups and maintain physical distancing as practicable while awaiting dismissal through carline.

Late Arrivals and Early Dismissals

- Whenever possible, parents are to park at the curb near the Information Center, call the school office, and remain in their vehicle while assistance is provided curbside.
- Staff will approach the vehicle, welcome the student to school, release the student from school, or otherwise be of assistance.

Campus Access/Information Center

- Per health guidelines, at this time the school is operating as a closed campus. Nonessential visitors and volunteers, including parents, are limited and must receive prior authorization to access the school campus beyond the Information Center. The school utilizes virtual and phone communication when possible.
- The Information Center in the courtyard is designed to assist parents and other visitors, while minimizing unnecessary access to the school campus beyond the Information Center, including classrooms and school office.
 - Activities handled at the Information Center include, but are not limited to, accepting students who arrive late, releasing students who leave early, facilitating deliveries to and from parents and others, and facilitating necessary health screenings for visitors.
 - During carline, visitors needing assistance are to park in a parking space, remain in the car, and call the school office.
 - At other times, visitors are to park at the curb near the Information Center, remain in the car, and call the school office. Assistance will be provided curbside.
 - When business requires campus access –
 - Visitors must proceed first to the Information Center to check in, pass a health screening, sanitize their hands, and receive a visitor's tag, permission, and instructions to enter campus. Unless exempt, all campus visitors must wear face coverings.
 - Visitors are to follow the signs which serve as reminders to maintain physical distancing, wear a face covering, and stay home if sick.
- Family use of the school campus before, during, and after school hours is suspended.

Movement within the School

- Physical distancing reminders such as "Safer at Six" signs and ground/floor markers are posted in various campus locations.
- Traffic flow lines in designated locations mark the walking direction in order to maintain physical distancing and minimize face-to-face contact, as practicable.
- Staff remind students to practice physical distancing during transitions.
- The use of lockers has been suspended.
- Staff supervision in common areas such as hallways and recess/break areas encourages students to maintain physical distancing.
- Designated routes for entry and exit are marked in the school office and in the Worship Center lobby.
- Doors are propped open, as practicable.
- Signs at elevators designate use by one person or members of one household at a time.
- Schedules are designed to allow students and staff to remain in the same space to minimize movement on campus, as practicable.

Physical Distancing

General Principles

- Physical distancing protocols (at least 6 feet between adults and between adults and students; at least 3 - 6 feet between students) are maintained both indoors and outdoors on campus, as practicable. Exceptions to physical distancing protocols are infrequent and temporary.
- Activities that involve the potential of person-to-person contact or which encourage close contact are discouraged, as practicable.
- Unnecessary congregating on campus is discouraged.
- Individuals on campus are to follow campus signage designed to encourage physical distancing and/or minimize face-to-face contact, including "Safer at 6" signs, ground/floor markers, traffic flow arrows, and maximum occupancy signs for elevators, restrooms, and other locations.
- See also the Entrance, Egress, and Movement within the School section and the Stable Group Structures section.

Campus Spaces

- Campus and office access is limited. School business is handled virtually or by phone, as practicable. Deliveries to and from the school office are facilitated curbside, at the Information Center, or at a designated location outside the office door, as practicable.
- Designated routes for entry and exit are marked in some locations, including entrance to the Worship Center lobby and school office.
- Outdoor space may be used for instructional or other activities, as practicable.
- Work and classroom spaces are de-densified and are arranged to promote physical distancing and/or separation of individuals through strategies such as furniture placement, physical barriers, and floor markings.
- Restrooms are designated with a maximum occupancy and/or stalls and sinks are closed to encourage physical distancing.
- General staff use of the staff lounge/kitchen is suspended; the area currently serves as the nurse's station.

