



Curriculum

San Francisco Adventist School Reopening Plans

SFAS will continue with conference curriculum. Any changes must be submitted and approved prior to implementation.

Cleaning and Disinfection: Class surfaces, supplies, and materials will be cleaned daily before and after class with UV Germicidal lamp UVC with Ozone Bulb UV-C Light 36W Remote Control Timer 5/30/60 Minutes (36W UVC with Ozone Remote Timer Kit) & Industrial Portable 300W Surface & Air Sanitation Cart. UV sterilization ensures surfaces are thoroughly cleaned and sanitized without simultaneously jeopardizing anyone else's health and safety.

Cohorting: Students desks have been placed and marked at 6ft intervals with accompanying desk shields. Students are to stay in designated areas with masks on.

Entrance, Egress, and Movement Within the School: Outside area marked off with chalk markings so that students & parents are aware of 6ft social distancing between each other. Drop off area marked off with arrows showing direction of movement. Parents only allowed at designated drop off area with masks. Request to retrieve children sent to Teachers via mobile communication to minimize direct contact.

Face Coverings and Other Essential Protective Gear: Face coverings required and disposable masks provided for those without. Children will be provided with face shields in addition to mask that either they provide or is provided for them. Each class will have mask monitors to incentivize prizes for children who keep their masks on. Children unable to keep masks on will be sent home. Children and staff will be asked to bring sterilized change of clothes in zip lock bag.

Health Screenings for Students and Staff: Students will be scanned every morning with touchless thermometer and temperature and any possible symptoms logged.

Healthy Hygiene Practices: Each class equipped with hand washing & sanitizer stations where students will wash and sanitize upon entrance and exit of classroom.

Identification and Tracing of Contacts: If student was directly exposed, must be isolated immediately and parent contacted in order to retrieve student. Distance learning plan will be

provided. All those exposed must isolate and sanitize immediately. Classroom lessons will be stopped in order to have emergency sterilization of any exposed classroom and materials. Exposed must be sent home to isolate and go on immediate distance learning with 14 day lockdown required and assessment before being allowed to return.

Physical Distancing: Classroom rearranged to social distance desks. Playground marked off with chalk markings and cones for safe space between students. Teachers must monitor students to ensure safe social distancing.

Staff Training and Family Education: How staff will be trained prior to school opening. Families will be educated via ZOOM online training with pictures and visual aids to help ensure clarity of new regulations and processes.

Testing of Students and Staff: Staff will be meet daily to debrief on symptom awareness and symptom monitoring. Any students exhibiting symptoms will immediately be isolated and parents contacted and assessed to see if student has been exposed directly or indirectly. Classroom lessons will be halted to have emergency classroom sanitations. Students will be sent home for the day to have lessons completed via distance learning. Students exhibiting symptoms will be provided with testing site information in order to have them tested as soon as possible. Student will remain on distance learning until test results, negative test results must be shown in order to return.

Triggers for Switching to Distance Learning: Confirmed exposure of one student will instantaneously enact distance learning in order to provide time to sterilize and clean school and allow social distancing quarantine for students and staff who might have been indirectly exposed.

Communication Plans: SFAS utilizing 3rd party app that allows for direct updates to be communicated solely to parents and guardians and up to date video and phone check ins. Same 3rd party app used to alert parents in case of a student exposure and or symptom spotting and up to date parent information.

Table of Contents

**Letter from Ken Bullington,
Vice President for Education.....Page 3**

Health and Safety.....Pages 4-13

Physical Distancing..... Pages 5-6

i. General/School Offices/Staff/Other..... Page 5

ii. Students/In the Classroom/Food Service..... Page 6

Campus Access.....Pages 7-9

i. General Practices/Visitor Protocols Page 7

ii. Staff and Substitute Protocols Page 8

iii. Student Protocols..... Page 9

Cleansing and Disinfecting Page 10

Hygiene Page 11

Personal Protective Equipment (PPE) Page 12

*What to do if a student, staff member,
or family member within the household
tests positive for COVID-19..... Page 13*

Curriculum and Instruction..... Pages 14-16

Instruction.....Page 15

For Instructors Page 16

Extra-Curricular Activities.....Page 17

Dear Principals,

I created a Re-Entry & Beyond for Schools Taskforce which is authorized by the Central California Conference Board of Education to develop a protocol to operate nineteen K-12 Central California Conference schools during the summer and throughout the 2020-2021 school year. The taskforce has been meeting on a weekly basis to design a handbook for reopening schools. It is the goal of the taskforce to reopen schools in a person-to-person format with appropriate health and safety precautions. The taskforce has been entrusted to review key issues such as health & safety precautions, curriculum & instruction, and extra-curricular activities.

