

# Creative Learning Center



2020-2021

Hybrid Programming  
**Reopening Framework**

October 2020

Dear CLC Families:

I hope this finds you well. As we prepare for re-opening of our campus for the remainder of 2020-2021 school year, we have considered the un-certain of Covid, power outages, and wildfires. While we had hoped to offer both an in-person hybrid learning program as well as a distance learning plan for students when school started, the health indications related to Governor Newsom's guidance for schools, indicate that in-person learning would not be a possibility. Rather, all students started with virtual learning. As we move forward, we have developed a plan to re-open safely using guidance from the local health officials, CDC, and the California Department of Education.

CLC has developed a hybrid program using small cohorts to begin in person instruction, along with our virtual learning program. Our goal is to increase in-person instruction and social opportunities to meet the needs of all of our students. Additionally, we have developed a Covid-Manual to address safety and hygiene procedures for both students and staff. The Covid Manual can be found at the end of this framework document.

Warm Regards,

CLC Directors

## INTRODUCTION

There are many things to think about as schools reopen during the Covid-19 pandemic. CLC is not only a place of learning for students, but workplaces for teachers, service providers and other employees. Decisions about how to respond to COVID-19, will be made to protect both the immediate and long-term health and safety of students and employees. For our community's well-being CLC will exclude any student, parent, caregiver, AND staff showing symptoms of COVID-19 by using the CDC and CDPH guidelines for COVID-19 symptoms.

### Symptoms of Covid-19

Six known symptoms of COVID-19 - Fever, Cough, Shortness of breath, decrease of smell, sore throat, and muscle aches and pains.

### HYBRID INSTRUCTION PROGRAMMING

CLC is preparing for a phase in approach to learning with the reopening of schools. The students will be assigned to three groups, A and B. The students who did not select to participate in the hybrid model will continue to receive virtual learning.

### Social Emotional Learning (SEL)

One of the hybrid mode's goal is to increase the students' opportunities for social skills. However, it should be noted that returning to campus brings risks associated with it resulting in some limitations.

CLC wants to emphasize that all educators and students practice physical distancing at school or through distance learning, does not mean they must lose social and school connections. CLC knows it is critically important to place staff and student wellness first. This

provides the opportunity to establish a positive, safe, and supportive learning environment.

SEL is essential because children need social and emotional support as they, like the adults around them, navigate the unprecedented challenges of alternative learning contexts. SEL is necessary for navigating society, acts as a guideline for education, and personal connections to family and friends.

As the possibility of a virus resurgence exists, so does the possibility of alternating between virtual learning and in-person classroom activities. The CDE has compiled a list of resources that provide a range of SEL options for educators, school leaders, and families/guardians as they support their students during virtual learning.

To view the list of resources, visit the CDE SEL and Distance Learning web page at <https://www.cde.ca.gov/ci/se/seldistance.asp>.

The CLC is committed to helping educators learn more about SEL and how to infuse social and emotional support into every child's school experience.

California's has developed a Social and Emotional Learning Guiding Principles (full version and summary) and a social and emotional learning resource guide. To learn more about this work, visit the CDE SEL web page at <https://www.cde.ca.gov/eo/in/sociallearning.asp>

### HYBRID MODEL

The Hybrid Program will be reevaluated based on new regulations, standards, and guidance from local, state and federal government organizations.

Instruction on campus will occur from 8:30 a.m. - 12:30 p.m.

Parents and guardians will be notified which classroom their child(ren) have been assigned to by email prior to the start of the program.

Group A Monday and Tuesday	Group B - Wednesday and Thursday
Teacher 1	Teacher 3
Teacher 2	Teacher 4

### PILOT PROGRAMMING

The goal is to begin on campus instruction with our hybrid model beginning November 2, 2020.

Groups A will attend school for one day on Tuesday November 2.

Group B . will attend school for one day on Thursday November 4.

### PHASE ONE

Phase 1 will provide instruction between 8:30-12:30.

Group A will be on campus Monday and Tuesday.

Group B will be on campus Wednesday and Thursday.

CLC will monitor the programs safety and success of Phase 1. The data collected will be reviewed continuously during this Phase 1. Once it is deemed it is appropriate to increase programming CLC will monitor and evaluate Phase 1 safety protocols, hygiene guidance, and school performance.

## PHASE TWO

This increase may occur through additional hours and/or increase in the number of days. On-campus educational programs will operate between the hours of 8:30-12:30 Monday - Thursday.

