



# Reentry

into School Plan

Manzanita Public Charter School  
Published June 26, 2020

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# **10. INTRODUCTION AND INTENT**

The Coronavirus COVID-19 Pandemic has radically altered our lives and the way we interact with one another. The school environment has and will continue to be impacted for the foreseeable future until we have a vaccine, or we achieve herd immunity. During this time, Manzanita Public Charter School will take all reasonable measures to protect the health of our scholars and staff.

The purpose and intent of the Re-entry plan is to provide for a smooth and safe reopening of school in the Fall on August 17, 2020. MPCS is committed to balancing the health and safety of its students, staff, and families while providing a top tier educational program. Our intent is to optimize instructional time and support the social and emotional needs of our students and staff.

The plan is based on the various guidelines issued by the California Department of Education (CDE Reentering Schools Guidelines), The Center for Disease Control, and the Santa Barbara County Public Health Department.

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## PLANNING ASSUMPTIONS

**The assumptions below reflect input from state and local stakeholders as well as input from Manzanita staff and families via an online survey given in May, 2020. The COVID-19 Pandemic emergency continues to be fluid. We receive new information about the disease on a daily basis. Therefore, this plan will change as new information and new guidelines become available.**

**The plan is based on the following assumptions:**

- 1. COVID-19 is and will continue to be a public health threat until a vaccine is developed, produced and disseminated widely.**
- 2. Santa Barbara County Health (SBCPH) will guide schools on re-opening plans based on State guidelines and local conditions related to the virus.**
- 3. SBCPH will direct the protective measures a school district must take in order to reopen the campus to students.**
- 4. School schedules will vary throughout Santa Barbara County and California. Different resources, personnel, community needs, and direction from SBCHP in response to local conditions, will impact local decision making.**
- 5. The economic impact of the pandemic will have a significant and lasting impact on schools.**
- 6. Manzanita Public Charter School will endeavor to provide a supportive environment to both scholars and staff through an integrated social and emotional learning curriculum and program.**
- 7. MPCCS recognizes the Pandemic is ongoing and that individual students, entire classes/or, and the school may be required to quarantine in the event of an outbreak of COVID-19 at the school. Decisions of this nature will be directed by SBCHP.**

# MANZANITA'S 2020-21 IN PERSON SCHOOL SCHEDULE

MON-FRI. 8:10 a.m. – 12:20 p.m.

*Manzanita will offer a daily, instructional model for all scholars. Significant master schedule changes include classroom cohort recesses and lunches eaten in classrooms, social distancing in classrooms, outdoor learning classrooms, and outdoor handwashing stations located across the campus for frequent and scheduled use.*

## **Tentative Bus Stops at the following locations:**

Vandenberg AFB (Korina; Youth Center; Chapel 1, Montana and Banion  
Buena Vista Elementary School (VV)  
Maple High School (VV)  
Mission Hills Market area  
Miguelito Elementary School  
Fillmore Elementary School  
P Street and North Ave corner  
Trinity Nazarene Church  
Thompson Park  
El Camino Adult School

## **YMCA After School Care offered for Manzanita scholars at the following locations:**

Buena Vista Elementary School  
Miguelito Elementary School

# RE-ENTRY PROTOCOLS

## 1. SCHOLAR HEALTH SCREENINGS

**\*\*NOTE\*\*** *Manzanita's school nurse, Karissa Fermin, will be on the school site daily, for the first month of school, to provide training and ensure best practice health protocols are understood and being followed by all staff and scholars.*

### Step 1: MORNING HOME ASSESSMENT

Parents are to screen students before leaving for school (check temperature to ensure temperatures below 100.1 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. This screening will include a daily Parent Square app health questionnaire.

Scholars with the following symptoms may have COVID-19 and should not go to school:

- |   |                            |
|---|----------------------------|
| Fever or chills                             | Sore throat                |
| Cough                                       | Extreme fatigue            |
| Shortness of breath or difficulty breathing | New loss of taste or smell |
| Headache and/or body aches                  | Congestion or runny nose   |
| Nausea or vomiting                          |                            |

### Step 2: MORNING BUS STOP AND AUTOMOBILE SCREENING PROCEDURES

visual wellness check prior to entering bus or school grounds    temperature/fever check prior to entering bus or school grounds    mandatory mask wearing if riding the bus

### Step 3: MORNING ARRIVALS ON CAMPUS

All scholars report immediately to classroom (no morning playground play)

First handwashing takes place

Breakfast/snack eaten at desk with teacher in room to greet scholar

Manzanita will provide face coverings for any scholar who does not have one. Wearing a face covering by scholars is optional when outdoors for grades TK-2; mandatory for Grades 3-6 per public health.

All TK-6 grade scholars will be required to wear a face covering during inside learning, The face covering will be optional for TK-2 scholars when outdoors. All scholars will be taught to wear a cloth mask when using the bathroom.



### **SYMPTOMATIC STUDENT**

In the event that a student develops symptoms consistent with the COVID-19 virus while he or she is on campus or during the school day, the Manzanita staff shall adhere to the following protocols:

The student will immediately be separated from others and be safely/comfortable isolated in an area away from student and staff paths of travel. The school has installed an outdoor awning tent, adjacent to school office, which ill individuals will rest in until pick up.

