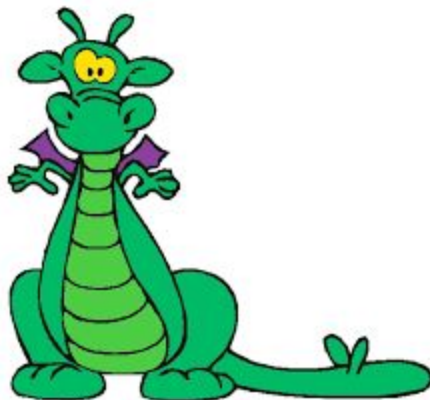


Dailey Elementary Charter School

COVID-19 Parent/Student Handbook



Dear Dailey Families,

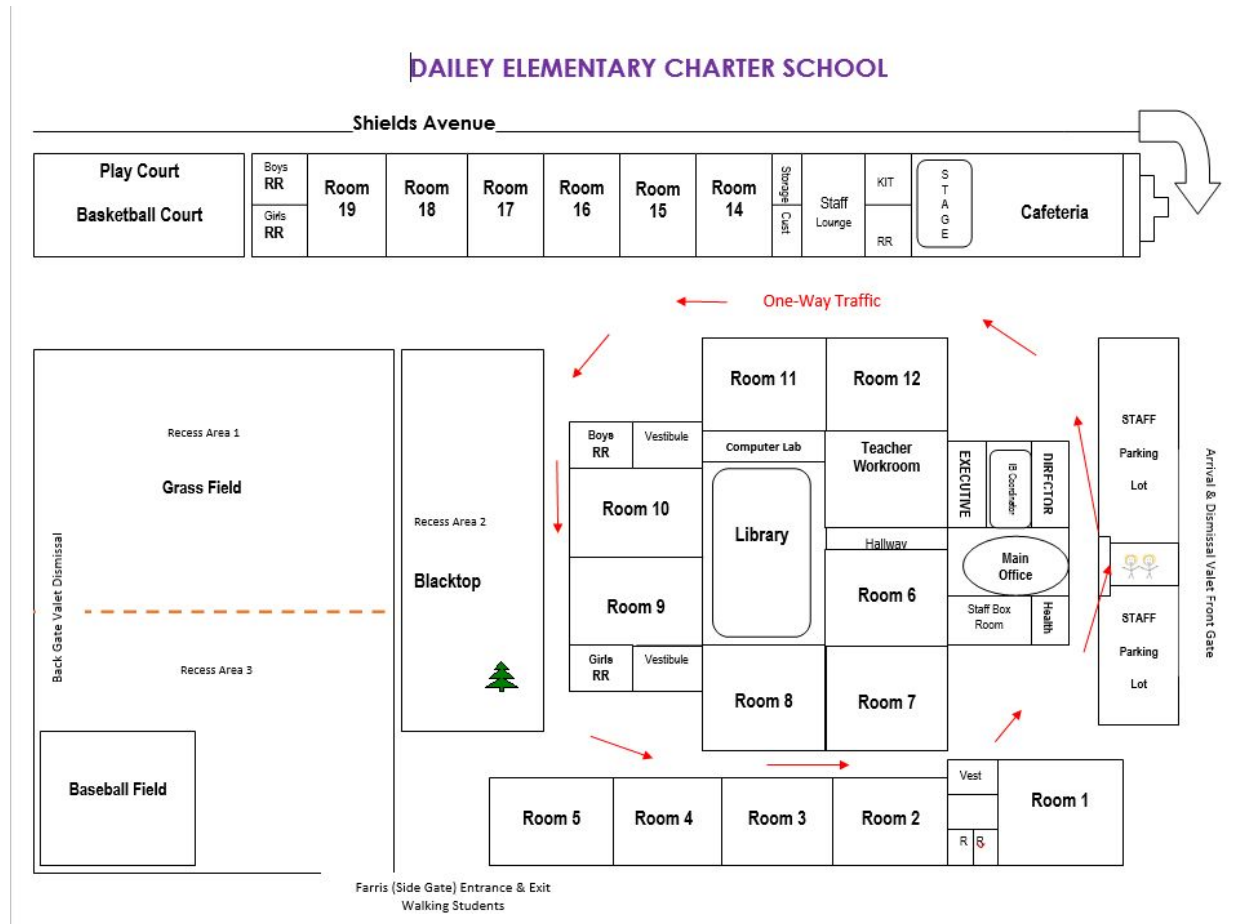
In light of the recent pandemic with COVID-19, Dailey will be adopting new schedules, procedures and routines until local, state, and federal agency state we can return to normal operation. All changes are being made to create the safest and healthiest environment possible for our students and staff. Our continued focus is to provide a rigorous, grade level and above program that fosters internationally minded students. In order to be able to keep this focus we will need all of our parent's support and cooperation with the new systems. Please take time to read this document carefully.