It is important to know that Adventist education will continue to focus on the academic, physical, social, and spiritual development of every student during these changing times. We are very proud of the way CCC teachers have embraced and facilitated student learning remotely during the fourth quarter of the 2019-2020 school year. Our goal is to continue to keep learning a partnership between home and school.

This handbook provides school principals with very important information in operating schools during the 2020-2021 school year. The handbook addresses health & safety precautions, curriculum & instruction, and extra-curricular activities. It must be noted that the handbook is a living document that will continue to be updated as conditions change during the summer and throughout the 2020-2021 school year.

Please use the handbook and the CCC website for COVID-19 updates (<https://cccedu.adventistfaith.org/covid-19-ccc-information-releases>) in developing specific plans for your school. The plans for your school must be in harmony with the handbook.

I will continue to use email as a source of communicating important information to you about updated changes. In addition, I will use an app called Remind as a source of text messages as a quick reminder about key issues.

It is important to contact the CCC Education Department if news media contacts your school. This will ensure a process of collaboration to ensure accurate information is shared while protecting student and employee privacy, as required by federal and state law.

Please continue to encourage each other through prayer and intentional partnerships. The following scripture is appropriate for this time: "Therefore encourage one another and build each other up, just as in fact that you are doing." 1 Thessalonians 5:11 (NIV)

God bless you,

Ken Bullington
Vice President for Education
Central California Conference Education Department
Email: kbullington@cccsda.org
Cell phone: 559.352.8787

Re-Entry for CCC K-12 Schools

Health & Safety



Physical Distancing

- Define how staff can honor physical distancing yet meet student medical, personal, or support needs.
- Limit the number of people in all campus spaces: maintain a minimum of 6 feet (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)
- To the extent possible, attempt to create smaller student/educator cohorts to minimize the mixing. Minimize movement of students, educators, and staff as much as possible between rooms.
- Where sufficient physical distancing is difficult or impossible, all individuals should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

School Offices

- **All visiting guests must wear face coverings.**
- Schools will be limiting outside guests on all campuses to individuals or agencies providing direct services to our students
- Parents and guardians will be limited to waiting areas in offices unless they have an appointment on campus with an individual. Family member visits will be limited to one at a time, and must have an appointment.

General Office Protocols

- Distancing signage/markers
- Hand sanitizer stations
- Wipe down and disinfect chairs/desks after office visitors
- Face coverings available to guests
- Additional spacing or partitions for first point of contact areas

Staff

- Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- Avoid grouping for training (training virtually or social distancing)
- In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
- If physical distancing between workspaces or between employees and students and visitors is not possible, physical barriers may be added to separate workspaces.