Student Routines/Activities

- Students are encouraged to maintain physical distancing in classrooms, at recess/breaks and PE, while moving on campus, and during Family Care, Kinderland, and TKland. Staff provide age-appropriate instructions to help students understand and follow school protocols.
- Each stable student group uses a dedicated classroom on the days the group is on campus. Student seating in classrooms is arranged with a minimum distance of 3 feet between students, and a maximum distance of 6 feet between students. The school has invested considerable time, energy, and resources into numerous strategies that enable distancing between students and between students and staff in classrooms, including maximizing the use of campus spaces, employing additional campus spaces as classrooms, removing and replacing furniture, rearranging classroom layouts, hiring

additional staff, purchasing technology to enable virtual learning in homes and on campus, restructuring staff and student schedules, employing hybrid learning, staggering arrival and dismissal times, and dividing students into NORTH and CREEK groups and then further into stable student groups. The school has demonstrated a commitment to creatively restructure operations and maximize use of the campus, yet the available space – limited by defined classroom footprints and the demolition of several buildings in the current construction project - does not allow for 6 feet between students in all classrooms. However, the extensive reimagining of the school program has enabled the school to reach or surpass the allowed minimum distance of 3 feet between students in all classrooms. To further mitigate the spread of illness, additional steps have been employed throughout the campus including increasing ventilation, purchasing HEPA air purifiers, and minimizing face to face contact (partitions are used when this is not possible).

- Where space constraints do not allow 6 feet of distance between staff and student seating, a clear physical barrier separates the staff desk and nearby student desks/seating.
- Short-term exposure of less than 6 feet between students and staff occurs when necessary (e.g., assisting a student); the duration is minimized.
- Each stable student group eats in its designated classroom or outdoor space, with students seated at least 3 feet apart and with stable student groups kept separate.
- Stable student group use of restrooms is staggered, as practicable, to reduce congregating.

Events

- Meetings are held virtually or with physical distancing.
- As practicable, communal activities are virtual or are modified to accommodate physical distancing and other health guidance. Chapel is held virtually.

Face Coverings and Other Essential Protective Gear

General Information

- A face covering provides a simple barrier that helps prevent respiratory droplets from traveling into the air and onto others (source control). Wearing a face covering is an important layer of protection that will help protect others if an individual is unknowingly infected with COVID-19. See the CDC guidance for [Use Masks to Slow the Spread of COVID-19](#) for more information.
- [Increasing evidence](#) demonstrates a face covering also offers some protection for the wearer.
- Face coverings are required to be used in accordance with the California Department of Public Health (CDPH) guidance - [CDPH Guidance for the Use of Face Coverings](#) - and Contra Costa Health Services (CCHS) mandates. Face coverings must be worn unless a person is exempt as outlined in the guidance.
- Face coverings do not replace the need for other mitigation strategies such as physical distancing, frequent handwashing, and staying home when ill or under quarantine.
- Face coverings are particularly important in indoor environments and when physical distancing is difficult and/or not sufficient to prevent disease transmission.

Parent's Role

- Parents are to help their student develop an age-appropriate understanding of and adherence to face covering protocols and best practices.
 - Practice having the student properly put on, wear, and remove a face covering.
 - Teach the student to avoid touching his face or face covering, ideally washing/sanitizing hands before and after if he does.
 - Teach the student to not swap or share face coverings.
- Ensure the student has the proper fit and type of face covering, can breathe easily with the face covering on, and wears a clean face covering every day.
- Follow the face covering protocol provided by the student's teacher, including needed supplies and daily routines.

Use of Face Coverings

- **Students (TK – 8)**
 - All students must wear face coverings in accordance with [CDPH Guidance for the Use of Face Coverings](#) and CCHS mandates. Face coverings must be worn unless a student is exempt as outlined in the guidance.
 - Students in all grade levels are required to wear face coverings at all times while at school except for meals and snacks or when the face covering needs to be replaced. Physical distancing is particularly important when face coverings are removed.
 - Students without a face covering will not be allowed on campus. The school has a supply of disposable face coverings for students who inadvertently fail to bring a face covering to school or who need a replacement face covering at school.