The teacher will phone the office for the health assistant to escort the student, and any sibling, to the outside pick-up/drop-off zone until they can be transported home or to a healthcare facility

The teacher and/or staff member escorting the student shall wear a mask and gloves

The student shall also be provided a disposable mask to be worn at all times until picked-up by a parent or guardian

The parent of the student shall be advised that the ill student and any siblings *shall not return* until they have been seen and cleared by a health care professional and have met SBC Public Health criteria to discontinue home isolation;

School staff should report interaction with a symptomatic person to the Superintendent/Principal for appropriate follow-up and documentation, including appropriate notification to SBC Public Health

Any area used by the individual student that is symptomatic shall be immediately isolated and disinfected in accordance with the protocols in this Plan or those provided by the CDC and SBCPH.

## **2. LEARNING ENVIRONMENTS**

### **CLASSROOM LEARNING PROTOCOLS**

All classrooms will embrace the “Mission to Manzanita” theme. This theme will allow teachers to playfully and educationally integrate Space and Science themes as a creative way to explain the physical changes on our campus due to the COVID-19 health and safety protocols.

Manzanita will maintain a small class size and endeavor to minimize the mixing of student groups throughout the day. The movement of students, educators, and staff will be minimized throughout the school day.

Classrooms will be arranged to maximize student separation with 2-foot tall, clear, plexi-glass separators placed on each desk. Desks will be arranged to be 6 feet apart in classroom.

Outdoor “tent” classrooms will be available for daily, rotated instruction. A new master schedule has been created to accommodate this rotation. Each tent is 400 square feet and will always have two sides open to allow for fresh air circulation during instruction. This outdoor model of learning complements Manzanita’s existing, social-emotional instructional model which encourages purposeful play and outdoor learning.

Teachers should attempt to maintain each child’s belongings separately. These items shall be stored in individually labeled storage containers, cubbies, or areas

All soft seating, couches, rugs, and non-educational furniture have been removed from the classroom to maximize student spacing. Manzanita will store these items for use again once COVID-19 concerns are behind us.

Stuffed animals and any other toys that are difficult to clean and sanitize will not be allowed on campus.

All classrooms and bathrooms will be disinfected and cleaned nightly consistent with the Cleaning and Operations section of this plan.

Staff should regularly engage in symptom screening to identify signs of illness. Staff is encouraged to use the COVID-19 Symptoms chart found in the appendix to screen students.





## INDEPENDENT STUDY PROTOCOLS

Manzanita will offer an independent study model for interested families who had children enrolled at Manzanita during the 2019-20 school year. Scholars new to Manzanita for the 2020-21 school year will NOT be eligible to enroll in this model. Independent study scholars will be enrolled in a Manzanita classroom with an assigned grade level teacher. Grade level work, aligned with CA common core standards, will be provided in weekly packets for all independent study scholars. Manzanita's independent study model will be organized in the following way:

Former first grade teacher, Kim Hurd, will be taking on the role of "Independent Study Coordinator" for the 2020-21 school year.

Mrs. Hurd will be responsible for collecting and evaluating the weekly independent study packets from families.

Mrs. Hurd will communicate learning progress to classroom teachers on bi-monthly basis. Classroom teacher will construct weekly learning packets based on Mrs. Hurd's updates and assessment of learning progress.

Independent study scholars will receive report card grades based on their academic progress and will be able to return to the school classroom *at any time* during the school year. These scholars are considered members of their classroom and their spot will be saved throughout the year. Independent Study scholars WILL be issued a personal Chromebook for home use.

Independent study models are really considered as *temporary learning* structures. Due to COVID-19 concerns, Manzanita is able to offer this option for those families who feel it serves the best interest of their current health situation.

Manzanita recommends that if any family is seeking a permanent, virtual learning platform, the independent study model is not your best option. We encourage you to seek other learning models to accommodate this need.

**\*\*\*\*\*MANZANITA’S MANDATORY INDEPENDENT STUDY  
ORIENTATION MEETING WILL BE ON TUESDAY, AUGUST 11, AT 6  
P.M. THE MEETING WILL LIKELY BE A ZOOM MEETING AND  
MORE INFORMATION WILL BE FORTHCOMING.**

**RECESS AND LUNCH PROTOCOLS**

15-minute morning and afternoon recesses will involve grade level play only. For example, first graders should only play with other first graders during recesses.

**Lunch will be eaten in classrooms, at desks, with the classroom teacher.** After eating lunch, scholars should go to recess with their classroom friends only. All lunch recesses will be organized for classroom play cohorts. Scholars will be taught games that allow for physical distancing:



Manzanita’s campus is large and expansive. By arranging recess times to reduce the number of scholars on the playground, social distancing can, when possible, be practiced during play.

Hygiene is essential to safe play. Scholars should be physically safe by utilizing CDC recommended hygiene practices in all play spaces. Equipment will be cleaned often and behavior changes such as teaching kids how to play games with space modifications will be encouraged.

Data shows that single class recess and lunch is fun for kids and continues to provide cognitive, social, emotional, and physical benefits to our scholars and teachers.

