



Reopening Plan

Part 1: Testing and Contact Tracing

Testing of Students and Staff

Savant Preparatory Academy of Business (SPAB) employs two types of testing:

Symptomatic testing: This testing is used for individuals with symptoms of COVID-19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

Response testing: This 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 asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Identification and Tracing of Contacts

SPAB has a designated Human Resources employee who is the organization-level contact tracer. SPAB has also trained two contact tracers tasked with reporting COVID cases, if any, to the contact tracer.

- Contact tracers must be trained either by the San Bernardino County Health Department or take one of the following courses on contact tracing:
 - Webinar-Based, as recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
 - Coursera option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

“STUDENT WITHIN A COHORT” PROTOCOLS:

If a student/parent, of a cohort, informs school site that the student has been exposed to COVID 19:

1. The cohort remains open.
2. The student/parent reports this to the school site contact tracer and Administration.
3. The school contact tracer will gather any additional information regarding details of known contact from student/parent. School site contact tracer will complete the San Bernardino County Department of Public Health (SBCDPH) COVID-19 Facility Outbreak/Cluster Reporting Form thoroughly.

4. School site contract tracer will send the completed form to the organization-level contract tracer.
5. School site contact tracer and the organization-level contact tracer will use the Cohort Catalogue to determine who may have been in close contact (i.e., less than 3 feet away for 15+ minutes) with the COVID positive individual.
6. The organization-level contact tracer will send the completed form to SBCDPH for further directives.

NOTE: The student is excluded from the cohort (he/she should quarantine, monitor symptoms, and contact their healthcare provider to schedule testing). The student cannot return to school until the 14-day quarantine period is over, even if they test negative for COVID-19.

If a student/parent, of cohort, informs school site that the student has tested positive for COVID 19:

1. The cohort will be closed for 14 days from the last known exposure.
2. The student/parent reports this to the school site contact tracer and Administration.
3. The school contact tracer will gather any additional information regarding details of known contact from student/parent. School site contact tracer will complete the San Bernardino County Department of Public Health COVID-19 Facility Outbreak/Cluster Reporting Form thoroughly.
4. School site contact tracer will send the completed form to the organization-level contact tracer.
5. School site contact tracer and the organization-level contact tracer will use the Cohort Catalogue to determine who may have been in close contact (i.e., less than 3 feet away for 15+ minutes) with the COVID positive individual.
6. The organization-level contact tracer will send a notification to families of students and staff member of the cohort that a student 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 SBCDPH.
7. The organization-level contact tracer will send the completed form to SBCDPH for directives.

“STAFF MEMBER WITHIN A COHORT” PROTOCOLS:

If a staff member in cohort informs you that he/she has been exposed to COVID 19:

- The cohort remains open.
- The staff member reports this to the school site contact tracer and Administration.
- The school site contact tracer provided the staff member information to the organization-level contact tracer. The organization-level contact tracer contacts the employee and completes the San Bernardino County Department of Public

Health COVID-19 Facility Outbreak/Cluster Reporting Form. The organization-level contact tracer will send the completed form to SBCDPH for further directives.

Note: The staff member is excluded from the cohort (he/she could quarantine, monitor symptoms, and contact their healthcare provider to schedule testing). The staff member can return to work if tested negative for COVID-19 after completing a 14-day quarantine period.

If a staff member in a cohort informs you that he/she has tested positive for COVID 19:

- The cohort will close for 14 days from last known exposure.
- The staff member reports this to the school site contact tracer and Administration.
- The school site contact tracer provides the staff member information to the organization-level contact tracer. The organization-level contact tracer contacts the employee and completes the San Bernardino County Department of Public Health COVID-19 Facility Outbreak/Cluster Reporting Form. The organization-level contact tracer will send the completed form to SBCDPH for further directives.
- The Administration, with authorization of the central office, will send notification to families of students and staff members of the cohort that a student 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 SBCDPH.
- The organization-level contact tracer will send the completed form to SBCDPH for further directives.

“STAFF MEMBER IN OFFICE SETTING” PROTOCOLS:

If a staff member informs you that he/she has been exposed to COVID-19:

- The staff member reports this, immediately, to the school site contact tracer and Administration.
- The school site contact tracer provides the staff member information to the organization-level contact tracer. The organization-level contact tracer contacts the employee and completes the San Bernardino County Department of Public Health COVID-19 Facility Outbreak/Cluster Reporting Form. The organization-level contact tracer will send the completed for the SBCDPH for further directives.