- Students who refuse to wear face coverings and who are not exempt under CDPH guidelines (as approved by the school nurse) will participate in the Virtual Academy only and must be excluded from campus.
 - Families are to provide their students' face coverings.
 - Face coverings are to be labeled with the student's first and last name.
 - Students are to arrive each day wearing a clean face covering. Students are not to exit the car until their face covering is in place.
 - Families who forget their student's face covering are to contact the office and remain in their vehicle upon arrival; the school will provide a face covering.
 - Students are to keep at least 1 clean, labeled face covering in their backpack; we recommend keeping it in a zipper bag. Replace when used.
 - Students will wear their face covering during dismissal each day. This face covering and any used face coverings are to be washed before re-use. Students are to wear face coverings until they are in the car with the door closed.
 - Students may wear a face shield at any time a face covering is not required (e.g., while eating). Any time a face covering is required, students may wear a face shield in addition to a face covering, but may not wear a face shield as a substitute for a face covering.
- **Visitors**
 - Visitors, including parents and siblings, who exit their vehicles on campus are required to wear face coverings in accordance with CDPH Guidance for the Use of Face Coverings and CCHS mandates. Face coverings must be worn unless a person is exempt as outlined in the guidance.
 - Visitors who forget their face covering are to contact the office and remain in their vehicle upon arrival; the school will provide a face covering.
- **Staff**
 - All staff are required to wear face coverings in accordance with CDPH Guidance for the Use of Face Coverings and CCHS mandates unless Cal/OSHA standards require respiratory protection. Face coverings must be worn unless a person is exempt as outlined in the guidance.
 - Staff are to wear face coverings at all times while on campus (indoors and outdoors) except when working in an office or in a room alone or with members of their own household only, eating or drinking provided they are able to maintain a distance of at least 6 feet from persons not in their household, and when their job requires respiratory protection. In addition, staff and others handling or serving food are to wear face coverings and gloves.
 - Staff may wear a face shield in addition to a face covering. For pedagogical or developmental reasons and with physical distancing, staff may wear a face shield with a drape instead of a face covering; staff return to wearing a face covering outside the classroom.
 - Staff may provide their own face coverings or may use face coverings provided by the school. Face shields are available in the school office.

- Staff who forget their face covering are to contact the office and remain in their vehicle upon arrival; the school will provide a face covering. The office has a supply of disposable face coverings for staff who inadvertently fail to bring a face covering to school or who need a replacement face covering at school.
- Staff are to arrive each day wearing a clean face covering.

Types of Face Coverings

- “Face covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth, goes under the chin, does not have significant gaps around the nose or other parts of the face, and does not hide or obscure the wearer’s eyes or forehead. Look for face coverings that have **three layers**, if possible, and are still easy to breathe through.
- Acceptable
 - Cloth Face Coverings: Factory or handmade, securable with straps, ties, or ear loops, or wrapped around the lower face. Made of multiple layers of tightly woven fabric which can be laundered and machine dried without damage or change to the shape. With a desire to minimize classroom distractions, please choose face coverings in **solid colors only; you may choose the color.**
 - Disposable face coverings are acceptable. The office has a supply of disposable face coverings for individuals entering campus who forget their face covering or who do not have an acceptable face covering.
- Not Acceptable
 - Any face covering with a one-way valve/exhalation valves or vents is not a face covering, and should not be worn for source control.
 - Neck gaiters, buffs, and bandanas are not acceptable face coverings.

Face Covering Education/Best Practices

Families and staff are provided education in accordance with CDC guidance for [Use Masks to Slow the Spread of COVID-19](#). Staff instruct students in an age-appropriate understanding of and adherence to face covering protocols, and parents are to review face covering practices and safety measures with their students to establish healthy habits and complement the training students receive at school.

• Wearing Face Coverings

- The face covering should be comfortable, so the wearer does not have to adjust it frequently, so as to avoid touching the face.
- Face coverings must be worn correctly for maximum protection.
- Wash or sanitize your hands before putting on your face covering.
- Holding the ear loops only, put the face covering over your nose and mouth, and secure it under your chin.
- The face covering should fit snugly against the bridge of your nose and the sides of your face.
- Secure the face covering with ties or ear loops. Be sure the ear loops or ties are tight enough to keep the face covering from sliding down your nose.
- Make sure you can breathe easily without restriction.

- Wash your hands after putting on your face covering.
 - Don't put the face covering around your neck, up on your forehead, or under your nose or chin.
 - Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer before and after touching the face covering.
 - Don't share or swap face coverings.
- **Changing Face Coverings**
 - At least after every day of use and/or before being used again
 - If visibly dirty/soiled
 - If wet (makes breathing difficult)
 - After assisting an individual who has symptoms of COVID-19
 - Any other time necessary to help prevent the spread of illness
- **Removing Face Coverings**
 - Wash hands or use hand sanitizer.
 - Remove face covering carefully – do not touch your eyes, nose, or mouth when removing the face covering.
 - Untie the strings behind your head or stretch the ear loops.
 - Handle the face covering only by the ear loops or ties.
 - Fold outside corners together.
 - Wash hands or use hand sanitizer immediately after removing.
- **Washing Face Coverings**
 - Wash cloth face coverings at least after every day of use and/or before being used again.
 - You can include your face covering in your regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth.
 - Dry in the dryer using the highest heat setting. Leave the face covering in the dryer until completely dry.

