

# SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN

2021-22 SCHOOL YEAR

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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.

Manzanita School Re-entry Team members who assisted with the revision of the schools safety plan are as follows:

- |                   |                 |
|-------------------|-----------------|
| Kim Hurd          | Larry Kaml      |
| Alma Camacho      | Jason Larsh     |
| Kathy Guthrie     | Melissa Swain   |
| Christine Petrone | Artesia Carlon  |
| Jenny Klinedinst  | Ryan Prieto     |
| Andi Wulfestieg   | Jacque Voorhees |
| Martha Garcia     | Alesha Langston |
| Megan Vallivero   | Halli Pedersen  |

## **PLANNING ASSUMPTIONS**

**The assumptions below reflect input from state and local stakeholders as well as input from Manzanita staff and families via an online surveys given in May 2020 and 2021. 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 2021-22 IN PERSON SCHOOL SCHEDULE

Mon/T/Th/Fri      8:10 a.m. –2:50 p.m.

Wed                      8:10-12:10 p.m.

*Manzanita will offer a daily, instructional model for all scholars. This model has been designed to mitigate the loss of learning with all grade levels and subgroups.*

## MPCS MASTER SCHEDULE 2021-2022

Grade	Teacher	8:10-8:30	8:30-9:20	9:20-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:15	12:15-1:00	1:00-1:45	1:45-2:30	2:30-3:45
K	SABAE	Enrichment	MATH	ELD / ELA	Recess	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	ELA	LUNCH	WIN Time	DESSA, SCIENCE, SOCIAL STUDIES	EXTENDED DAY	
	YOUNGSHINS	Enrichment	ELA	Recess	MATH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	DESSA, SCIENCE, SOCIAL STUDIES	LUNCH	ELD / ELA	WIN Time	EXTENDED DAY	
1st	SABAE	Enrichment	ELA	Recess	MATH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	DESSA, SCIENCE, SOCIAL STUDIES	LUNCH	ELD / ELA	WIN Time	EXTENDED DAY	
	YOUNGSHINS	Enrichment	ELA	Recess	MATH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	DESSA, SCIENCE, SOCIAL STUDIES	LUNCH	ELD / ELA	WIN Time	EXTENDED DAY	
2nd	SABAE	Enrichment	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	MATH	Recess	ELD / ELA	LUNCH	WIN Time	DESSA, SCIENCE, SOCIAL STUDIES	EXTENDED DAY		
	YOUNGSHINS	Enrichment	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	MATH	Recess	ELD / ELA	LUNCH	WIN Time	DESSA, SCIENCE, SOCIAL STUDIES	EXTENDED DAY		
3rd	SABAE	Enrichment	ELD / ELA	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	Recess	ELD / ELA	LUNCH	MATH	DESSA, SCIENCE, SOCIAL STUDIES	WIN Time	EXTENDED DAY	
	YOUNGSHINS	Enrichment	ELD / ELA	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	Recess	ELD / ELA	LUNCH	MATH	DESSA, SCIENCE, SOCIAL STUDIES	WIN Time	EXTENDED DAY	
4th	SABAE	Enrichment	ELD / ELA	Recess	DESSA, SCIENCE, SOCIAL STUDIES	LUNCH	MATH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	WIN Time	EXTENDED DAY		
	YOUNGSHINS	Enrichment	ELD / ELA	Recess	DESSA, SCIENCE, SOCIAL STUDIES	LUNCH	MATH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	WIN Time	EXTENDED DAY		
5th	SABAE	Enrichment	ELD / ELA	Recess	MATH	LUNCH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	WIN Time	DESSA, SCIENCE, SOCIAL STUDIES	EXTENDED DAY		
	YOUNGSHINS	Enrichment	ELD / ELA	Recess	MATH	LUNCH	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	WIN Time	DESSA, SCIENCE, SOCIAL STUDIES	EXTENDED DAY		
6th	SABAE	Enrichment	ELD / ELA	Recess	MATH	LUNCH	DESSA, SCIENCE, SOCIAL STUDIES	WIN Time	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	EXTENDED DAY		
	YOUNGSHINS	Enrichment	ELD / ELA	Recess	MATH	LUNCH	DESSA, SCIENCE, SOCIAL STUDIES	WIN Time	ENRICHMENT: Outdoor Ed. Arts, STEM, PE	EXTENDED DAY		

