

COVID-19 Safety Plan for JCS-Cedar Cove



In order to comply with San Diego County's "Safe Reopening Plan for K-12 Schools," JCS-Cedar Cove has prepared this comprehensive document with site-specific details for ensuring the safety of students and staff on campus amidst the COVID-19 pandemic. Updates have been made to comply with state mandates related to each school's COVID-19 Safety Plan (CSP).

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In December 2020, a [Cal/OSHA emergency regulation](#) required employers to create a written COVID-19 prevention program or an addendum to the Injury and Illness Prevention Program that includes the following elements:

1. Systems for communication
2. Identification and evaluation of COVID-19 hazards
3. Investigation and responding to COVID-19 cases in the workplace

4. Correction of COVID-19 hazards
5. Training and instruction
6. Physical distancing
7. Face coverings
8. Other engineering controls, administrative controls, and personal protective equipment
9. Reporting, recordkeeping, and access
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[JCS-Inc. Covid-19 Prevention Program \(CPP\)](#)

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

[COVID-19 School Guidance Checklist for JCS-Cedar Cove](#)

General Measures

20/21 County Requirement:

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

JCS Cedar Cove Details: This document serves the purpose to communicate the reopening plan for JCS-Cedar Cove. It is published on the school website at www.cedarcove.jcs-inc.org. This document was also sent directly to all stakeholders via email.

Additionally, on August 14, 2020, a draft of the JCS-Inc. Safe Reopening Plan was presented to the JCS-Inc. Board of Directors for approval. This plan, which is generic in nature and applies to all schools with the JCS Family of Charter Schools, is available on BoardDocs, along with the COVID_19 Reopening Resolution, Board Policy, and Waiver for Staff and Parents (Agenda Items 5.15 - 5.19): <https://go.boarddocs.com/ca/julian/Board.nsf/Public>.

The COVID-19 Operations Reports for all JCS Schools are posted on the JCS-Inc. website. [Link to JCS-Inc. COVID-19 webpage.](#)

20/21 County Requirement:

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

JCS-Cedar Cove Details: The school has established communication with local and State authorities to determine current disease levels and control measures within our community. School officials have reviewed and regularly referred to the relevant county variance documentation and guidance from the California Department of Public Health and California Department of Education. As needed, school officials are prepared to consult with our county health officer for guidance and advice related to local conditions.

Figure 1: San Diego Local Health Officer

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

JCS-Cedar Cove does not permit any external community organizations use of facilities. JCS-Cedar Cove works collaboratively with The Boys & Girls Club of San Dieguito, with whom we have a lease agreement, to comply with the CA Department of Health guidance.

In 2020/2021, JCS-Cedar Cove reduced campus visitors/volunteers to essential professionals who provide specialized, direct instruction only. In 2021/2022, due to the loosening of SDCOE and CDPH guidance/restrictions, JCS-Cedar Cove is permitted a limited number of volunteers to include vaccinated persons only, primarily in outdoor settings.

20/21 County Requirement:

3. The school has plans that describe how it will support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:
 - a. Review existing student health plans to identify students who may need additional accommodations
 - b. A process for engaging families for potentially unknown concerns that may need to be accommodated
 - c. Identification of additional preparations for classroom and non-classroom environments needed for groups that might be at increased risk of becoming infected or having unrecognized illness. These include individuals who:
 - i. Have limited mobility or require prolonged and close contact with others, such as direct support providers and family members
 - ii. Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing

- iii. May not be able to communicate symptoms of illness

JCS-Cedar Cove Details: All staff and support personnel have reviewed student health plans to determine if additional COVID-19 accommodations are necessary. 504 and SPED staff have been consulted to identify the student population for whom additional preparations will need to be made due to increased risk of becoming infected or having unrecognized illness. High-quality, rigorous home study options will support the learning needs of students with health concerns that restrict their participation in site-based instruction, as needed. Those interested in virtual learning will be referred to our sister school, JCS-LIVE.