* **Discard disposable face coverings** at least after every day of use; they may not be washed and re-used.
- **Discarding Face Coverings**

Discard face coverings that:

 - No longer cover the nose and mouth
 - Have stretched out or damaged ties or straps
 - Cannot stay on the face
 - Have holes or tears in the fabric

* **Discard disposable face coverings** - In addition to the above conditions, discard disposable face coverings at least after every day of use.

Face Covering Exemptions

- In accordance with [CDPH Guidance for the Use of Face Coverings](#), certain individuals are exempt from wearing a face covering, including the following persons:
 - Children younger than 2 years of age
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
 - Persons who are hearing impaired or communicating with a person who is hearing impaired.
 - Persons for whom wearing a face covering would create a risk related to their work.
 - See the [CDPH Guidance for the Use of Face Coverings](#) for additional face covering information.
- Staff who are exempt and parents of students who are exempt from wearing a face covering are to contact the school nurse to make advance arrangements, which may require consultation with additional healthcare providers. Adaptations and alternatives will be considered whenever possible to increase the feasibility of wearing a face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear a face covering. Persons exempted from wearing a face covering due to a medical condition, as confirmed by the school nurse, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Other Essential Protective Gear

Employees will be provided face coverings, gloves, disposable gowns, N-95 respirators, eye protection (face shields and/or goggles), and other protective equipment as appropriate for their work assignments.

Healthy Hygiene Practices

Healthy Hygiene Best Practices

Staff model and practice healthy hygiene practices, and instruct students in an age-appropriate understanding of and adherence to these practices. Parent instruction at home helps students establish healthy hygiene habits and complement the training students receive at school.

- Wash hands properly.
 - Wet hands with clean, running water.
 - Apply soap and lather by rubbing hands together with soap. Lather backs of hands, between fingers, and under nails.
 - Scrub hands for at least 20 seconds. (Hum “Happy Birthday” twice.)
 - Rinse hands well under clean running water.
 - Dry hands with a clean paper towel or air dry them.
- Wash hands frequently (or use hand sanitizer when handwashing is not practicable), including
 - Upon entering campus
 - Before and after eating
 - After playing outside
 - After using the restroom
 - After coughing, sneezing, or blowing your nose
 - Before and after touching your eyes, nose, mouth, or face covering
 - After handling shared objects or after classes in which students handle shared items (although sharing is discouraged, as practicable)
 - When hands are visibly soiled
 - After touching garbage
 - Before and after preparing food for others (staff)
 - Before and after caring for someone who is sick or treating a cut or wound (staff)
- Use hand sanitizer with at least 60% ethyl alcohol when handwashing is not practicable. Sanitizer should be rubbed into hands until completely dry.
- Practice respiratory etiquette.
 - Use a tissue to wipe your nose.
 - Cover coughs and sneezes with a tissue or your elbow, not your hands.
 - Throw used tissues in the trash.
 - Immediately wash your hands after blowing your nose, coughing, or sneezing. If unable to wash your hands, use hand sanitizer.
- Avoid touching your face, especially eyes, nose, and mouth as much as possible.

Healthy Hygiene on Campus

- Staff encourage students to practice healthy hygiene on campus.
- Visual reminders of healthy hygiene practices are posted in restrooms and other key areas.

- Classrooms, restrooms, and other campus areas are provided applicable supplies to support healthy hygiene including soap, fragrance-free hand sanitizer with at least 60% ethyl alcohol, tissues, and paper towels.
- For the safety of all students and staff, students are not to bring hand sanitizer to school.
- Staff instruct students in the proper and safe use of hand sanitizer.
- Hand sanitizer stations and portable handwashing stations are strategically placed on campus.
- Visitors are to sanitize their hands prior to entering campus. The Information Center is stocked with hand sanitizer for visitors and others entering campus through this access point.

Health Screenings for Students and Staff

It is important that all individuals – students, staff, parents, caregivers, visitors, and others – stay home if they are exhibiting symptoms of COVID-19, if they have tested positive for COVID-19 and have not been cleared to return to school/work, if they have a pending COVID-19 test due to illness or exposure to COVID-19, and if within the past 10 days they have been in close contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of face coverings) with anyone diagnosed with COVID-19 or with anyone who has any COVID-19 symptoms, including anyone in their home; such individuals must receive approval from the school nurse prior to returning to school.