NOTE: The staff member will be asked to quarantine and work remotely, if possible, monitor symptoms and seek guidance from their healthcare provider and/or SBCDPH. If unable to work remotely, the staff member will work with Human Resources on

available leave options. The staff member can return to work if tested negative for COVID-19 after completing a 14-day quarantine period.

If a staff member informs you that he/she has tested positive for COVID 19:

- The staff member reports this, immediately, to the school site contact tracer and Administration.
- The school site contact tracer provides the staff member information to the organization-level contact tracer. The organization-level contact tracer contacts the employee and completes the San Bernardino County Department of Public Health COVID-19 Facility Outbreak/Cluster Reporting Form. The organization-level contact tracer will send the completed form to SBCDPH for further directives.
- The staff member will isolate, work remotely if possible, monitor symptoms and seek guidance from their healthcare provider. The staff member is required to work with Human Resources and SBCDPH to assess potential worksite exposure, any recommended additional testing/steps, including quarantine and isolation instructions.

NOTE: Staff member who tests positive and never develops symptoms must isolate for 10 days from the date of the test.

- The organization-level contact tracer will complete the San Bernardino County Department of Public Health COVID-19 Facility Outbreak/Cluster Reporting Form.
- The organization-level contact tracer will send the completed form to SBCDPH for further directives.

Part 2: The Hygiene Rules

Health Screening for Students and Staff

For Scholars:

All families have received the at-home screening protocols to be followed daily prior to bringing scholars to campus. The following at home protocols are as follows;

- Families are required to take temperatures daily before going to school. Anyone with a fever of 100.4 or higher cannot go to the school site.
- Parents and guardians should screen students for respiratory symptoms such as cough and shortness of breath prior to coming to school. Anyone experiencing those symptoms should not attend school.

All scholars will have their temperature checked upon entering the classroom. If they are found to have a temperature of 100.4 or higher, they will be redirected to the designated quarantine area and parent/guardian will be called to pick the scholar up.

For Adults:

SPAB staff members must sign in and check their temperature at the front desk each day. They will also be asked the following health screening questions:

1. Within the past 24 hours, have you experienced any of the following symptoms:
 - a. Fever greater than 100.4 degrees?
 - b. Cough, sore throat or shortness of breath?
2. Within the past 14 days, have you had close contact with or cared for someone who has been diagnosed with COVID-19 or is suspected of having COVID-19?
3. Within the past 14 days, have you returned to California from any other state or country? All persons arriving or returning to California from other states or countries, should self-quarantine for 14 days after arrival.
4. Do you agree to follow all safety protocols at all times while on campus?

*If the answer is YES to any of the questions 1-3 or NO to question 4, or if staff has a fever of 100.4 or higher at the time they arrive on campus, they will be asked to return home and await further instructions.

SPAB has identified the space on campus where individuals identified as symptomatic can self-quarantine while waiting for pickups.

Cleaning and Disinfection

In conjunction with San Bernardino City Unified School District, SPAB has developed a schedule for cleaning/sanitizing rotation. All SPAB classified staff have completed training resulting in a certificate in Reopening and Cleaning for COVID. This training has helped up to develop a variety of new rules and routines that our classified staff will use to ensure that the campus is as safe as possible:

- Ensure safe and correct application of disinfectants and keep products away from children.
 - All chemicals are on EPA's approved product for use against COVID-19.
 - The daily cleaning/disinfecting schedule will include:
 - Student cubbies
 - Teacher desks (keyboards, phones)
 - Teacher chairs
 - Student desks and chairs, top to bottom
 - Countertops
 - Copy machines
 - Kitchen appliances