During pilots and the Phase 1 and 2, CLC 's Minimum Day will continue to be held on Fridays with services and/ or instruction ending at 12:30.

## ARRIVAL AND DISMISSAL

Two entrances will be used to reduce interaction between groups of people. In addition, arrival time will be staggered to reduce the number of students arriving on campus at one time when CLC moves to additional days (4 days).

Entrances are based on the pod that the student has been assigned. This information will be sent to families prior to the start of the program.

The modified arrival and dismissal procedures reduce the number of students and staff interacting at one time, increasing the safety, and reducing exposure.

Please note, CLC does not provide transportation for any students to or from school. Transportation is the responsibility of the student's home district and the parents. Please contact them regarding the start of the Pilot Program and Phase One. CLC has made all districts aware of the Hybrid Model and dates.

## ON CAMPUS SAFETY

Staff will be providing services and instruction on campus and virtually. Staff assigned to an in-person model will only work with one pod (class

groups divided into multiple classrooms) of students. This will encourage no commingling.

Students are assigned to a classroom pod. The pod will include a range from no more than 4-6 students based on our existing space allocation/square footage, and will ensure proper social distancing of six feet.

On Campus Space: Each classroom has been allocated indoor and outdoor spaces for instruction. Rooms have been assigned by examining capacity, total students and staffing needs. Furniture has been redesigned to ensure learning spaces, desks partitions, which will be used as needed, and tables are separated by 6 feet for social distancing during periods of learning and instruction

Outdoor space will vary based on pod and room assignment. All staff are mandated to engage in group and personal safety measures including wearing a mask, face shield as needed, hand washing and sanitizing stations, and cleaning of the work spaces and equipment.

The students will be using outside areas and the classroom windows will be open. It is suggested to dress your child.

## CLASSROOM MATERIAL

Parents will receive a classroom materials list. Students materials will not be shared and kept in a secure location to limit any cross contamination.

## COMMUNITY BASED INSTRUCTION (CBI) & VOCATIONAL PROGRAMMING

CBI and Vocational Programming at CLC values our community based instructional program and transitional services. The generalization of skills that come with strong community integration is essential for continuing to progress and achieve. However, during this time, CLC will not attend outings and events off campus. We will continue to assess the state and local guidelines and regulations as well as California's Covid-19 Color Coding System to increase community excursions.

## CAMPUS ACCESS and SCREENING

### STUDENTS SCREENING

CLC will have Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 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.

CLC will also have Active Screening. Staff will monitor students for any presentation of symptoms. CLC will screen students as they enter campus and throughout the day. The screening process is consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers to ensure temperatures below 100.4 degrees Fahrenheit. Although the thermometers are no touch, they will be properly cleaned and disinfected after each use.

If a student is symptomatic while entering campus or during the school day, the following protocol will occur:

- Students who develop symptoms of illness while at school will be separated from others right away, isolated in an area which



others do not enter or pass. If more than one student is in an isolation area, CLC staff will ensure physical distancing.

- Any students or staff exhibiting symptoms will have a face covering and wait in an isolation area until they can be transported home or to a healthcare facility. We do understand wearing a mask for our students may be difficult and we will work with them to learn this skill.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- CLC will follow established guidelines for triaging students in the office, recognizing not all symptoms are COVID-19 related.
- CLC will advise parents of sick students that they cannot return to school until they have met CDC criteria to discontinue home isolation.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## STAFF SCREENING

CLC will have *Passive Screening*. Staff will self-screen before leaving for work by checking temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials, and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

CLC will also have *Active Screening*. Staff will engage in symptom screening as they enter school building, consistent with public health guidance, which includes visual wellness checks. The screening process is consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers to ensure temperatures below 100.4 degrees Fahrenheit. Although the

thermometers are no touch, they will be properly cleaned and disinfected after each use.

- CLC staff must wash or sanitize hands as they enter the school.
- CLC will exclude employees who are exhibiting Covid-19 symptoms.
- Staff members who develop symptoms of illness will be sent home or to a medical care facility.
- Teachers will have emergency substitute plans in place.
- CLC will require sick staff members not to return until they have met CDC criteria to discontinue home isolation.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## CAMPUS ACCESS FOR VISITATION and GROUPS

CLC will limit access to the campus for parents and other visitors. In order to keep the environment safe, parents are to wait outside of the front entrance. Staff will bring your child(ren) to you at dismissal and/ or pick-up. Students' observations will not be scheduled for on-campus. If special circumstances occur, the CLC directors will evaluate the situation.