- Students and staff must pass an online daily health screening prior to arrival on campus.
 - Parents must signify at drop-off that their student has passed the health screening.
 - When necessary, school staff may facilitate health screenings on campus for individuals who forget to complete their screening.
 - Staff who do not pass the health screening and parents of students who do not pass the health screening are to contact the school nurse.
 - Any student or staff member who does not pass the health screening must remain off campus (or return home) unless/until receiving approval from the school nurse to return to campus.
 - Staff and parents of students with symptoms caused by non-contagious illness, including chronic illness, are to consult with the school nurse regarding health screenings. Written clearance from the staff member's or student's medical provider may be required.
- Parents and other visitors must pass a health screening prior to accessing campus beyond the Information Center.
- The health screening consists of reporting the individual's temperature and answering screening questions.

Any exceptions must be approved in advance by the school nurse, and may require written clearance from the individual's medical provider.

Illness – Symptoms of COVID-19

COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.
- Individuals can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- Individuals may also be able to get COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.

COVID-19 Symptoms

- Fever 100° F or greater (Though COVID-19 symptoms include fever of 100.4° or greater, the NCA sick policy states that individuals with a fever of 100° F or greater may not attend school on campus.)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Note: For individuals who have chronic allergic or asthmatic symptoms (e.g., cough or runny nose), a change in their symptoms from baseline would be considered a positive symptom.

Asymptomatic and Pre-symptomatic

A significant portion of persons with COVID-19 lack symptoms (asymptomatic) and even those who eventually develop symptoms (pre-symptomatic) can transmit the virus to others before showing symptoms. Therefore, it is important to vigilantly practice health and safety strategies designed to help protect our school community from unknowingly transmitting the COVID-19 virus.

- Asymptomatic – Individuals who have the virus but have no idea they have it and have no symptoms.
- Pre-symptomatic – Individuals with the virus may be contagious 2 days before having symptoms.

Notification of School

Parents are to contact the school nurse if their student has any symptom of COVID-19; staff are to contact the school nurse if they have any symptom of COVID-19.

Remain Off Campus

- Staff, students, parents, and others with symptoms of COVID-19
 - are not to enter campus
 - are to leave campus should they develop symptoms of COVID-19 while on campus. Any exceptions must be approved by the school nurse, and may require written clearance from the individual's medical provider. Staff and parents of students with non-contagious conditions are to consult with the school nurse regarding symptoms.
- A student or staff member with symptoms of COVID-19 must receive approval from the school nurse prior to returning to school, and may require a written clearance from the student's or staff member's medical provider.

Illness at School

- Parents are to encourage their students to self-monitor throughout the day for signs of illness and to tell staff should they begin to feel ill at school so staff can promptly attend to their care.
- Staff are to self-monitor throughout the day for signs of illness and are to observe students for signs of illness.
- Students with one or more noted symptoms of COVID-19 at school will be assessed. As directed by the school nurse or the nurse's designee, a student who develops symptoms of COVID-19 at school is to be promptly separated from others, must don a face covering (if without one), and is to be relocated to the nurse's station or another designated isolation area for assessment. As directed by the school nurse, the student may remain in supervised isolation until picked up by an authorized adult; parents will be contacted and may be asked to pick up the student to go home or to a healthcare facility as soon as practicable.
- Staff who develop one or more symptoms of COVID-19 at school are to promptly notify the school nurse, and instructions will be given for next steps. Staff who are experiencing symptoms should notify the school nurse, don a face covering (if without one), separate from others, and make arrangements to leave campus as soon as safe and practicable to go home or to a healthcare facility.
- The school has identified strategically located isolation areas for individuals with symptoms of COVID-19. Persons with symptoms of COVID-19 are to be located in separate isolation areas if possible; physical distancing measures will be taken if it is necessary for more than one person with symptoms of COVID-19 to occupy an isolation area.
- Students or staff who sustain injuries at school or develop symptoms of illness not on the COVID-19 symptom list are provided care separately from persons exhibiting symptoms of COVID-19.