Highlights

- Staggered arrival and dismissal utilizing both front, back, and side gates
 - Families staying in vehicles and not nearing gates
 - Health questionnaire and temperature checks given to all students and staff
- Parents/Guardians not allowed on campus unless scheduled prior with the office
 - Health questionnaire and temperature checks given to all visitors
- No school events
- No shared food in classrooms
- Students and staff wearing face coverings
- Students will not be intermixing with other classes
- No shared learning tools

Contacts

COVID-19 Contact	Ms. Pentorali Executive Director	
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Facial Coverings

Each student will be required to wear a facial covering when on campus. Face coverings will be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with student's name) until it needs to be put on again.

Dailey does have extra masks for students who forget one and or need a clean mask. Students who do not wear a face covering will be excluded from campus and will be required to participate in online learning.

Masks

- Each student needs to come to school with two masks
- Will be worn in class and when social distancing cannot take place
- Preferably solid colors
 - No sports team logos allowed
- Persons younger than two year old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is unable to remove face coverings without assistance are exempt from wearing a face covering with a doctors note.

Face Shields

- Face shields can be worn by Kindergarten - Second Grade when masks become a distraction
- For our younger students this could be a more practical option for long term wear
- Helps kindergarten teachers see facial and mouth movement when creating verbal letter sounds
- Face shields need a neck drape
- Face shields will be required for students who are unable to wear a mask

Hybrid Model Schedule

School Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Every student attends school online	<p>Cohort A</p> <p>Attends class in person</p> <p>Cohort B</p> <p>Attends class online with other online students</p>	<p>Cohort A</p> <p>Attends class in person</p> <p>Cohort B</p> <p>Attends class online with other online students</p>	<p>Cohort B</p> <p>Attends class in person</p> <p>Cohort A</p> <p>Attends class online with other online students</p>	<p>Cohort B</p> <p>Attends class in person</p> <p>Cohort A</p> <p>Attends class online with other online students</p>

Instructional Day	
Kindergarten	8:00 a.m. – 1:30 p.m.
First – Fifth Grade	8:00 a.m. – 3:00 p.m.

Online Learning

For families that would like to keep their student home, but still support their learning can do so from their home. This schedule will require students to participate daily in lessons, conferences, and discussions with a Dailey teacher. Students will be required to complete assignments by classroom deadlines and will be held to the same work expectations as students on campus. Dailey’s standard grading policy will be in effect. Selecting online learning will be a commitment

that will extend through the first two quarters. If families would like to change their learning environment and school conditions permit an increase of students on campus, they will be able to do so at the end of each quarter. Families will need to email administration and they will notify families if there is space available in a cohort. If there are more students requesting to attend in-person learning that there are spaces available in classrooms, students' names will be put into a lottery.

Arrival

To limit lines and large crowds we will be implementing a staggered arrival schedule with the front gate and side gate open for students. Siblings can enter the campus together.

All students will be given a health questionnaire along with a temperature check. Students with a temperature of 100.4 Fahrenheit or higher will not be allowed on campus. Students that arrive at school with a 100.4 Fahrenheit or higher will have their parent/guardian contacted immediately for pick up. Students will stand outside with administration until they have been picked up.

Valet Traffic will enter through the front main gate on Harrison Avenue. Temperatures will be taken while students are still in the car along with the health questionnaire.

Students walking to school will enter campus through North Farris Avenue. To limit the amount of people near students, we are asking that adults stay away from the gate. Cones will be placed where adults need to stop.

Parents will not be allowed on campus during arrival and/or dismissal times. All visitors must be pre-arranged with administration and will be required to take the health questionnaire and temperature check.

Hallways and pathways on campus will accommodate one-way traffic. Signs will be posted around campus showing students which direction to go.

7:20 a.m. -7:35 a.m. (siblings can come together)

- Kindergarten, First and Second Grade

7:35 a.m. - 7:50 a.m.

- Third, Fourth, and Fifth Grade (siblings can come together)

Morning Bell Schedule

- First bell will ring at 7:50 a.m.

- Second bell will ring at 8:00 a.m. at this time students will be tardy.

Breakfast

- Breakfast will be served from 7:20 a.m. - 7:40 a.m. when school is in session

Dismissal

Teachers will not be available at this time for parent/teacher communication outside of daily hand signals that have been set up between parent and teacher privately. We are asking that all families stay in their vehicles and **do not line up at gates**.

Kindergarten 1:30 p.m. on Harrison Avenue

- Miss Severns gate one (closest to Shields Avenue)
- Miss Block at gate two (middle -main gate)
- Mrs. Hudson at gate three (last gate farthest south on Harrison Avenue)

For first - fifth grade dismissal both front and back gate will be valet systems. All adults will be asked to stay in their vehicles. Side gate on Farris Ave. will be for walking traffic. Older siblings will be dismissed with younger siblings together.