20/21 County Requirement:

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

JCS-Cedar Cove Details: The school is in compliance with Cal-OSHA requirements. Site-specific hazard assessment utilizing the Facility Inspection Tool (FIT) template are conducted annually. Cal-OSHA posters for employees are posted in the workplace.

Link to [JCS-Cedar Cove Covid-19 Prevention Program \(CPP\)](#)

Promote Healthy Hygiene Practices

20/21 County Requirement:

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

- ii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

JCS-Cedar Cove Details: Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation or art, and before and after using the restroom.

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

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

["Stop the Spread" Poster](#)

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

["Wash your Hands" Poster](#)

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

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

20/21 County Requirement:

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

JCS-Cedar Cove Details: The school has created site maps to establish traffic/movement patterns and identify best locations for handwashing and hand sanitizing stations. Teaching staff will incorporate hand washing/sanitizing into their daily schedule and account for 2-3 opportunities through the school day for students to wash/sanitize their hands.

20/21 County Requirement:

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

JCS-Cedar Cove Details: The school will follow the California Public Health Departments [Guidance for the Use of Face Coverings](#). As of 21/22, Face coverings are required for all TK-12 staff and students when indoors at a school facility. Medical exceptions will be reviewed by the school and a face shield is an acceptable alternative for children who can not wear a face covering properly. Cloth face coverings or face shields are optional for meals, snacks, or outdoor learning/recreation. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

All staff and students will be provided with a reusable face mask. As needed, visitors will be provided a disposable face mask. All persons on campus will be required to wear a face mask or approved alternative when indoors.

Guidelines for face coverings, including proper use, removal, and washing, will be outlined as part of the school's Reopening Video Series, available on YouTube and communicated via ParentSquare.

20/21 County Requirement:

8. The school has adequate supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

JCS-Cedar Cove Details: The school received a supply of PPE gear from the state, through the San Diego County Office of Education. Additionally, the school has purchased the following hygiene and sanitation supplies and will seek funding through the COVID Relief federal grant.

- Face Shields with eye protection for staff and students
- No-touch Hand Sanitizer Stations and Hand Sanitizer
- Electrostatic Sprayer and Disinfectant Germicidal Cleaning Solution
- Gloves, Paper towels, and Clorox Cleaning Spray
- Spray Bottles and Soap for Outdoor Hand Washing Procedure

Any manual lids on current trash cans will be removed to allow for no-touch disposal of items.

20/21 County Requirement:

9. Employers should provide and ensure staff use face coverings and all required protective equipment.

JCS-Cedar Cove Details: Staff will be supervised and expectations will be communicated regularly at staff meetings, via email, and in-person.

20/21 County Requirement:

10. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

JCS-Cedar Cove Details: The school received a supply of PPE gear from the state, through the San Diego County Office of Education. Janitorial staff will utilize PPE according to CDC guidelines.

Intensify Cleaning, Disinfection, and Ventilation

20/21 County Requirement:

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

JCS-Cedar Cove Details: Out of order signs have been placed on all drinking fountains on campus. All students and staff will be directed to bring a refillable water bottle to school everyday. Refillable water bottle stations are available in the Cedar Cove office and Boys & Girls Clubhouse. They are accessible to students and staff, as needed.

20/21 County Requirement:

12. The school has developed plans that describe how frequently-touched surfaces within the school will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff. Frequently touched surfaces include:
- a. Door handles
 - b. Light Switches
 - c. Sink handles
 - d. Bathroom surfaces
 - e. Tables
 - f. Student Desks
 - g. Chairs

JCS-Cedar Cove Details: A daily cleaning schedule to include sanitizing touched surfaces listed above will be completed by custodial staff. Additionally, staff will disinfect high-touch areas such as door handles, light switches, and table tops at least 1-2 times throughout the instructional day, around student transitions.