Students or Staff with Symptoms of COVID-19

- The following steps may apply:
 - Stay home (or return home if at school), even if symptoms are mild. Isolate until it is safe to be with others.
 - Contact the student's or staff member's health care provider.
 - COVID-19 testing is recommended as soon as possible.
 - If testing is not available through the primary care provider, testing is available through **CCHS**. While waiting for test results, the sick individual should stay home and isolate from other household members.
 - If tested, report results in writing to the school nurse.
- A student or staff member with symptoms of COVID-19 must receive approval from the school nurse prior to returning to school, and may require a written clearance from the student's or staff member's primary care provider. The following conditions may apply:
 - **If the student or staff member is symptomatic AND a known contact of a suspected or confirmed positive case**, refer to the Close Contacts and Suspected or Confirmed Case of COVID-19 section.
 - **If the student or staff member is symptomatic and is NOT a known contact of a suspected or confirmed positive case**, the student or staff member may return to campus when he or she has met CPPH criteria to discontinue home isolation for those with symptoms:
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
 - Other symptoms have improved, AND
 - One of the following conditions applies:
 - The individual has written documentation of a negative COVID-19 test, OR
 - A healthcare provider has provided written documentation that the symptoms are typical of the individual's underlying chronic condition (e.g., allergies or asthma), OR
 - A healthcare provider has provided written documentation of an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR
 - At least 10 days have passed since symptoms first appeared.

Close Contacts and Suspected or Confirmed Case of COVID-19

Notification of School

- Parents are to contact the school nurse if their student has a pending COVID-19 test due to illness or exposure to COVID-19, if their student tests positive for COVID-19, or if their student is a close contact of someone who has tested positive for COVID-19 or who has any COVID-19 symptoms (including household members). In addition, parents are to accurately complete their student's online daily health screening.
- Staff are to contact the school nurse if they have a pending COVID-19 test due to illness or exposure to COVID-19, if they test positive for COVID-19, or if they are a close contact of someone who has tested positive for COVID-19 or who has any COVID-19 symptoms (including household members). In addition, staff are to accurately complete their online daily health screening.

Close Contact Definition

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period (regardless of face coverings) starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Remain Off Campus

- Staff, students, parents, and others on campus who become aware that they are close contacts of someone who has tested positive for COVID-19 should leave campus.
- Staff, students, parents, and others on campus who become aware that they are close contacts of someone who has any COVID-19 symptoms should consult with the school nurse and may need to leave campus.
- Staff, students, parents, and others who are awaiting test results due to illness or exposure to COVID-19, who test positive for COVID-19, and/or who are close contacts of someone who has tested positive for COVID-19 or who has any COVID-19 symptoms are not to enter campus until medically cleared.
- The school nurse must approve the return to campus for students or staff who are awaiting test results due to illness or exposure to COVID-19, who test positive for COVID-19, and/or who are close contacts of someone who has tested positive for COVID-19 or who has any COVID-19 symptoms; a written clearance from the student's or staff member's primary care provider may be required.

Students or Staff with a Confirmed Case of COVID-19

- A student or staff member with a confirmed case of COVID-19 must remain off campus until receiving approval from the school nurse to return to campus, and may require a written clearance from the student's or staff member's primary care provider.
- A student or staff member with a confirmed case of COVID-19 must isolate at home. The timelines for returning to campus are as follows
 - **If the student or staff member has symptoms of COVID-19**, the student or staff member may return when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
 - Other symptoms have improved.
 - **If the student or staff member does not have symptoms of COVID-19**, the student or staff member may return after 10 days have passed since the specimen collection date of the positive COVID-19 test. **If symptoms develop during the isolation period**, the student or staff member may return when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
 - Other symptoms have improved.

Students or Staff Identified as Close Contacts of Someone with Suspected or Confirmed COVID-19

- A student or staff member identified as a close contact of someone with suspected or confirmed COVID-19 must remain off campus (and must leave campus if at school) until receiving approval from the school nurse to return to campus, and may require a written clearance from the student's or staff member's primary care provider.
- Staff and parents of a student identified as a close contact of someone with suspected or confirmed COVID-19 should contact the student's or staff member's primary care provider.
- Diagnostic testing of close contacts is highly recommended. For symptomatic close contacts, immediate testing is recommended; for asymptomatic close contacts, testing is recommended 5-7 days from last exposure to the positive case. If testing is not available through the student's or staff member's primary care provider, testing is available through CCHS. If tested, report results in writing to the school nurse. While waiting for test results, all close contacts need to stay home – close contacts who are feeling sick need to stay home and isolate from other household members, and close contacts who are feeling well need to stay home and quarantine.
- A student or staff member identified as a close contact may be required to isolate at home if they become symptomatic and/or test positive for COVID-19.
- Quarantine guidelines – If isolation is not required, a student or staff member identified as a close contact must **quarantine at home** for at least 10 days after the last exposure to the COVID-19 positive case (if the close contact lives with the suspected or confirmed case, the close contact must quarantine for at least 10 days after the household member