Recess Schedule		Mr. Kam Visual & Performing Arts Enrichment Schedule					Mr. Valverde STEM Enrichment Schedule					Mr. Osborne Physical Education Enrichment Schedule					Mrs. Pedersen Outdoor Education Enrichment Schedule										
Class Time	Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday	Class Time	Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday	Class Time	Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday	Class Time	Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday
10:00-10:15	K-1	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15

P.C. TIMES BY GRADE LEVEL		Recess Duty All Grades 10:00 - 10:15		
Class Time	Grade Level	Monday	Tuesday	Wednesday
10:00-10:15	K-1	Elizabeth	Cindy	Alaisha
10:15-10:30	2nd-3rd	Steph	Krystal	Karen
10:30-10:45	4th-5th	Amelia		

LUNCH DUTY		
Play Time	Support Staff	Playground & Grade Level
11:45 - 12:15	Krystal	Lower Playground 3rd and 4th Grade
11:45 - 12:15	New Titer	Upper Playground 8th and 6th Grade
12:30-1:00	Elizabeth	Kinder Playground
12:30-1:00	Tereza C	Lower Playground 1st and 2nd Grade

WIN Time Support	
Time	IA / Titer
100-1:45 Kinder & Second	Tereza C
	Elizabeth
	Cindy
	Steph
	Alaisha
1:15-2:00 Fifth & Sixth	New Hire
	Krystal
1:45-2:45 First	Natalie
	Dr. Barton
	Rubyn
	Cindy
2:00 - 2:45 Third & Fourth	Tereza C
	Elizabeth
	Alaisha
	Rubyn & Steph
	Krystal

Miss Beth's Counseling Schedule					
Group Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:30		Individual Counseling			
9:30 - 10:00		Individual Counseling			
10:00 - 10:15	BREAK	BREAK	BREAK	BREAK	
10:15 - 11:20		DESSA Groups			
11:20 - 11:50		Individual Counseling			
11:50-12:15		DESSA Groups			
12:15 - 12:45		DESSA Groups			
12:45 - 1:15	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:20 - 2:00		DESSA Groups			
2:00 - 2:30		DESSA Groups			

**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:**

YMCA Center in Lompoc

**HEALTH PROTOCOLS**

**1. SCHOLAR HEALTH SCREENINGS**

*\*\*NOTE\*\* Manzanita's Health Assistant, Mayra Saines, will be on the school site, on a full time basis, daily, to work with the Superintendent/Principal to provide all appropriate health protocols regarding COVID-19 and other infectious diseases. The protocols include the following:*

### **Step 1: MORNING HOME ASSESSMENT**

Parents continue to be asked to screen their child 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.

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

Fever or chills

Cough

Shortness of breath or difficulty breathing

Headache and/or body aches

Sore throat

Extreme fatigue

New loss of taste or smell

Nausea or vomiting

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

The LEA has limited bus riding capacity to 80% to help with overcrowding on busses. There is mandatory mask wearing if riding the bus and scholars with siblings are seated together when riding.

### **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-6 per public health guidelines.

All TK-6 grade scholars will be required to wear a face covering during inside learning.



## **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 until picked up.

The teacher will phone the office for the health assistant to escort the student, 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 *shall not return* until they have been seen and cleared by a health care professional or no longer are symptomatic for 24 hours and have proof of a COVID-19 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. TYPES OF COVID-19 QUARRANTINES**

### *Modified Quarantine*

**Who:** Only applies to TK-12 students when both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems) and the close contact remains asymptomatic.

**Where:** Continue in-person instruction but quarantine from all extracurricular activities at school, including sports, and activities within the school setting. Students may continue to attend class if they;

- Are asymptomatic, and;
- Continue to appropriately mask, as required, and;
- Undergo at least twice weekly testing during quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting

### *Shortened Quarantine*



**Who:** Any close contact who remains asymptomatic while on quarantine and takes a COVID test on Day 5 (5) or later (antigen or PCR) with a negative result.