### 2020-21 MANZANITA GRADE LEVEL LUNCH SCHEDULE

	<b>11:00-12:00</b> <b>Tk/Kinder Playground</b> <b>PLAY EAT</b>	<b>11:45-12:25</b> <b>Primary Playground</b> <b>PLAY EAT</b>	<b>11:45-1:05</b> <b>Intermediate Playground</b> <b>PLAY EAT</b>
TK	Play 11:00-11:20 Eat 11:20-11:40		
Kinder 1	Eat 11:20-11:40 Play 11:40-12:00		
Kinder 2	Play 11:20-11:40 Eat 11:40-12:00		
First		Play 11:00-11:20 Eat 11:20-11:40	
Second		Play 11:45-12:05 Eat 12:05-12:25	
Third		Eat 11:45-12:05 Play 12:05-12:25	
Fourth			Play 11:45-12:05 Eat 12:05-12:25
Fifth			Play 12:05-12:25 Eat 12:25-12:45
Sixth			Eat 12:25-12:45 Play 12:45-1:05
Play Supervision	Teachers eat with class Noon duty/play supervisors, and IA's cover recess duties with new schedules	Teachers eat with class Noon duty/play supervisors, and IA's cover recess duties with new schedules	Teachers eat with class Noon duty/play supervisors, and IA's cover recess duties with new schedules

Food Service	2 people to deliver food 1 cart per grade level/	2 people to deliver food 1 cart per grade level/	2 people to deliver food 1 cart per grade level/
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## 2020-21 MANZANITA MORNING RECESS SCHEDULE

Brain Break 15 minutes-each class located on different playground ‘grids’ kept separated

Grade Level	Times 9:30-10:45
Tk	9:30-9:45
Kinder	9:50-10:05
First	10:10-10:25
Second	10:30-10:45
Third	9:50-10:05 (primary)
Fourth	9:50-10:05
Fifth	10:10-10:25
Sixth	10:30-10:45
Play Supervision	3 play supervisors-1 person/playground

## ART, MUSIC, DRAMA, AND PE

Bookroom: The bookroom will be repurposed while implementing physical distancing procedures for book sharing/checkouts.

When possible, Music, Dance, and Drama classes will be held outdoors in the tent or grassy areas.

When possible, student Art, Music, and Drama supplies and projects will be maintained in individually labeled storage containers, cubbies, or areas.

## **FIELD TRIPS**

Field trips may be considered at a future time based on the SBCDH Guidelines and Manzanita's ability to minimize the risk to scholars and staff. There will be NO field trips scheduled for the first half of the school year.

All field trips shall be dependent on the organization's commitment to comply with the California Department of Health Guidelines and CDE Guidelines.

In the event of student illness during a field trip, a parent shall agree to immediately pick-up the child from the field trip to avoid further potential transmission of illness.

The CDC recommends virtual activities in lieu of field trips and intergroup events. When practicable, Manzanita will be exploring creative and interesting 'virtual' trips conducted in the classroom to supplement 'field trip' learning.

## **3. PROMOTING HEALTHY HYGIENCE PRACTICES**

### **HANDWASHING, FACE COVERINGS, AND PPE**

Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Students and staff should 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.

Staff will model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

Ethyl alcohol-based hand sanitizers are preferred and will 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.

Children under age 9 will use hand sanitizer under adult supervision.

Portable handwashing stations throughout the site and near classrooms to minimize movement and congregations in bathrooms will be used to the extent practicable.

Manzanita will develop routines enabling students and staff to regularly wash their hands at staggered intervals.

Manzanita will teach and reinforce use of cloth face coverings, masks, or face shields when practical. These coverings will be mandatory when riding the bus. Face coverings are most essential when physical distancing is not practicable

All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.

Teachers can use face shields, when necessary, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.

Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.

Students will wear face coverings while inside a building or riding the bus at all times.

- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.

Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.

Manzanita will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

Manzanita will provide staff with face coverings and all required protective equipment.

The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are currently working to support procurement and distribution of personal protective PPE.

## **4. CLEANING AND OPERATIONS**

### **INTENSIFYING CLEANING, DISINFECTION, AND VENTILATION**

- Manzanita will be suspending and/or modifying use of site resources that necessitate sharing or touching items. For example, water fountains will not be operational on campus. Scholars may bring personal water bottles, that may be filled in the MPR throughout the day, for water consumption.
- Staff will collectively clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained individuals.
- Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

- The Maintenance Team will perform daily environmental cleaning following CDC Guidelines. This shall include routinely cleaning all frequently touched surfaces in accordance with the instructions provided on the labels of cleaning agents. The following touch surfaces will be cleaned daily:

Door Handles	Tables	Phones
Light Switches	Student Desks	Touch screens
Sink Handles	Chairs	Playground structures
Surfaces	Toilets	Bathroom

- Manzanita, when it is practicable, will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Manzanita will limit the sharing of objects and equipment, such as toys, games and art supplies to the extent practicable.
- All classrooms will utilize operational fans to regularly circulate air in the room. Doors will remain open during the school day.