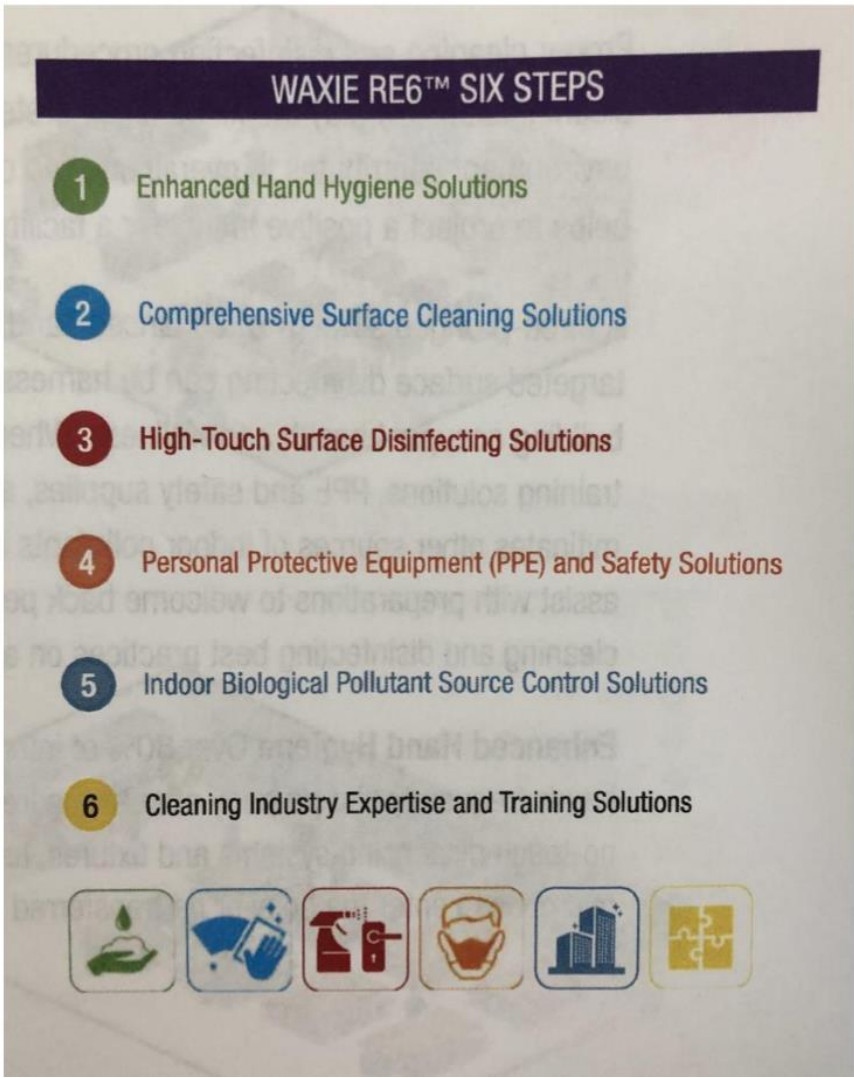
The campus will continue to meet high cleanliness standards prior to reopening and maintain a high level during the school year. Daily cleaning routes also include:

- Clean and sanitize restrooms and frequently touched surfaces multiple times per day-at least every thirty minutes and following the published use schedule. This includes:
 - Door handles and crash bars
 - Sink handles, toilets, urinals, restroom surfaces
 - Handrails
- Complete Restroom Checklist log after each cleaning to ensure accountability and compliance.
- Deep clean and sanitize classrooms at the end of each day. This includes:
 - All desks and chairs
 - Door handles
 - Light switches
 - Disposal of food waste into the trash enclosure outside
- Friday evening deep cleaning/disinfecting with stronger chemical when children and staff are not present.
- Regularly scheduled AM and PM checks to ensure that all hand sanitizer dispensers are filled and operational for use.

Administration is responsible for ensuring that staff adhere to all the above protocols. Please see Appendix D for the "Daily Campus Checklist for Administration" which we will use to ensure compliance. Administration will also safeguard PPE inventory by checking levels at the end of the day. They will ensure all PPE is accounted for at the end of the day and that any unusual shortage is immediately addressed.



The green checks marks indicate areas that are especially likely to be touched by multiple people. SPAB classified staff and SBCUSD custodians will give targeted attention to these areas during disinfection.



SPAB will follow these six steps to keep the school clean safe.

Face Coverings and Other Essential Protective Gear

SPAB has purchased disposable face masks (adult and children sizes), gloves for identified personnel, hand sanitizer and disinfectant wipes for all classrooms. We have secured digital thermometers that will be used in the office and all classrooms, as well as face shields for all adults on campus. SPAB requires scholars and staff to wear masks at all times when on campus other than when they are eating. Meals will be eaten in the classrooms in the cohort preventing mixing.