## CLC SAFETY MEASURES

### Masks

All staff are required to wear a mask while on campus. If a student or staff arrives without a mask, CLC maintains an ample supply to provide them with a mask to wear.

Our students can have sensory sensitivities and may have difficulty tolerating a mask on their face. Safety lessons regarding mask wearing and social distances has been addressed through our virtual learning

program and will continue to be part of the instructional program. We will work closely with students to encourage wearing a mask as much as they can tolerate.

### Travel Disclosures

Travel Disclosures: In order to protect and ensure the safety and health of our campuses, we are requesting that families, students, and staff disclose their travel out of the state, out of the country and/or to high risk areas.

Depending the type of travel, individuals may switch to a temporary period of remote instruction upon return. If an individual or family travels by plane, the student/ family or staff member will remain off-campus for a minimum of three days after arrival home and for a maximum of 14 days. After 3 days the student, family or staff member presents a negative COVID-19 test can work with the directors for an early return.

We will evaluate on a case-by-case basis: travel to "hot-spots," attendance at events larger than 20 people, and travel by another member of a household.

### Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities.

- CLC has incorporated higher level cleanliness standards prior to reopening and maintaining a high level during the school year.
- CLC in accordance with CDC guidance, will avoid sharing electronic devices, toys, books, and other games or learning aids.

- CLC will limit stuffed animals and any other toys that are difficult to clean and sanitize.
- In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:

i. A plan for safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.

ii. CLC will disinfect surfaces between uses, including:

- Desks and tables
- Chairs
- Keyboards, phones, headsets, copy machines

iii. CLC will disinfecting daily all high-touch surfaces, such as:

- Door handles
- Handrails
- Sink handles
- Restroom surfaces
- Toys, games, art supplies, instructional materials
- Playground equipment

v. CLC will close all areas used by any sick person and will not allow access before cleaning and disinfection.

### CONTACT TRACING

CLC has a COVID-19 Point Of Contact (POC). Tamila Sayar, Founding Director, and Carisa Bowman, Director are assigned as the POC. POC works with the health department on contact tracing. The POC will notify eligible students, parents, teachers, and employees if they were exposed to COVID-19 at school.

1. People who are tested for COVID-19 will get their test results from the healthcare provider or testing location where their sample was collected.
2. The health department will call anyone who tests positive for COVID-19. It may take a few days for the health department to call the person who tested positive. They will ask the person who he or she may have been in close contact with up to 2 days before he or she got sick or tested positive.
3. The health department will notify the POC at the school if a student, teacher, or employee who works in the school or with students tests positive for COVID-19. The health department gives the name of the person who tested positive and the date of last exposure to the POC.
4. The POC collects and provides a list to the health department of students, teachers, or employees known to have come into close contact with the person who tested positive. The health department and/ or your medical provider may notify you with guidance on how long the individual should be in quarantine, how to check for symptoms, and when to consider testing.
5. Only students, teachers, or employees who came into close contact with the person who tested positive will be notified of a possible exposure.

## COMMUNICATION UPDATES

CLC will continue to communicate to staff, students, and parents about new COVID-19-related protocols, including but not limited to:

- Proper use of PPE/EPG.
- 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 close schools again for physical attendance of students.

CLC has created a communications plan for if a school has a positive COVID-19 case:

- CLC will address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
- CLC will notify staff and families immediately of any possible cases of COVID-19 within the legal responsibilities and privacy rights for communicating about cases of the virus.
- CLC will inform those who have been exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

## SCHOOL CLOSURE and REOPENING

If at least 2 staff/students in the same test pod AND they are from more than one pod, then the entire school will quarantine for at least 14 days. The Public Health Department will immediately be consulted. During this time all students and staff should get tested for

COVID-19. No one may return without a negative test result and before 14 days. Before students and staff return the school will be professionally cleaned and sanitized.

### TRAINING

CLC will engage employees on COVID-19 plans and provide necessary training, and accommodations. Staff will receive instructions and/ or training on these protocols and on the symptoms and spread of COVID-19.

Students have participated (and continue to participate) in lessons that teach them about COVID-19, good hygiene practices, mask wearing, social distancing, and testing.

The leadership team will monitor staff and student participation using the protocols. During leadership meetings and staff meetings, the Covid-19 response will be discussed allowing for a consistent feedback loop and allows the issues to be addressed immediately.