**See the following MPCs cleaning instructions:**

### Three Levels of Manzanita School Site Cleaning

1. Daily cleaning
2. Specific location
3. Schoolwide cleaning

Level	Description	Method
Daily or more	Cleaning touch surfaces	Custodial staff will provide regular cleaning. Teachers and staff who voluntarily take an online course are qualified to use proper cleaning supplies. Go to <a href="http://www.getssafetytrained.com">www.getssafetytrained.com</a> See instructions below.
Specific Location	Cleaning of an area in which a person with symptoms of an infectious disease was present.	Custodial staff will provide this cleaning following CDC Guidance <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html</a>
Schoolwide	Cleaning an entire school site due to a confirmed person with COVID-19	A team of custodial staff will be assembled or a contractor hired. Guidance provided by CDC <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html</a>

When engaged in cleaning activities, staff will adhere to the following daily cleaning protocols:

- Wearing N95 or cloth mask when cleaning in enclosed environments
- Frequent hand washing
- Wearing gloves when cleaning and handling trash
- Not touch your face while cleaning
- First, clean the surface or object with soap and water; then, disinfect using an EPA-approved disinfectant. Ensure proper use of the product and approval by Manzanita administration.
- Manzanita’s cleaning products are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and the maintenance team follows product instructions.

- The Maintenance team is tasked with the responsibility of cleaning and disinfecting the school and is equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- The Maintenance team will ensure proper ventilation during cleaning and disinfecting by introducing fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, the custodial team will air out the space before children arrive; and schedule sanitization cleaning when scholars are not present.

## SCHOLAR AND STAFF BATHROOM PROTOCOLS

- Scientists have warned us that what goes in the toilet doesn't always stay there. All that bubbling, swirling, and splashing can aerosolize fecal waste, sending tiny particles airborne. Urination is NOT the issue, but rather, fecal waste particles. In order to provide some protection from COVID-19 when using a public restroom, any scholar or staff who visits a school restroom shall wear a face covering at all times while in the bathroom.
- Where a toilet lid is available, Scholars and staff will be trained to close the toilet lid *each time* before flushing when using the bathroom.
- Bathroom Surfaces can harbor the virus. Staff and scholars will be trained to touch as few surfaces as possible when visiting the restroom. Upon completion of using the restroom, thorough handwashing with soap and water, for 20 seconds, will be mandated. Drying with paper towels will be taught, as hot-air hand dryers create and blow dangerous aerosols toward us.
- Bathrooms are enclosed areas-thus more dangerous for disease spread. Limiting the amount of time in the bathroom, for each person, is very important to prevent the spread of illness. Unless it's an emergency need, scholars will visit the bathroom every 2 hours, with their class, as organized by their teachers, so as to supervise appropriate bathroom use as defined by the California Department of Public Health. This will limit unnecessary and repetitive 'play visits' to the bathroom during the school day.
- Grade levels will be 'assigned' to a specific bathroom for daily use. This will assist the school with any 'tracing' efforts should there be a COVID-19 diagnosis in a classroom.

## SCHOLARS

TK/Kinder	First	Second	Third	Fourth	Fifth	Sixth	SPED Staff/Scholars	PE/ART/MUSIC
Classrooms	Building A	Building A	Building B	Building B	Building C	Building C	SPED Bathroom	Visit same grade level bathrooms

## STAFF

TK/Kinder; First; Second Grade Building Teams	Third, Fourth Grade Building Teams	Fifth, Sixth Grade Building Teams	SPED	Office Staff/Nurse Support Staff Including Teacher Tutors, I.A.s, Play Facilitators and Maintenance Team	SUZANNE Emergency scholar needs: Office will alert maintenance for cleaning when this occurs
Building A Staff Bathroom	Building B Staff Bathroom	Building Staff Bathroom	SPED Bathroom	Bistro Bathroom	Principal's bathroom



## 5. STAFF HEALTH GUIDELINES

All staff will self-screen before leaving for work (check temperature to ensure temperatures below 100.1 degrees Fahrenheit and check for symptoms outlined by public health officials. Staff must stay home if they have symptoms consistent with COVID-19 or if they have had contact with an individual diagnosed with COVID-19. Staff will be required to answer a Parent Square, daily health questionnaire before arriving to work each morning. Staff will also be provided with no touch thermometers to monitor their fever status while on the work site.

All teachers must have a 14-day emergency substitute plan, daily schedule, and weekly schedule on file as directed by Manzanita Public Charter School- **PLANS WILL BE KEPT IN BISTRO FOR EASY ACCESS AND DUE BY AUGUST 16, 2020.**

If absent, the staff shall immediately send an email to [HR@manzanitacharterschool.com](mailto:HR@manzanitacharterschool.com) AND text Joanne Johnson and Kat Franson just as soon as they plan to be absent. **Emailing HR is not sufficient notification.**

The teacher shall text Joanne Johnson and Kat Franson to secure a substitute teacher. In the interest of protecting the health and safety of our students, current classroom teacher/tutors and eligible play facilitators will be given priority to serve as substitute teachers before an outside substitute teacher is contacted.

In the event that an outside substitute teacher is contacted, he or she will be made aware of the District's health and safety protocols.

All substitute teachers will be provided a mask and face shield if needed.

In the event a teacher tests positive for COVID-19, Manzanita will find a temporary long-term substitute to support the continued learning of students either in class or remotely.

During the school day, all staff must wear a face covering while on campus. Face coverings may include face masks, face shields, and face gaiters.