**Where:** Quarantine from all activities including school, work, and social activities. Stay home.

**When:** Eight days after the last exposure to confirmed positive person. IF the person remains asymptomatic and receives a negative test result, may be released from quarantine on day 7 (7) instead of day 10 (10). Return on day 8 (8).

**NOTE:** This option is not permitted, per CalOSHA, thus school staff cannot shorten quarantines.

### *Traditional Quarantine*

**Who:** Any close contact to a confirmed COVID-19 positive case/person from two days before symptom onset (or positive test if there were no symptoms).

**Where:** Quarantine from all activities including school, work, and social activities. Stay home.

**When:** Ten (10) days quarantine or seven (7) days quarantine if criteria for a shortened quarantine are met.

**Note:** This the quarantine guidance for all close contact exposures.

## RECESS AND LUNCH PROTOCOLS

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

**Lunch and other snacks will be eaten in classrooms, at desks, with the classroom teacher.** After eating lunch, scholars will go to recess with their classroom grade level friends.

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 recess is fun and necessary for kids and continues to provide cognitive, social, emotional, and physical benefits to our scholars and teachers.

## 2021-22 MANZANITA GRADE LEVEL LUNCH SCHEDULE

	12:15-1 Tk/Kinder Playground	11:30-12:15 Primary Playground	11:45-1:05 Intermediate Playground
TK-Kinder	12:15-12:30 Eat 12:30-1 Play		
First	12:15-12:30 Eat 12:30-1 Play		
Second	12:15-12:30 Eat 12:30-1 Play		
Third		11:30-11:45 Eat 11:45-12:15. Play	
Fourth		11:30-11:45 Eat 11:45-12:15. Play	
Fifth			11:30-11:45 Eat 11:45-12:15. Play
Sixth			11:30-11:45 Eat 11:45-12:15. Play
Play Supervision	Teachers eat with class Noon duty/play supervisors, and IA's cover recess duties	Teachers eat with class Noon duty/play supervisors, and IA's cover recess duties	Teachers eat with class Noon duty/play supervisors, and IA's cover recess duties
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/

## 2021-22 MANZANITA MORNING RECESS SCHEDULE

Brain Break 15 minutes-all classes play on designated playground areas at the same time

Grade Level	Times 9:30-10:45
Tk	10-10:15
Kinder	10-10:15
First	10-10:15
Second	10-10:15

Third	10-10:15
Fourth	10-10:15
Fifth	10-10:15
Sixth	10-10:15
Play Supervision	6 play supervisors-2 person/playground

## **ART, MUSIC, DRAMA, OURDOOR EDUCATION, STEM, AND PE**

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.

Outdoor education is held outside when weather permits.

### **FIELD TRIPS**

Field trips may be considered and planned based on the SBCDH Guidelines and Manzanita’s ability to minimize the risk to scholars and staff.

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.

## **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 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 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.getsaftytrained.com">www.getsaftytrained.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.

## 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.

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, 2021.**

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 indoors 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 indoors on 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**

Visitors are welcome on the Manzanita campus. All visitors must wear a mask while indoors and unvaccinated visitors are strongly encouraged to mask while outdoors as well.

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.

When visiting the school campus for any reason, a parent shall wear a face covering while indoors.

## **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.

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

All Manzanita staff attended a weekend retreat from August 20-22. During this retreat the staff training included *“From Chaos to Calm: Introduction to Trauma informed Care.”* Manzanita has also partnered with our Santa Barbara County Special Education Local Plan (SELPA) employees who are providing specialized trainings to Manzanita employees in the areas of de-escalation, brain formation, and other behavioral strategies.

The LEA also employs a full-time counselor who conducts a school wide SEL screening tool (DESSA) which is used to identify SEL needs of students. The identified student is placed in a small “DESSA’ group where weekly, intensive lessons in targeted areas are taught and guided by the counselor. These scholars remain with their supportive groups throughout the school year.