20/21 County Requirement:

13. The school has developed plans that describe how:
- a. Frequently-touched surfaces on school buses will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff
 - b. Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
 - c. Bus drivers are provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day

JCS-Cedar Cove Details: JCS-Cedar Cove does not provide any bus transportation.

20/21 County Requirement:

14. The plan for cleaning and sanitation incorporates the following elements:

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

JCS-Cedar Cove Details: School Administration has identified cleaning products that meet the requirements listed above. Products highlighted in yellow [here](#) are acceptable and will be used according to product labels. All cleaning products will be stored in areas that are off limits to students and out of children’s reach. A cleaning and disinfecting schedule has been established by administration and janitorial staff.

Implementing Distancing

20/21 County Requirement:

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

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

JCS-Cedar Cove Details: According to updated CDC Guidelines, physical distancing is no longer required in TK-12 schools.

20/21 County Requirement:

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

JCS-Cedar Cove Details: Arrival and departure times will be staggered over a 15 minute period. Designated routes for entry and exit have been identified. According to updated CDC Guidelines, staggering and physical distancing are no longer required in TK-12 schools.

20/21 County Requirement:

17. The school's plan to limit student mixing uses the following measures to the greatest extent practicable:
- a. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
 - b. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
 - c. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.

- d. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- e. Implement procedures for turning in assignments to minimize contact.
- f. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
- g. Consider holding recess activities in separated areas designated by class.
- h. Limit the use of common use areas such as cafeterias, dining areas, libraries, and locker rooms where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- i. Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- j. Limit nonessential visitors, volunteers and activities involving other groups at the same time.

JCS-Cedar Cove Details: According to updated CDC Guidelines, student/staff “pods” to reduce commingling and maintain separation are not required in TK-12 schools. Contact tracing will continue in classroom pairs, reflecting co-taught classrooms who eat and play together at lunch/recess.

An NSLP compliant breakfast is served each day during the snack break through use of an outdoor cart and punch card system. All items are individually packaged and punch cards will be handled by staff (with gloves, when necessary).

The school will limit nonessential volunteers and visitors. School tours for 2021/2021 will be conducted outdoors or after school hours. Limited parent volunteers who show proof of vaccination will be permitted in the classrooms. Classroom visits, when necessary, will be conducted virtually.

20/21 County Requirement:

18. The school has developed plans to maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. The plans describe:
 - a. How space will be maximized in
 - i. Classrooms
 - ii. School buses (between the driver and students)
 - iii. Other settings

- b. The criteria used to determine if other measures such as the installation of plexiglass or other barriers are necessary
- c. Situations in employees cannot maintain physical distancing with students and the protective measures that will be employed

JCS-Cedar Cove Details: According to updated CDC Guidelines, physical distancing and other means to maintain separation are no longer required in TK-12 schools.

Limit Sharing

20/21 County Requirement:

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

JCS-Cedar Cove Details: According to updated CDC Guidelines, the limitation of shared items are no longer required in TK-12 schools. Routine sanitation of items will continue to be prioritized.

Train All Staff and Educate Families

20/21 County Requirement:

20. The school has a plan that described how it will train all staff and provide educational materials to families in the following safety actions:
- a. Enhanced sanitation practices
 - b. Physical distancing guidelines and their importance
 - c. Use of face coverings
 - d. Screening practices

- e. COVID-19 specific symptom identification
- f. Proper use, removal and washing of cloth face coverings.

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

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

Additionally, all staff members will complete virtually training on COVID-19 and Handwashing through the ThinkHR web portal and a [COVID-19 Employee Packet](#) outlining guidelines for staff has been created and shared. The school Human Resources department has also shared information about our Employee Assistance Program, the Family First Coronavirus Relief Act, and Resources pertaining to COVID-19 Safety and Protections in our school's shared google drive account.