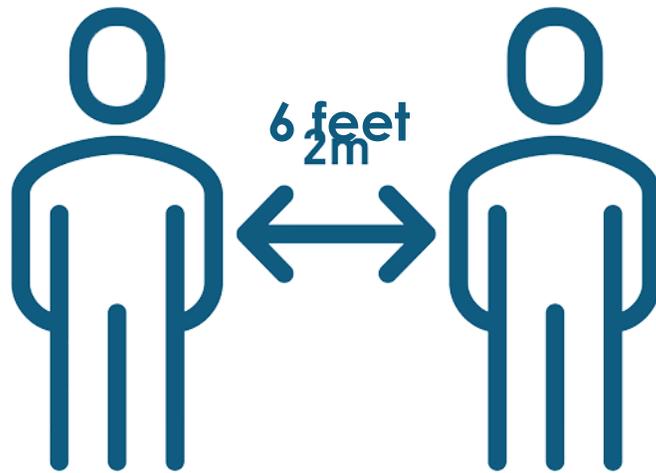
Other

- School board and constituency meetings will continue to follow the format of onlinemeetings.
- All in-person student-related events and gatherings are postponed until further notice. This means on and off school campus.
- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures pdf icon and describe how to stop the spread pdf icon of germs (such as by properly washing hands and properly wearing a cloth face covering image icon).
- Modifications to Emergency Drill Procedures—All schools need to review their procedures for fire drills, earthquakes, lock-downs, and to include social distancing. In the event of a real emergency, the goal is provide safety protocols in emergency situations over social distancing.

Physical Distancing

Students

- Consider the number of students physically reporting to school, if needed to maintain physical distancing.
 - * Determine student and staff capacity of each school meeting 6-foot physical distancing objectives.
- Virtual activities in lieu of field trips and intergroup events.
- Post signage and install barriers to direct traffic around campus.
- Buses (see [Stronger Together document from the CA Dept. of Education](#), pg. 7, item iv.)



In the Classroom

- Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
- Desks must be a minimum of 6 feet apart and arranged in a way that minimizes face-to-face contact.
- Utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
- Developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
- Address physical distancing objectives as students move between classrooms.

Food Service

- Limit physical interaction
- No shared tables or self-service buffets
- If providing meal service in classrooms, plan for cleanup and trash removal

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

- Exclude student, parent, caregivers, visitor or staff showing symptoms of COVID-19. Use CDC guidelines for reference. Staff should discuss students' health history to identify allergies which would not exclude student.
- Monitor Staff and students throughout the day for symptoms
- Students entering campus - create a plan that includes:
- Daily health checks - Could include temp/visual based on county health department guidelines.
- One entrance/check-in area
- Make sure all students and staff wash hands use hand sanitizers when entering classrooms.
- Use privacy boards or clear screens when practicable

Monitoring Your Health —

- Be alert for [symptoms](#). **Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.** Use the [CDC Self-checker](#) to help you.
- Take your temperature **daily**.
 - ◇ Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
 - ◇ Temperatures should be below 100.4° F or 38° C
- Follow CDC guidance if symptoms develop.
- **DO NOT** come to school if you are feeling symptoms!

Outside Visitors and Groups

- Limit access to campus for parents and visitors
- Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external organizations that use the facilities also follow the school's health and safety plans and CDPH Guidance.
- Review facility use agreements with the Central California Conference Property Management Department and establish common facility protocols for all users of the facility.

Campus Access

Staff - Entering Campuses

- Passive Screening vs. Active Screening based on county health department guidelines.
 - Passive Screening—Instruct staff to self-screen before leaving for work (check 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.
 - Active Screening—Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - a. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected.
 - b. Thermometers must be properly cleaned and disinfected after each use.
 - c. The CCC Education Department will provide infrared thermometers for every school
- All staff must wash hands when entering campus and leaving campus.
- Exclude employees who are exhibiting symptoms
 - Staff member who develops symptoms of illness should be sent to a medical care facility. Have emergency substitute plans in place.
 - Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.



Substitute Teachers

It is important for principals to review health and safety procedures and social distancing procedures. All substitute teachers must receive a copy of and follow the school's procedures.

Campus Access

Students—Entering Campuses

- **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.
- **Active Screening**—Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - a. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask.
 - b. Thermometers must be properly cleaned and disinfected after each use.
 - c. The CCC Education Department will provide infrared thermometers for every school.



< 100.4° F

< 38° C



Cleansing and Disinfecting

General Practices

- ⇒ High cleanliness standards prior & during school.
- ⇒ Avoid sharing
- ⇒ Make a Plan for Adequate Outdoor Air Circulation
- ⇒ Take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown. Drinking fountains are to be discontinued for use. Water fill stations are permissible.
- ⇒ Keep each student's belongings separated and in an individually labeled storage container, cubby, or area. Students may bring a belonging-storage container from home. Send belongings home each day to be cleaned.
- ⇒ Cleaning products cannot include methanol.