## 7. ADDITIONAL SOCIAL EMOTIONAL SUPPORT SYSTEMS

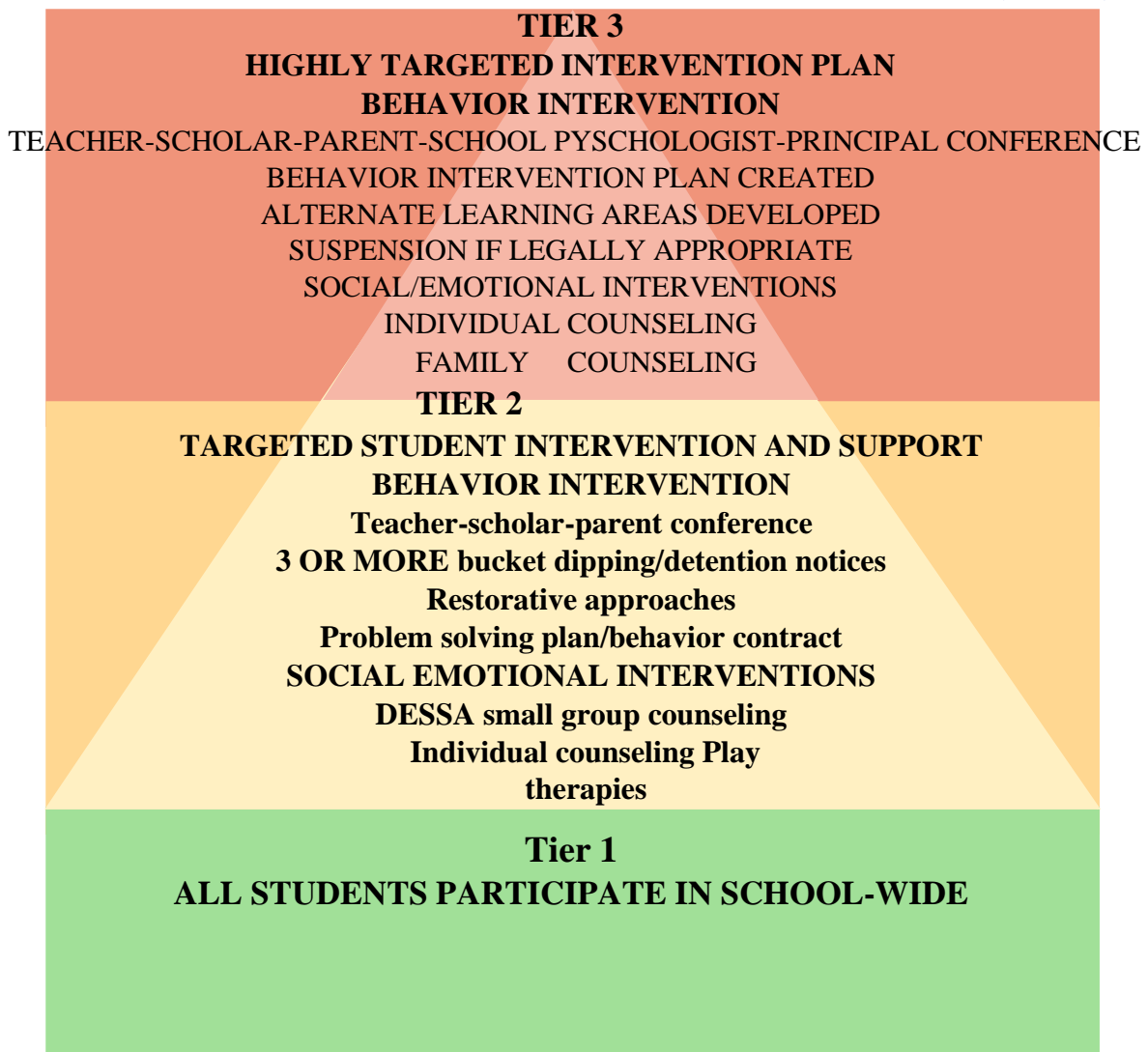
Manzanita public charter school fosters a culture that promotes the health, safety, and well-being of scholars, staff, and parents. In an effort to continuously support this effort, the Manzanita reminds families of the mental health service available through our friends at CALM.

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; \
- 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, marquee, 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.

## **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:** 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.

## 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.

## SAFETY 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/socialemotionallelearning.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>