Health Hygiene Practices

Hand sanitizing dispensers in all classrooms and other common areas have been checked to ensure they are fully operational. They will be stocked and checked daily. In addition, hand sanitizing stations have been ordered and will be placed strategically in the building when scholars return to campus.

Teaching Sanitation

Other Safety Considerations

What the county advises:

- Face coverings should be worn by staff and students (particularly older students), as feasible and are most essential in times when physical distancing is difficult.

What SPAB is implementing:

- Face coverings will be required to be worn by all scholars and staff while on campus.

What the county advises:

- Gloves are not recommended for use by students or staff, with the exception of those conducting duties such as cleaning, first aid, or food service.

What SPAB is implementing:

- In addition to wearing gloves for duties related to cleaning, first aid and food service, staff will be required to also use gloves for distributing hygienic materials (Kleenex, disinfecting wipes, hand sanitizer, etc.)

Handwashing

- Wash all parts of hand for 20 seconds at all these times:
 - After entering the building
 - Before and after eating
 - After using the restroom
 - After coughing, sneezing, or blowing nose not into elbow
 - After coming into close contact with others or using shared surfaces or tools.

Coughing/Sneezing/Using tissue

- Cover your mouth with your arm when you sneeze, or cough into your elbow. Then wash hands or use hand sanitizer

Using hand sanitizer

- It's always the teacher giving sanitizer with a gloved hand. One pump. Scholar rubs sanitizer on all parts of hand and then air dry hands.
 - This occurs after temperature taken at exterior door
 - After sneezing or coughing
 - After eating (if no sink in the classroom)

Ventilation

SBCUSD has installed all HVAC systems in each classroom to purify the air.

Part 3: Minimized Mixing

Cohorts

- Scholars that opted for in-person instruction will be divided into, and operate in, cohorts.
 - Each cohort will contain no more than 20 scholars and 1 adult.
 - The **Cohort Catalogue** contains static lists of scholars, instructors, and rooms in which they meet. The cohort catalogue will be shared with the contact tracer.
 - Cohorts are designed to be stable throughout the school year. We will not allow new student to enter cohorts. Students of course can leave a cohort and join the At Home Distance Learning program.
- Instructional spaces will be thoroughly cleaned and disinfected each day.
- Each cohort will have its own instructional space for a particular day. Therefore, we will never have two cohort learning in the same space in a single day.

Physical Distancing

- Students will spend their on-campus instructional time in one classroom. They will eat lunch in their classroom. This ensures that students will only be in common spaces for brief periods of time:
 - When they enter their classroom
 - Go to the restroom
 - Leave their classroom
- Signage and floor markers have been installed to teach students how to walk through hallways in a manner that maintain distance from other students.
- The campus has been arranged such that all classroom furniture is physically distanced at 3 feet apart.
- All student desks are the same direction.
- Plexiglass barriers have been installed in the office at the front desk

Entrance, Outlet, and Movement within the School

- For the purpose of minimizing potential viral spread, families are asked to not enter the campus. Individuals with business at the school other than a quick transaction will be required to make an appointment. NO “WALK-IN” appointments allowed. If there is an emergency, parent/guardian must enter the building wearing a mask and will not be permitted to move beyond the lobby.
- Teachers and students will stay in the same classroom throughout the instructional day. Teachers and scholars will have meals in their classroom.
- Student drop-off will be an individualized and structured process:

- As vehicles pull into the drive through drop-off lane, staff ushers will take temperatures of students before they exit their vehicles.
- If a student has a temperature of 100.4 or higher, they will remain in their vehicle and return home with their parent/guardian.
- If a student does not have a temperature, they will exit the vehicle and enter the campus. Interior staff ushers, remaining physically distanced, will direct students to the proper classroom.
- Students who arrive late to school will come to the main office and have their temperature checked by office personnel before moving beyond the lobby.
- Student pick-up will be an individual and structured process:
 - Each student's family will have identifying placards that they must display in the passenger window when picking up the student.
 - Staff members with two-way radios will be stationed in the drive through drop-off area and radio an interior staff member.
 - When a vehicle arrives displaying a placard, a staff member will see the student's name and radio an interior staff member
 - The interior staff member, while remaining 3 feet away from the student, will retrieve the student and direct them to the external staff member, who will ensure the student gets into the correct vehicle while remaining physically distanced from the student.
- SPAB will have a designated location where student who are exhibiting symptoms of illness can be held until a parent or guardian picks them up. Appendix B lists the space as well as the number of students the space can fit at one time.