Consult with local public health officials, to develop a plan that includes:

- Safe use of disinfectants and proper ventilation
- Disinfecting surfaces between uses, such as: Desks and tables, chairs, seats on school transportation vehicles, keyboards, phones, headsets, copy machines, etc.
- Disinfecting frequently—at least daily—high-touch surfaces.
- Choose approved disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.
- When cleaning, airing out the space before students arrive. Plan to do thorough cleaning when students are not present.
- Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

Remember to Clean and Disinfect Regularly!

- In addition to daily cleaning and disinfecting from custodial staff, everyone should **clean AND disinfect frequently touched surfaces regularly**. This includes desk, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down after use.
- Utilize the following resources:
 - ◆ [CDC/EPA guidance for cleaning and disinfecting pdf icon](#)[PDF – 9 pages]
 - ◆ [Cleaning and disinfecting decision tool pdf icon](#)[PDF – 2 pages]

Hygiene

Plan to Address and Teach hygiene practices to ensure personal health and safety in school facilities and vehicles.

- **Handwashing**
 - Provide opportunities for frequent handwashing
 - Use of paper towels rather than automatic hand dryers is highly recommended
 - Access to handwashing and sanitizer stations
 - Fragrance-free hand sanitizer (Min. 60% alcohol). Children under 9 should use under supervision.
- Training staff and students
 - Scrub with soap for at least 20 seconds
 - When to wash
 - Arriving and leaving home or school
 - After playing outside
 - After having close contact with others or using shared surfaces/tools
 - Before and after using restrooms
 - After blowing nose, coughing, and sneezing
 - Before and after preparing food
 - When to use sanitizer
 - Before entering school
 - Before entering classrooms
 - Between classes
- Teach staff and students to:
 - Use tissue to wipe the nose, cough, and sneeze inside tissue
 - Not touch the face or face coverings, especially with unwashed hands.

Cover Coughs and Sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Regular Cleaning and Disinfecting

- In addition to daily cleaning and disinfecting from custodial staff, everyone should **clean AND disinfect frequently touched surfaces regularly**. This includes desk, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, sinks, and playground equipment.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down after use.

Personal Protective Equipment (PPE)

All students, staff, and visitors must cover mouths and noses with a high-quality cloth face covering when around others, in accordance with CDPH Guidance.

- i. **Training and information** should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- ii. **Cloth face coverings** protect other people in case the wearer is infected. A high-quality cloth face covering shall be used as a form of personal protective equipment. They should not be worn during strenuous exercises such as Physical Education classes or recess. They are not recommended for those with trouble breathing, unconscious, incapacitated, or unable to remove the covering without assistance.

Staff Protective Equipment

- **All staff will wear face coverings** when physical distancing requirements are not met in the classroom.
- The Central California Conference Education Department will provide two (2) face coverings per staff member to start the school year.
- **Provide masks** if the employee does not have a clean face covering.
- **Provide other protective equipment:**
 - For symptom screening, provide surgical masks, face shields, and disposable gloves.
 - For front office and food service employees, provide face coverings and disposable gloves.
 - For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
 - ◇ For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
 - ◇ For deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator)
 - ◇ Cal/OSHA requires that PPE be provided and worn to protect employees from the hazards of the cleaning products and training be provided on the hazards of chemicals.

Student Protective Equipment

- Students will use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If the student does not have their own face covering, the school will provide one.
- The Central California Conference Education Department will provide two (2) face coverings per student to start the school year.
- At a minimum, face coverings should be worn:
 - ◇ While waiting to enter the school campus.
 - ◇ While on school grounds (except when eating or drinking).
 - ◇ While leaving school.
 - ◇ While on school transportation. (Driver has access to surplus masks to provide to students who are symptomatic on the bus.)