no longer needs to be isolated). In addition, the close contact must continue to self-monitor for COVID-19 symptoms and strictly adhere to preventive measures such as social distancing and use of a mask/face covering for the full 14 days after the last exposure to the suspected or confirmed case. See additional information below.

- The following conditions may apply to close contacts:
 - **Students or staff who are symptomatic** should immediately isolate at home. Immediate testing is highly recommended. The following may apply:
 - **If COVID-19 test is positive**, the student or staff member must isolate at home. The student or staff member may return when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
 - Other symptoms have improved.
 - **If COVID-19 test is negative**, the student or staff member must follow the guidance by their healthcare provider for quarantine or isolation until symptom resolution as recommended by CCHS; a negative test does not release the student or staff member from these requirements.
 - **If the student or staff member is not tested**, the student or staff member must isolate at home. The student or staff member may return when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
 - Other symptoms have improved.
 - **Students or staff without symptoms** - Testing 5-7 days from last exposure to positive case is highly recommended. The following may apply:
 - **If COVID-19 test is negative**, the student or staff member must follow the quarantine guidelines above. A negative test does not release the student or staff member from these requirements. Symptoms can develop within 14 days after exposure and even after testing negative, so strict adherence to the requirements is necessary. **If symptoms develop within 14 days**, the student or staff member is to immediately isolate, contact their healthcare provider and seek testing.
 - **If COVID-19 test is positive**, the student or staff member must isolate at home. The student or staff member may return after 10 days have passed since the specimen collection date of the positive COVID-19 test. **If symptoms develop during the isolation period**, the student or staff member may return when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
 - Other symptoms have improved.
 - **If the student or staff member is not tested**, the student or staff member must follow the quarantine guidelines above. Symptoms can develop within 14 days after exposure, so strict adherence to the requirements is necessary. **If symptoms develop within 14 days**, the student or staff member is to immediately isolate, contact their healthcare provider and seek testing.

School Actions for COVID-19 Cases

- The school will adhere to required reporting requirements and will notify CCHS of any newly reported case of COVID-19 in a student or staff member (“case”) if CCHS has not yet contacted the school about the case; the school will notify CCHS of any known case among any student or employee who was present on the campus within the 10 days preceding a positive test for COVID-19, and will report all required information. The information will be reported to CCHS within 24 hours from the time the school is first made aware of a new case.
- If the case is present at school at the time the school is notified, the case will go home. The case will be excluded from campus for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test. The case must receive approval from the school nurse prior to returning to campus. See the Close Contacts and Suspected or Confirmed Case of COVID-19 section for more information.
- The school will send a notice, developed in collaboration with CCHS, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with CCHS to notify exposed persons.
- The school’s communication with students, staff, and parents about COVID-19 exposure and cases at the school will be consistent with privacy requirements such as FERPA and HIPAA and will be informed by CCHS and CDPH guidance. School communication with families and staff may include individual or group emails, individual phone calls, and/or group Parent Alert text or phone messages.
- The school will work with CCHS to support contact tracing, including such measures as creating and submitting lists of exposed students and staff and notifying exposed persons. The school has two staff members, including the school nurse, who have completed the Johns Hopkins University Contact Tracing course.
- The school has designated Gena Howarter, school nurse, as the contact person for CCHS regarding COVID-19. Gena can be reached at ghowarter@ncapschool.org.
- A student or staff member identified as a close contact of a case will be excluded from school for at least 10 days after the last exposure to the case. Close contacts must remain off campus (and must leave campus if at school) until receiving approval from the school nurse to return to campus. See the Close Contacts and Suspected or Confirmed Case of COVID-19 section for more information.
- Students who must remain home due to illness or exposure will be supported via the Virtual Academy.
- In consultation with CCHS, the school will arrange for cleaning and disinfection of the classroom and/or primary spaces where the case spent significant time.
- In consultation with CCHS, the NCAP Administrator and Principal will determine if any additional intervention is necessary, including partial or full closure of in-person instruction, and will inform families and staff of any necessary closure.
- The school will notify parents and staff of any cluster/outbreak investigation related to the school and will encourage them to follow public health recommendations. The school will work with CCHS on actions which may include identifying cases, contacts, and symptomatic staff and students; arranging for cleaning and disinfection; coordinating