Part 4: Scenario Planning

Triggers for Switching to Distance Learning

SPAB will switch to distance learning if the infection rate reaches 5% of the student population. SPAB will follow SBCDPH’s recommended COVID-19 protocols for scenario planning:

Scenario I	Actions
A student or staff member answers “YES” on the health screening form or exhibits symptoms of COVID-19	<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 until symptoms have resolved for 72 hours • The student or staff member should contact their health care provider to determine if testing is advised.
Scenario II	Actions
Someone in close contact with a student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> • The cohort remains open • The student or staff member is expected to report this to administration immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. • Administration should gather any additional information regarding details known contact and share this information with SBCDPH. • SBCDPH 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 on campus they should be excused from school and SBCDPH contacted to assess exposure risk and determine disposition (e.g. exclude from cohort)
Scenario III	Actions
A student or staff member tests positive for COVID-19	<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

	<p>positive. Students and staff should be quarantined for 14 days from date of last known contact.</p> <ul style="list-style-type: none"> • The entire cohort of staff and students should be tested working directly with their health providers and/or SBCDPH. • Further testing of family members may be advised based on cohort test member results.
Scenario IV	Actions
<p>A student or staff member who has quarantined or isolated for any of the reasons in scenarios above, 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 know 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.

Part 5: Communication

Communication Plans

SPAB will adopt the SBCDPH’s recommendation templates for communicating to stakeholders in three types of COVID scenarios:

1. Someone in close contact with a student or staff member tests positive for COVID-19
2. A student or staff member tests positive for COVID-19
3. A student or staff member who has quarantined or isolated for any of the reasons in scenarios above, and test negative

These messages will come from the Administrative Team.

Please see **Appendix C** for the communication templates.

Staff Training and Family Education

Savant Preparatory Academy of Business has created and releases Safety Protocols publicly via the school website. Additionally, SPAB will provide training to both staff and parents on the Safety Protocols. Information such as student and staff COVID testing procedures, designated on-campus quarantine space, and staff certification in “Reopening and Cleaning for COVID” will also be openly communicated to staff and parents via our monthly parent meetings.

Administration will train all teachers and staff on how sanitation will be taught during the first days of in-person instruction. Administration will train all teacher and staff on how will maintain physical distancing and manage materials in a safe manner.

Administration will conduct staff meetings on campus. Staff meetings will include a presentation about the results of our parent survey, review the logistics and timeline of reopening, and provide staff an opportunity to ask questions and provide feedback. SPAB will also conduct a staff survey to solicit feedback. SPAB established a COVID-19 Task Force that meets weekly, which includes staff from a cross-section of the organization. SPAB representatives attend a weekly briefing with county public health officials – the results of which are shared with the Fortune organization. The Administrative Team holds ongoing meetings with the campus leader teachers responsible for curriculum and instruction to engage them in the planning process for reopening.

Part 6: Additional Reopening Considerations

Availability of Distance Learning for Students Who Request It

Savant Prep will give parents the choice to continue with 100% distance learning at home.

Thoughtful, Phased Implementation

In the Spring of 2021, The California Department of Public Health has given schools located in counties in the purple tier permission to open for grades TK-6 if COVID-19 case rates are below 25 cases per 100,000 people per day. Savant Prep continued instruction at a Distance Learning platform for the 2020-2021 school year.

SPAB will reopen with in-person instruction September 7, 2021.

Vaccinations

California Department of Public Health (CDPH) strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community
- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Appendices

A. Quarantine Spaces on Campus

Room	Capacity	Room	Capacity
A4	2	A2	4

Temperature Reading

B. Health Screening Forms

For Staff:



Health Screening Questionnaire (COVID-19)

In an effort to prevent the spread of COVID-19 and reduce the risk of exposure to our employees, we are requesting that you complete this short screening questionnaire. Your participation is important to assist us in taking precautionary measures to protect you and others.

Employee Name:	Phone Number:
Email:	

If the answer is YES to question 1, 2 or 3 or NO to question 4, access to the facility will be denied.