What to do if a student, staff member, or family member within the household tests positive for COVID-19

Plan to Address Positive COVID-19 Cases or Community Surges —

- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials and the Central California Conference Education Department.
- In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:
 - i. In consultation with the local public health officials, the Central California Conference Education Department may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
 - ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate .
 - iii. Additional close contacts at school outside of a classroom should also isolate at home .
 - iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- Establish plans for Distance learning
 - Due to Local public health guidance to close schools for a period of time
 - For students that have to be quarantined for whatever reason
 - For teachers that have to be quarantined for whatever reason

When a student, teacher or staff member or a member of their household tests positive to COVID-19 and has exposed others at the school —

- Seek medical care from your healthcare provider in accordance with CDC and County Guidelines
- Alert the school office as quickly as possible to ensure the individual can be provided with resources and, in the case of a positive-testing student, prepare them for Independent Study.
- Administration needs to work with your Local Public Health Officials to implement local protocols.
- Follow local health department requirements to clean and disinfect the area(s) where COVID-19 positive individual was exposed.

Communication with Students, Parents, Employees, Public Health Officials and the Community —

- Engage stakeholders in formulating and implementing plans
- Communicate to staff, students, and parents about new, COVID-19-related protocols

Re-Entry for CCC K-12 Schools

Curriculum & Instruction

The Big Picture:

What are the key learning objectives for the 2020-2021 school year?

School Action Plan shall include:

- Regular In –Person Instruction
- Distance Learning Instruction
- Plan for Student Absence due to COVID-19

Instruction

Utilize delivery platforms in the in-person classroom setting so students know how to use them when the need for Distance Learning arises. Delivery platforms for Distance Learning due to COVID-19 (or other circumstances) could include:

- Google Classroom (Asynchronous Learning)
- SeeSaw (Grades K-12) Interactive Learning/Portfolios
- Zoom/Google Meet /(Synchronous Learning)
- Google Sites (Class Website)/YouTube
- Flipping instruction via video/YouTube/Google Slides
- Hard copy learning packets



Equipment Needs

- Develop a plan for distance learning equipment
- Seek funds to purchase iPads/Chromebooks/laptops for 1:1 model
- Bring Your Own device (Parents would pay for a device.)
- Teachers need equipment to create and deliver content. Webcams, Headsets, Document Cameras, Internet boosters have proven to be essential to distance learning.
- Consider lending school owned laptops for teachers who need one.

For Instructors

Professional Growth for Teachers

Education of Teachers and Staff:

- Understanding delivery systems
- Distance learning methods
- Managing schedules in a way that is consistent and flexible with students and families
- Plan for distance learning. Be prepared to fluidly move from in-person to distance learning.
- Provide continuing education for teachers: equipment/apps/platforms/online delivery methods/online engagement (QPLS, 2020)



Communication with Parents

- Managing schedules/Assisting students/
Working with the teacher
- Teachers must communicate with parents regularly as outlined in the school plan
- Teachers must foster a solid working relationship with parents and their students.
- Utilize apps such as: Zoom, Remind, Class Dojo, and Google Classroom

K-12 MAP Assessments

The instructions from NWEA are forthcoming as to how to address Zoom if schools are in remote learning.

- Preload NWEA MAP Launcher on devices or utilize the Testing URL
- ClassKick is a web app that allows you to monitor all student devices at the same time.

Re-Entry for CCC K-12 Schools

Extra-Curricular Activities

Back to school events: To suspend gathering events on campus until further notice. Examples: Back to school events, classroom orientation meetings with parents/ students and other events can be done virtually.

Virtual gatherings such as school assemblies, rallies, weeks of prayer, and other school similar student activities may take place. Note: A limit on a number of students allowed in a gathering will be forthcoming by the County Public Health Department.

Music classes and programs – A special virtual meeting will take place with a select group of music teachers and a designee from the Education Department. The select group will make recommendations to the Extra-curricular taskforce.

Athletic events – A special virtual meeting will take place with a select group of Friendship Games Commissioners and a designee from the CCC Education Department. The virtual meeting will take place after the California Interscholastic Federation and National Federation of High School Association produces protocols concerning interscholastic athletics. The select group will make recommendations to the Extra-curricular taskforce.

Field trips: To suspend field trips until further notice. Field trips can be done virtually in connection with the curriculum and school calendar.

Out-of-Union Trips: To allow planning and submitting formal trip requests to the CCC Board of Education for Out-of-Union/Overnight Trips within the United States of America. The formal request can be made only when the destination is open for visitors by the health department and civic authorities. Any approved trips planned must be fully refundable.