Staff meetings to inform and educate on COVID-19 Procedures and Safety have been held leading up to reopening. This information will be reviewed, as needed, by school administrators through the reopening process.

20/21 County Requirement:

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

JCS-Cedar Cove Details: All training and education for staff and families will be offered virtually via Zoom video conference, webinar, or pre-recorded video. If in-person training is necessary, staff will follow OSHA safety protocol for vaccinated and unvaccinated staff.

Check for Signs and Symptoms

20/21 County Requirement:

- 22. The school has developed and is ready to implement daily symptom and temperature screening of all students, staff, and visitors prior to admitting them to the facility. The plan includes the following elements:
 - a. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.

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

JCS-Cedar Cove Details: Parents will be required to perform a daily health screening at home, prior to arriving at school, through ParentSquare. Reminder posters to complete the ParentSquare Daily Health Screening will be displayed during daily drop-off points on campus. Additionally, visual wellness checks throughout the day will be conducted to monitor staff and students for signs of illness.

To assist in the implementation of daily health screenings, [a short video](#) was shared with parents and staff.

If a student is exhibiting symptoms of COVID-19, staff will remove the student from peers, communicate with the parent/caregiver, refer to the student's emergency card, and send the student home. An isolation area has been established to separate anyone who exhibits any of the symptoms of COVID-19 described below:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills

- Repeated shakes with chills
- fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

When staff become sick, the school will follow similar procedures and investigate the COVID-19 illness and exposures to determine if any work-related factors could have contributed to risk of infection. As needed, the school will update protocols to prevent further cases.

20/21 County Requirement:

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

JCS-Cedar Cove Details: The school will adhere to SDCOE's Decision Tree and Decision Guide for [COVID-19 Symptoms and Exposures](#). The school will also utilize communication letter templates provided by SDCOE, such as the [Letter to Close Contacts of COVID-19 Positive](#) template. As needed, the school officials will consult with our county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions.

20/21 County Requirement:

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

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

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

20/21 County Requirement:

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

JCS-Cedar Cove Details: The school will adhere to all guidelines listed above and contact HR to confirm that all necessary steps and instructions for managing sick staff or students are followed. Virtual Learning or Home Study options will be provided to any student who is unable to attend in-person instruction. In the event of ill staff, certified subs will be utilized to continue student learning opportunities.

The school will refer to the SDCOE [COVID-19 Decision Tree for Symptoms and Exposures](#) when monitoring student and staff illness.

Maintain Healthy Operations

20/21 County Requirement:

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

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

JCS-Cedar Cove Details: School administration will monitor staff absenteeism and support staff will be trained and utilized as back-up. A manual health log to monitor illness and symptoms will be kept in addition to health screening data collected through ParentSquare. Staff and families will self-report symptoms and possible exposure while maintaining confidentiality via daily health screening.

The school principal, in conjunction with Human Resources, will be responsible for responding to COVID-19 concerns. The contact email for the school principal is hbertran-harris@jcs-inc.org.

All staff have been informed of their rights under the [Families First Coronavirus Relief Act](#) and, if the option to work from home is available, staff have been given this opportunity.

Considerations for Partial or Total Closures

20/21 County Requirement:

27. The school district has developed plans for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. The plans describe how the school will respond when a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, including:
- a. In consultation with the local public health department, the process for determining:
 - i. Whether total or partial closure of the school is warranted and length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - ii. Identifying close contacts at school who self-isolate at home for 14-days 1. From classroom, office, or activity where the infected person was based 2. Other close contacts
 - iii. Additional areas of the school visited by the COVID-19 positive individual visited that may also need to be closed temporarily for cleaning and disinfection.
 - b. Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.

JCS-Cedar Cove Details: The school will follow the steps outlined by the CA Dept. of Health and the [COVID-19 Decision Tree](#) regarding the closure/quarantining of classes, groups, or the entire facility when associated persons become ill with COVID-19.