Staff will avoid congregating in work environments, break rooms, staff rooms, and bathrooms. Social distancing must continue to be practiced until a vaccine or herd immunity has been established.

- Manzanita will designate the following staff liaisons: Superintendent/Principal; HR Assistant and Health Assistant, to be responsible for responding to COVID-19 concerns.
- Employees should know who COVID 19 staff liaisons are and how to contact them. (i.e. requesting reasonable accommodations)

### **DAILY STAFF HEALTH PROTOCOLS**

Communicating quickly if illness is detected

Disinfecting frequently

Physical distancing of staff and students

Symptom screening, including temperature checks

Face coverings

Proper use of tissues for wiping nose

Cough and sneeze etiquette

Keeping one's hands away from one's face

Training on trauma-informed practices

### **SYMPTOMATIC STAFF**

In the event that a staff member develops symptoms consistent with the COVID-19 virus while he or she is on campus or during the school day, the staff member shall adhere to the following protocols:

The staff member shall immediately contact the Superintendent/Principal or designee to notify of the symptoms of illness and be released from their duty assignment

The staff member shall report to the Superintendent/Principal or designee all areas occupied during illness and all student and staff contacts

Once released, the staff member will self-isolate and vacate the school campus. The staff member shall avoid further contact with any student or member of the Manzanita staff

The Superintendent/Principal or designee shall immediately contact SBCPH and follow their recommended protocols for handling the situation including but not limited to, contact tracing, cleaning and disinfecting occupied areas, communication with parents and staff, and potential class or school closure

The staff member shall wear a mask or be provided a disposable mask to be worn at all times until he or she has vacated the campus

The staff member shall not return to the campus until he or she has been seen and cleared by a health care professional and have met SBC Public Health criteria to discontinue home isolation

Any area used by the staff member that is symptomatic shall be immediately isolated and disinfected in accordance with the protocols in this Plan or those provided by the CDC and SBCPH.

## **SCHOOL OFFICE**

A physical barrier has been installed to separate all office functions from the public

A sign will be placed in the office that states: “Visitors are required to wear a mask that covers their nose and mouth at all times while visiting the campus;”

The office, workrooms, and staff bathrooms will be disinfected nightly, including all counters, sinks, phones, computers, and copy machines

Gloves and hand sanitizer will be provided in the workrooms; Staff shall avoid congregating in the office, staff workrooms, and staff lounge.

## **CAMPUS ACCESS-VISITORS AND GUESTS**

To protect the health and safety of our students and staff, Campus Access will be limited to students, teachers, and District staff during the instructional day.

Students shall be dropped-off and picked-up in the drop-off and pick-up area only, which is located in the school parking lot. **NO DROP OFFS IN FRONT OF KINDER BUILDING-Gates will be locked in this area. Parents shall not enter the campus after 8:15 AM for drop-offs unless prearranged by office for doctor appointments or late arrivals.**

**No Volunteers will be permitted on campus or in the classrooms;** To protect the health of our children, outside visitors are strongly discouraged from visiting the campus. When possible, families are encouraged to e-mail and telephone office staff with questions or concerns instead of physically visiting the school office. When returning information or forms parents shall send the item to school with the child through the classroom teacher

If accessing the school campus for any reason, a parent shall wear a face covering and maintain 6 feet social distancing at all times while inside the perimeter fencing of the school. In addition, face coverings shall be worn while dropping off, picking up, or waiting to enter the school campus.

## **6. PROFESSIONAL DEVELOPMENT AND TRAINING**

Manzanita recognizes that the COVID-19 pandemic has caused stress to our scholars, staff, and families. The LEA will continue to endeavor to provide resources to help mitigate this stress through a well-rounded social-emotional learning program. The following resources are available to our scholars, staff, and families:

The Science of Learning and Development Alliance provides resources to teachers, administrators, and LEAs for understanding how stress affects students (see its research at <https://www.soldalliance.org/resources>).

The Back to School Blueprint provided by the Rennie Center (<https://www.renniecenter.org/research/back-school-blueprint/helping-students-heal-trauma>). This resource serves as a guide for helping students heal from trauma.


Staff will participate in professional learning centered around creating and maintaining a positive school-wide climate through social thinking practices.

Staff will engage in strategies and activities to foster the development of social cognitive processing and responses-particularly as it pertains to trauma.

## SOCIAL EMOTIONAL HEALTH PLANNING

### Social Behavior Mapping Goals for Implementation (The first month of school)

#### Prior to the first day of school 2020/2021:

Student Outreach	Parent Input	Staff PD	Zoom Q & A	Campus Visit
<p>Provide scholars with a visual of the new classroom environment, and explanation of new rules, via a “Manny video” through Youtube and/or Parent Square.</p> <p>Scholars and families view video together to discuss changes and build healthy perspective together.</p>	<p>Provide a way for parents to give feedback to the school about how their family and child dealt, or is dealing, with the pandemic.</p> <p>Collect parent input by August 5, 2020.</p>	<p>Provide time for self-reflecting, self-rating, and reading of parent input by all staff members working directly with scholars.</p> 	<p>Zoom meeting with classroom teacher and/or Superintendent Principal, will be scheduled in early August for Manzanita families.</p>	<p>Pre-opening Day family visit walk through the campus-date TBD but likely between August 12-14.</p>

## **MANZANITA’S SOCIAL EMOTIONAL LEARNING (SEL) PLAN:**

Non-meeting, social gathering of all Manzanita staff (outdoors) on Sunday, July 26, from 4-8 p.m.