SELF DECLARATION	
1.	Within the past 24 hours have you experienced any of the following symptoms: fever (>100.4 F), cough, sore throat, or shortness of breath? _____ Yes. _____ No
2.	Within the past 14 days have you had close contact with or cared for someone who has been diagnosed with COVID-19 or suspected to have COVID-19? _____ Yes. _____ No
3.	Within the past 14 days, have you returned to California from any other state or country? All persons arriving in or returning to California from other states or countries, should self-quarantine for 14 days after arrival. _____ Yes. _____ No

4.	I agree to follow all safety protocols at all times while on campus. <div style="text-align: center;"> <input type="checkbox"/> Yes. <input type="checkbox"/> No </div>
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Signature: _____

Date: _____

C. Communication Templates

Scenario I: Someone in close contact with a student or staff member tests positive for COVID-19

[Date]

Dear [School Name] Community,

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 has been in close contact with a person who has tested positive for COVID-19.

San Bernardino County Department of Public Health (SBCDPH) has been notified and is taking further steps. In accordance with SBCDPH 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,

[Principal name and contact information]

Scenario II: A student or staff member tests positive for COVID-19

[Date]

Dear [School Name] Community,

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 San Bernardino County Department of Public Health (SBCDPH). In the meantime, SCDPH advises that your child or you immediately quarantine to the greatest extent possible, even if you are asymptomatic. We will work with SBCDPH to schedule testing for your child. You may also work with your healthcare provider to schedule resting 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 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,

[Principal name and contact information]

Scenario III: A student or staff member who has been quarantined or isolated for any of the reasons in scenarios above, and tests negative

[Date]

Dear [School Name] Community,

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 San Bernardino County Department of 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,

[Principal name and contact information]

COVID-19 SCHOOL OUTBREAK NOTIFICATION
SCHOOL NAME/LETTERHEAD

From School Principal (or Designee)

Date

Dear Parents/Guardians, Teachers, and Staff Members, We would like to inform you that we are working with the [LOCAL HEALTH DEPARTMENT] on their investigation of a COVID-19 outbreak in our school community. Our school is working with the [LOCAL HEALTH DEPARTMENT] to follow up with all cases and symptomatic contacts to identify all exposed persons and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 3 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and 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
- Diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

SCHOOL CLOSURE DUE TO COVID-19 NOTIFICATION
SCHOOL NAME/LETTERHEAD

From School Principal (or Designee)

Date

Dear Parents/Guardians, Teachers, and Staff Members,

We are informing you that we are closing our school, starting on [DATE] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the [LOCAL HEALTH OFFICER], we have been advised that the school should be closed for 14 days to prevent further transmission of COVID19 and to clean and disinfect the school before reopening on [DATE].

During school closure, the school will switch to online teaching to continue our classes; please see attached information sheet on how students can sign in to continue their schoolwork online. The [LOCAL HEALTH DEPARTMENT] will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face covering, stay at least 3 feet from other people, and wash their hands often with soap and water for at least 20 seconds. School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and 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
- Diarrhea

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

D. Daily Campus Checklist for Administration

This form is designed to assist a campus or school-site individual responsibility for verifying that COVID- related guidance and precautions are being adhered to as stated in the school/district reopening plan. It may serve as a tool to identify which items need to be retaught, reinforced or tightened to make the campus and or school site safe for everyone.



Date: _____

Person conducting inspection: _____

Location: _____

Preventive Practice	Date	Outcome of Today's Review			Description	Corrective Action Taken
		Aligns with Plan	Minor Concern	Improvement Needed		
Cleaning and Disinfection:						
Cleaning or shared surfaces at specific interval						
Reduction of shared items						
Cohorts:						
Students remain in stable cohorts and do not mix						
Entrance, Egress, and Movement						

Parent drop-off						
Parent pick-up						
Campus Entry						
Hallways/ walkways						
Face Coverings:						
Worn properly by students						
Worn properly by staff						
Health Screenings:						
Home screenings confirmed						
Isolated those who become ill						
Healthy Hygiene						
Handwashing available						
Hand sanitizer						
Continued Promotion of healthy hygiene						
Distancing						
Stationary settings separated 3 feet or greater						

Physical reminders encourage 6 foot spacing						
Reminders for visitors to maintain 6 foot spacing						