20/21 County Requirement:

28. The school has developed a plan that describes how it will provide for continuity of education:
- a. When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19
 - b. During a school closure

JCS-Cedar Cove Details: When a student is absent from the Academy, the student will have the option to a) participate in the virtual learning program with the classroom teacher or b) receive homeschool assignments in place of classroom learning. If the school is required to close its site-based operations, all Academy students will transition to the virtual learning program with their classroom teacher.

20/21 County Requirement:

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

JCS-Cedar Cove Details: Grab-and-go NSLP compliant Breakfast Bags will be available for no-contact pick-up between 7 a.m. and 8 a.m. Depending upon the rate of participation, parents may be asked to confirm pick-up to ensure that staff is onsite and meals are prepared.

20/21 County Requirement:

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

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

20/21 County Requirement:

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

JCS-Cedar Cove Details: Every Sunday, the school will send a newsletter with important updates related to school business and COVID-19 guidance/support. The school will remind families of the importance of current COVID-19 safe practices to reduce the spread of COVID-19 and minimize the risk for the school community.

2021/2022 Safe Reopening Summary and FAQs

Summary of Preventative Measures: JCS-Cedar Cove was one of the first public schools in the San Diego area to be able to successfully welcome students back to campus in the 2020/2021 school year due to

our expansive Safe Reopening Plan with purposeful mitigation measures. As a public charter school, JCS-Cedar Cove abides by all state mandates and local guidelines in order to protect the health and safety of our school community; therefore, our original Safe Reopening Plan included daily health screenings, increased hand washing, social distancing, enhanced and frequent cleaning and sanitization of the school campus, face coverings, individual supplies and materials, contact tracing, cohorting, surveillance testing for staff, hygiene training and education, staggered schedules, increased points of ingress and egress, and designated traffic patterns for movement around the school. [The 2020/2021 Safe Reopening Plan is still available to review here](#) and is in the process of being updated to reflect the new information, below.

In August 2021, the California Department of Public Health (CDPH) reevaluated strategies for Safe Reopening in TK-12 schools in an effort to bring all students back to school campuses full time and keep them in class as much as possible. New requirements were released, emphasizing the importance of robust testing and the mandatory use of face coverings in indoor spaces. To learn more, [access this school newsletter](#).

In 2021/2022, JCS-Cedar Cove will rely on a multi-layered prevention strategy approach to ensure the safety of staff and students, including:

- A Robust testing program: California has the capacity to offer free PCR or antigen testing to every school in the state. Testing is optional for students and required for unvaccinated staff.
- Continued face-covering guidance: The mandatory use of face coverings in indoor spaces will help prevent the spread of COVID-19 and its highly contagious variants on school campuses. Face coverings are optional outdoors.
- Daily At-home Health Screening through ParentSquare: Parents will complete a short symptom screening and temperature each day, at home, prior to coming to campus. The school will monitor parent responses, track symptomatic students, and prescribe measures for returning to school based on the [SDCOE COVID-19 Decision Tree for Symptoms and Exposure](#).
- Increased Handwashing: Handwashing with Soap and Water and/or hand cleaning with sanitizer will occur during indoor/outdoor school day transitions (ex. Upon arrival, before snack, after recess, before lunch, etc.)
- Enhanced Daily cleaning and disinfection of student spaces: The Boys & Girls Club Contracts with Jan-Pro cleaning company for night cleaning and disinfection.
- Increased Ventilation Indoors: Weather permitting, windows will be open to increase air circulation. All A/C units are maintained and equipped with MERV 13 air filters.
- Increased Outdoor Learning Opportunities: Cedar Cove Academy teachers are excited to use the outdoor learning spaces at the Boys & Girls Club house as well as the local parks and walking trails. Our teachers are planning for at least half of every school day to take place in an outdoor classroom.