Location on Manzanita Public Charter School grounds:

One day staff training entitled “*From Chaos to Calm: Introduction to Trauma informed Care*” prior to school opening

### **KINDER-SECOND GRADE LESSONS USING SPACE THEME BASED LANGUAGE:**

Initiating Play with Others

During Recess

During Lunch

Standing in Line

Visiting the Bathroom During Class/or at Recess

Participating safely in specialty classes (Music, Art, P.E., etc.)

Reacting to a classmate's or family illness

Social Distancing

Computer Time

Working in small groups

Daily/weekly art lessons to process trauma or anxiety

### **THIRD-SIXTH GRADE LESSONS USING SPACE THEME BASED LANGUAGE:**

Computer Time at School

Initiating Play with Others

Silent Reading

Participating safely in specialty classes (Music, Art, P.E., etc.)

During Recess

During Lunch

Standing in Line

Attitude in Class

Classroom Participation

Weekly/daily art lessons to process trauma/anxiety

Participating in Class Discussions

Visiting the Bathroom During Class or at Recess

Choosing a Work Group in Class

Working in a Small Group

Reacting to a classmate's or family illness

Social Distancing

Using Play Facilitators to manage the Outdoor Tent Classrooms for SEL and stress/anxiety release:

Use role playing

Sand/water table

Watercolor

Quiet time

Music

Building/creating

Use for recess rotations Gardening

## 7. ADDITIONAL SOCIAL EMOTIONAL SUPPORT SYSTEMS

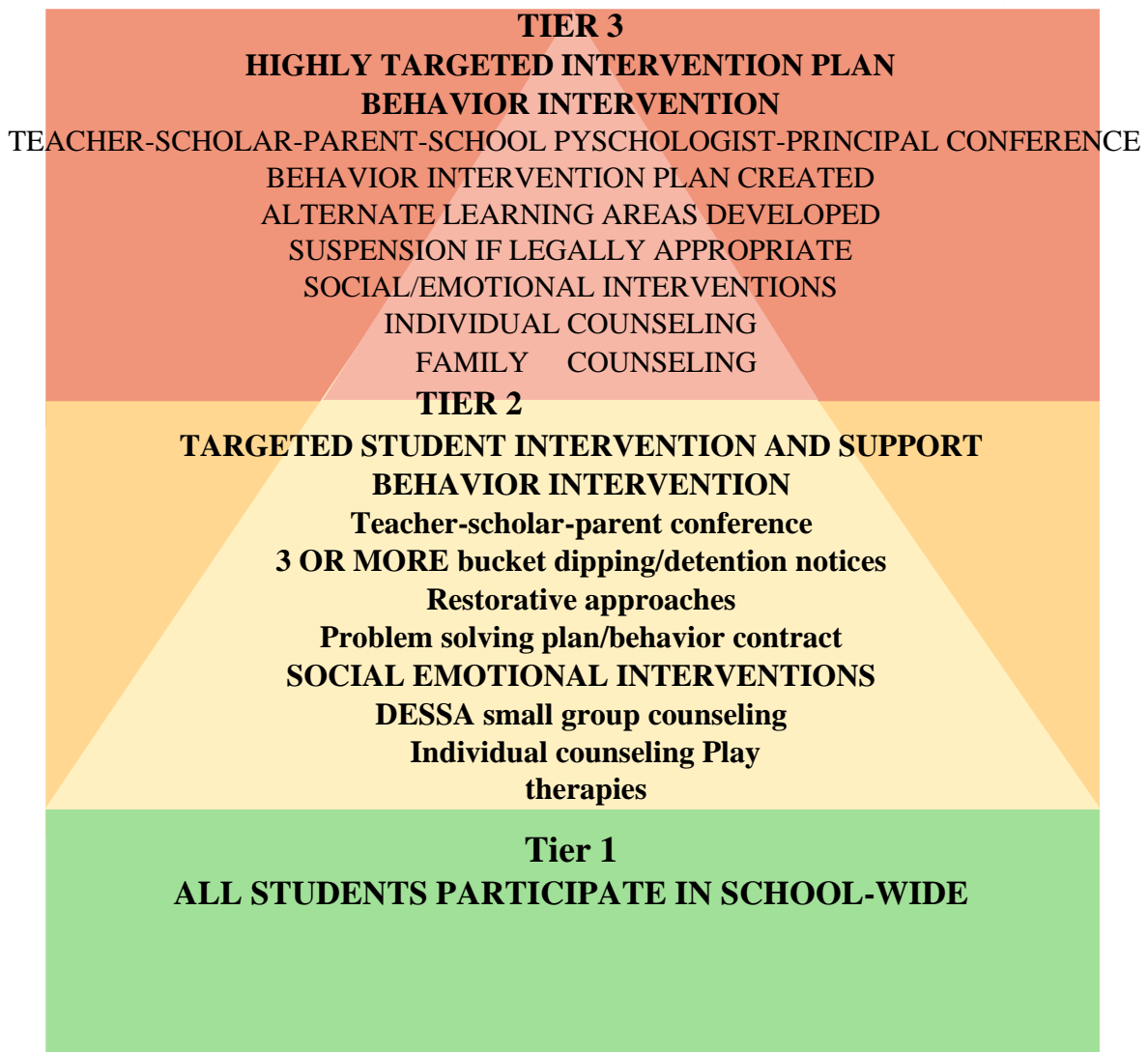
Manzanita public charter school fosters a culture that promotes the health, safety, and well-being of scholars, staff, and parents. In an effort to continuously support this effort, the Manzanita reminds families of the mental health service available through our friends at CALM.