notifications and instructions to the school community; coordinating whether and when the school should be closed and reopened; and notifying the school community of any required school closure and of recommendations for prevention and control measures. CHPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically-linked in the school, are from different households, and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

- The school will maintain the continuity of a robust and engaging education by pivoting to the Virtual Academy if partial or full closure of in-person instruction is necessary.

Pivoting to the NorthCreek Virtual Academy Instructional Model (Closure of In-Person Instruction)

Full Closure of In-Person Instruction

- Full school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring.
- Closure is determined in consultation with CCHS.
- Situations that may indicate the need for school closure:
 - Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
 - Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
 - CCHS may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- The length of closure is 14 days, or according to a decision made in consultation with CCHS.
- Schools may typically reopen after 14 days and if the following have occurred: cleaning and disinfection, public health investigation, and consultation with CCHS.

Continuity of Education

- The school will maintain the continuity of a robust and engaging education by pivoting to the Virtual Academy if partial or full closure of in-person instruction is necessary.
- The Virtual Academy is also available on any school day for students who must remain home due to illness or exposure and for students whose families choose distance learning.

Testing of Students and Staff

Symptomatic and Response Testing

- Symptomatic testing is used for individuals with symptoms of COVID-19.
- Response testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.
- Symptomatic testing and response testing are recommended for students and staff as indicated in the Illness – Symptoms of COVID-19 and the Close Contacts and Suspected or Confirmed Case of COVID-19 sections.

Asymptomatic Testing

- Asymptomatic testing can be used for purposes such as surveillance testing.
- School staff who may have contact with students or other staff are requested to schedule asymptomatic testing at least every month while Contra Costa County is in the purple tier; the school may alter these plans, including in response to tier changes and/or health guidance. Staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.
- No scheduled asymptomatic testing for students is currently planned.

Staff Training and Family Education

- The school has successfully enlisted the cooperation of parents, students, and staff in understanding and implementing practices which protect our school community and help us achieve our goal to “open and stay open.”
- Families and staff were provided the NCA Reopening Plan prior to the provision of in-person learning, and were instructed to review and follow school protocol to provide for a safer reopening of the campus.
- Staff training, family education, and student instruction have been provided on a variety of COVID-19 prevention topics. In addition, as the school monitors health guidance and school operations, ongoing training, education, and instruction continue to be provided as needed, including timely reminders of existing policies and practices and instruction in new policies and practices.
- Educational topics include, but are not limited to, physical distancing; face covering use, removal, and washing; stable student groups; healthy hygiene practices such as proper handwashing; enhanced sanitation practices; campus operational protocols; how COVID-19 spreads; COVID-19 health screening, symptom identification, and testing; protocol for individuals who become ill at school and/or have symptoms of COVID-19; and protocol for a case of COVID-19 or exposure to someone with COVID-19.
- Students receive age-appropriate training and reminders on topics including physical distancing, face coverings, hand hygiene, respiratory etiquette, and classroom and campus protocols.
- Family education occurred prior to the return of in-person learning, with additional education provided throughout the school year.
- Staff provide real-time modeling, education, and reminders to facilitate implementation of the school’s policies and practices with students, parents, and visitors.
- Staff training was provided on a number of topics prior to staff orientation, with additional training prior to the return of in-person learning and continuing throughout the school year.
- In accordance with their roles and responsibilities, staff have been trained on topics such as health care protocols and cleaning and disinfecting protocols.
- The school uses a variety of educational methods, including, but not limited to, posted signs and markers, emails, the weekly school bulletin, training documents, videos, virtual meetings, in-person training, and individual phone calls. Information is prepared by school staff, including the school nurse, in accordance with current CCHS and CDPH guidance.
- The NCA COVID-19 Safety Plan (CSP) replaces the NCA Reopening Plan and provides the school community with updated policies and practices. The CSP is posted on the school website for review by school families, staff, and others.