Frequently Asked Questions (FAQs):

[What is the school's mask policy?](#)

JCS-Cedar Cove is a public school; therefore we are required to enforce the TK-12 state mandate which indicates that face coverings are required for students, staff, and visitors in an indoor school setting. The CDPH recommends face masks or face shields with a drape to be worn over the nose and mouth. The school will provide an acceptable face covering (mask) for any student, staff, or visitor who needs one. No one will be permitted indoors without a face covering or valid medication exemption.

Valid medical exemptions for face coverings will be accepted. It is up to the LEA (Local Education Agency) to determine the validity of a medical exemption and, if necessary, conduct their own process of assessment. If a child has a valid medical exemption, the school must honor it and not withhold learning opportunities from the child. School employees are not permitted to disclose medical information about students.

What is the process of obtaining a valid medication exemption?

The exemption process is as follows:

- Parent/guardian must complete the Medical Exemption/Accommodation request form. Please contact school administration to receive a form.
- All forms will be reviewed by the JCS network team (principal, Executive Director, etc.).
- A member of the network team will contact the licensed health care provider to clarify medical needs.
- A 504 meeting will be convened to discuss options and determine the validity of the medical exemption.

It is important to note that this process is in place to protect those in our community who are medically fragile due to illness or disability. JCS will not compromise the health and safety of vulnerable community members because of personal beliefs. We appreciate your understanding, patience, and partnership.

What happens if a student refuses to wear a mask indoors without a valid medical exemption?

When indoors, unexempted students without a facial covering will be requested to put one on. A mask will be provided if needed. Students experiencing discomfort with masks will be provided a face shield with a neck drape to use as an alternative. As often as possible, students will be provided with opportunities to learn outside and remove masks.

Unexempted students who decline to wear a mask or face shield with a neck drape indoors will be respectfully asked to move to an outdoor space to work independently. School site staff will contact the student's parent/guardian to explain why facial coverings are required. If the student continues, either on that day or on successive days, to refuse to wear a mask for their safety and the safety of others, the site administrator will call a meeting with the parent and student to offer an alternative to in-person instruction.

How do I complete my child's daily health screening on ParentSquare?

Please watch [this short video](#) for a tutorial on completing the ParentSquare Daily Health Screening. This video tutorial was created last year and it is important to note that staff **will not** conduct a secondary temperature screening upon arrival.

Is my child's teacher vaccinated? Are the other staff working with my child (co-teaching, playground supervision, etc.) vaccinated? What percentage of school's staff is vaccinated?

This is personal information and school employees can not share the vaccination status of individuals. On August 11, 2021, Gov. Gavin Newsom announced that California will require schools to verify that workers are fully vaccinated or tested regularly for COVID-19. Under [the new order](#), all schools must verify the vaccine status of all workers. Workers who are not fully vaccinated are required to undergo diagnostic screening testing at least once weekly with either PCR testing or antigen testing. The JCS HR department will take an active part in gathering this information and complying with the new order.

If a staff member or student tests positive for COVID-19, will parents be notified?

JCS-Cedar Cove follows guidance from the San Diego County Office of Education (SDCOE) in partnership with the San Diego Department of Public Health (SDPH). We will promptly notify the school community at large if known exposure to COVID-19 has occurred on our campus and during our school day. If it is believed that your child was specifically exposed due to known interaction with the positive case, we will let you know and you will also be contacted by the SDPH. We will follow the [COVID-19 decision tree for symptoms and exposure](#) and work with our local health officer to determine the at-home quarantine period and return to school for students and staff.

If I have concerns about my child's safety at school, can I transfer to the home study program?

Yes, Academy students can transfer to the JCS-Cedar Cove Home Study program as long as we have space available. We recommend that placement in Home Study is for the commitment of at least one semester due to the nature of Home Study and the effort of the teacher to personalize the learning plan with curriculum, resources, and enrichment. If there is space in the Academy classroom and you decide that you want to transfer back to the Academy, we will approve this. We are not able to save spots in either program and transfers are approved based on availability.