CALM is confidential support available to children and families by phone and virtually using a computer through Telehealth. For more information or to request services, please call (805) 965-2376. Community members and organizations interested in training, presentations or classroom support via webinar, please contact Manager of Clinical Training, Mariana Harms, LMFT at (805)965-2376 ext. 251 or [mharms@calm4kids.org](mailto:mharms@calm4kids.org)

CALM is maintaining a significant presence in local households and classrooms to ensure the health and well-being of their clients.

CALM takes into account all types of private insurance including MediCal, Medicaid, and Medicare, and those that have no insurance.

### MANZANITA’S MULTI-TIERED SYSTEM OF SUPPORT(MTSS)



**EXPECTATIONS**  
**PAWS weekly REWARD PROGRAM**  
**Arts programs**  
**BEHAVIOR INTERVENTION**  
**Teacher to student classroom management plan**  
**Morning circles**  
**Peacemaker program**  
**COVID 19 UPDATE AND COMMUNICATION**

The District will communicate with staff, students, and parents about new, COVID-19-related protocols, including:

- Proper use of face coverings;
  - Temperature checks;
  - Handwashing protocols;
  - Cleanliness and disinfection;
  - Transmission prevention;
  - Guidelines for families about when to keep students home from school
- systems for self-reporting symptoms;
- Criteria and plan to send a student home, close a classroom, or close school.

The District will differentiate key messaging across multiple platforms (e.g., email, text messaging, push alerts, infographics, website posts, social media, news media outlets, printed mailings, etc.). The District will use existing school resources to communicate: school campus signage, marquees, ParentSquare, and handouts.

A dedicated space on the website has been created for communicating the District's Reentry Plan and relevant information. Similarly, the online employee handbook contains information related to the District's Reentry Plan.

## **8. TRANSITION TO THE REMOTE LEARNING PLAN IF CLASSROOM, GRADE LEVEL, OR SCHOOL CLOSES DUE TO COVID-19**

### **OVERVIEW**

The Manzanita Public Charter School remote learning plan is a school-wide plan designed to continue to provide a robust and engaging blended learning education for Transitional Kindergarten through Sixth-grade scholars through the period of closure caused by the COVID-19 pandemic. Our primary communication tools are:

- ParentSquare for general school information and classroom information
- Zoom for classroom teleconferencing; staff meetings and individual collaboration
- Google Classroom/Google Sites for facilitating instruction



Parent Square APP for emergency-related communications

## GOALS

**Classroom Teachers:** To provide a robust and engaging, blended learning education for Manzanita scholars. The primary focus is to master the ELA and Math Common Core State Standards; the secondary focus is to master the Next Generation Science Standards and Social Studies Standards.

**Teachers Tutors/IA's/Play Facilitators:** To provide a robust and engaging integrated, blended learning program that supports mastering the essential standards. To provide support to the classroom teachers and students. The support shall be primarily focused on mastering the ELA and Math Common Core Standards and secondarily on mastering the Next Generation Science Standards and Social Studies Standards.

**Business Office, Office, Maintenance, and Operations:** To provide essential support to administration, teachers, instructional assistants, parents, and scholars focused on ensuring a robust and engaging, blended learning education for scholars. The support shall be primarily focused on mastering the ELA and Math Common Core Standards and secondarily on mastering the Next Generation Science Standards and Social Studies Standards.

## REMOTE LEARNING PLAN GUIDELINES FOR TEACHERS, STUDENTS, AND PARENTS

### **OBJECTIVE-RESPONSIBILITY-EXPECTATION-ORGANIZATION (OREO)**

#### **Teachers**

**Objective:** Identify clear learning objectives for all assignments; provide clear directions; and, check for understanding.

**Responsibility:** Use multimedia materials to impart instruction, create interactive lessons, and ensure the continuation of the learning progression.

**Expectation:** Specify assignment requirements & length contained in a Google Classroom, Weekly, and Daily Schedule.

**Organization:** Organize your time and let students know when you are providing instruction and/or available online.

#### **Students**

**Objective:** Ensure you understand the learning objectives.

**Responsibility:** Complete tasks and assignments using your best efforts.

**Expectation:** Monitor your learning to meet expectations and submit work on time.

**Organization:** Organize your time; follow the learning schedule provided by your teacher(s).

#### **Parents**

**Objective:** Provide a dedicated learning space for your child/children.

**Responsibility:** Help your child follow the online learning schedule; Provide essential support to your child during the morning hours to complete assignments.

**Expectation:** Check tasks & learning objectives on Google Classroom, Weekly/ Daily Schedule.

**Organization:** Expect your child to complete tasks and assignments on time by utilizing their best efforts.

#### **FOUR KEY LEARNING PRINCIPLES**

Break learning into smaller chunks.

Be clear about expectations for online participation.

Provide immediate (or at least frequent) feedback through online knowledge checks, comments on collaborative documents, and chat to keep students motivated and moving forward.

Include virtual meetings, live chats, or video tutorials to maintain a human connection.

### **TEACHERS WEEKLY/DAILY SCHEDULES**

It is Manzanita Public Charter School's expectation that teachers and students are logged into ZOOM and participating in instruction during the designated times. We recognize that a full day in front of a screen is a lot for kids and teachers. The daily schedule below outlines specific times when teachers and scholars are to be on Zoom as well as times that will be open-ended and directed by the teacher. The schedule is designed to ensure all students are successful in meeting the ELA and Math daily objectives that are aligned to the Common Core State Standards. The schedule allows for flexibility during the afternoon periods. All core instruction will take place before lunch. This will provide clarity and structure for parents supporting the remote learning experience.

#### **DAILY SCHEDULE**

**8:20 AM:** Students Log into Zoom

**8:25 AM:** Mrs. Nicastro will welcome all the students via ZOOM ( Pledge of Allegiance, Morning Announcements, etc...)

**8:30-8:45 AM:** Morning Meeting with the Classroom Teacher via ZOOM to review Daily Schedule and Assignments

**8:45-11:45 AM:** Classroom Teachers Support students as needed via ZOOM with Core Instruction

**11:45-12:25 PM:** Lunch

**12:25-3:00 PM:** (Art, Music, STEAM, PE, ) Programs- Elective teachers and other instructional support staff will begin each lesson via ZOOM. Students log in at least two minutes before the lesson begins so they can start and end on time.

#### **WEEKLY-FRIDAY PACKET PICK-UP**

Every Friday, from 2 PM to 5 PM, each classroom teacher will have a student take-home packet available for parents to pick-up. They will be located outside of each classroom. The student packets will contain materials needed to support instruction during the following week.

### **SAMPLE DAILY SCHEDULE/CHECKLIST/ANCHOR DOCUMENT**

An Anchor Document will be used as an overview of the schedule for the day/session. It should list all the critical links, on one document, so that if kids get lost, they come back to the document, and know where to click/go.

**See Sample Schedule:**

## Tuesday's Activity Checklist Room 3

Today's Link to the First Grade Learning Zone:

<https://sites.google.com/coldspringschool.net/fglz/home>

Today's Activities		<input checked="" type="checkbox"/>
8:22-8:30	<b>All School Assembly with Dr. Alzina</b> <a href="https://zoom.us/j/71441">https://zoom.us/j/71441</a>	
8:30-8:45	<b>Morning Meeting in your Room 3 Classroom</b> <a href="#">Carey Zoom</a>	
8:45-9:15	<b>Phonics Workshop with Rasheed:</b> Learn something new about words with Rasheed.	
9:15-10:00	<b>Reading Workshop:</b> 1. Learning something new in the mini-lesson with your teacher. 2. Read independently and fill out your Reading Log.	
10:15-10:45	<b>Writing Workshop:</b> 1. Learning something new in the mini-lesson with your teacher. 2. Write independently.	
10:45-11:30	<b>Math:</b> 1. Do Math Problems of the Day in your math journal 2. Do the lesson with your teacher 3. Do practice pages	
11:30-11:45	<b>Closing Time:</b> 1. Turn in work with Seesaw. 2. Clean up your workspace. 3. Get set up for tomorrow!	
11:45 - 12:25	<b>Lunch Time</b>	
12:25- 1:25	<b>Art with Mrs. O'Neill</b> <a href="https://zoom.us/j/638409164">https://zoom.us/j/638409164</a>	
1:30-2:55	<b>Homework and On Your Own Activity:</b> Check the bottom of today's Lesson Page on the FIRST GRADE LEARNING ZONE! <a href="https://sites.google.com/coldspringschool.net/fglz/home">https://sites.google.com/coldspringschool.net/fglz/home</a>	

### REPORT CARDS/GRADES

All students will receive an end of the trimester report card that will reflect students' work completion, effort, and mastery of the essential State standards.

## REENTRY PROTOCOLS

# Appendix - Resources

California's Social and Emotional Learning Guiding Principles and Social and Emotional

Learning Resource Guide; visit the CDE SEL web page at <https://www.cde.ca.gov/eo/in/socialemotionalllearning.asp>

CDC Decision making tree; visit <https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/Schools-Decision-Tree.pdf> for guidance on reopening decisions

Multi-Tiered System of Support (MTSS) web page at <https://www.cde.ca.gov/ci/cr/ri/>

CDC English Learners' Page at <https://www.cde.ca.gov/sp/el/>

Stronger Together: A Guidebook for the Safe Reopening of California Public Schools; <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

CDE resources for students in crisis: <https://www.cde.ca.gov/ls/cg/mh/studentcrisishelp.asp>

Science for learning and Development Alliance; <https://www.soldalliance.org/resources>

CDC: Using Personal Protective Equipment (PPE); <https://www.cdc.gov/coronavirus/2019ncov/hcp/using-ppe.html>