- 2:50 p.m. - 3:00 p.m.
 - First and Second Grade
 - First Grade located at the back gate standing on field by room numbers
 - Second Grade located at front gate (Harrison Avenue)
 - Miss Pillow gate one (closest to Shields)
 - Miss Lundquist gate two (middle gate)
 - Mrs. Del Rosario gate three (last gate farthest south on Harrison)
- 3:00 p.m. - 3:10 p.m.
 - Third, Fourth, and Fifth Grade
 - Third grade located at the front gate
 - Mr. Davenport gate one (closest to Shields)
 - Miss Davis gate two (middle gate)
 - Mr. Von Hoyningen Huene gate three (last gate farthest south on Harrison)
 - Fourth and Fifth Grade at back gate
 - Classes will be lined up on the field
- For first - fifth grade the side gate located on Farris Avenue will be open for students who are walking home with families.

Health Screening

Student Screening

Parent Screening: Questions to ask student(s) before you leave for school

- If you answer “no” to all questions, students can come to school
- If you answer “yes” to any of the questions, students will need to stay home and consult with your doctor

1. Is my child feverish?
2. Does my child have chills?
3. Does my child have a new or worsening cough?
4. Does my child have shortness of breath?
5. Does your child have any loss of taste or smell?
6. Does your child have a sore throat?
7. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time)

School Entry Screening: Students will be asked the following questions by a staff member prior to being allowed on campus along with a temperature check, consistent with public health guidance. Questions will be tailored for the student age group.

- If students answer “no” to all questions, has no temperature, and appears well, students will be allowed to proceed onto campus
- If students answer “yes” to any questions, have a temperature, or maybe exhibiting signs and symptoms of illness, students will go to isolation area and parent/guardian will be contacted for pickup

1. Are you feverish?
2. Do you have chills?
3. Do you have a new or worsening cough?
4. Do you have shortness of breath?
5. Does your child have any loss of taste or smell?
6. Does your child have a sore throat?
7. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time)

Visitor Screening: visitors will be asked the following questions along with a temperature check outside of the front office.

- If the visitor answers “no” to all questions, they may enter Dailey’s school site.
- If the visitor answers “yes” to any of the questions, they need to stay home.

1. Are you feverish?
2. Do you have chills?
3. Do you have a new or worsening cough?
4. Do you have shortness of breath?
5. Does your child have any loss of taste or smell?
6. Does your child have a sore throat?
7. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time)
8. Have you traveled outside of the country in the past 14 days?

Recesses and Lunch

Morning Recess		Afternoon Recess	
Kindergarten	8:45 - 8:55	Kindergarten	1:10 - 1:20
First Grade	9:00 - 9:15	First Grade	1:30 - 1:45
Second Grade	9:20 - 9:35	Second Grade	1:50 - 2:05
Third Grade	9:40 - 9:55	Third Grade	2:10 - 2:25
Fourth Grade	10:00 - 10:15	Fourth Grade	2:30 - 2:45
Fifth Grade	10:20 - 10:35	Fifth Grade	2:30 – 2:45

Lunch Schedule		
10:50 – 11:30		
10:50 -11:10	Kindergarten Eats	First Grade Recess
11:10 – 11:30	First Grade Eats	Kindergarten Recess
11:40 – 12:20		
11:40 – 12:00	Second Grade Eats	Third Grade Recess
12:00 – 12:20	Third Grade Eats	Second Grade Recess
12:30 – 1:10		
12:30 -12:50	Fourth Grade Eats	Fifth Grade Recess
12:50 – 1:10	Fifth Grade Eats	Fourth Grade Recess

Recess and Lunch

Recess

CDC has asked that students stay with the same group of students as much as possible throughout the day. This is done to lessen the amount of different people contact they are exposed to in a day. This helps reduce the spread of COVID-19 and helps contact tracers. To support this idea the field will be split into three sections and each classroom will have their area to play in. Each classroom will have their own recess equipment of bouncy balls and jump ropes. Equipment will be disinfected everyday. Staff members will be teaching students other games that do not promote touching or equipment.

Drinking fountains will not be accessible to students. Students need to bring their own water bottles and they can be refilled at our water station located in the cafeteria.

General first aid and ice packs will be kept in classrooms to limit the number of students from different cohorts in the health office. When possible health assistance will be provided in the student's location rather than reporting to the office.

Lunch

Students will eat outside when the weather permits. When the weather is bad, classes will eat in the cafeteria, room 1, and room 5. Each room will be disinfected prior to another class's arrival. Washing stations will be placed by each eating area and each student will wash hands after eating.

Food on Campus

Snacks

All snacks will stay in student's lunch bags or backpacks. Snacks cannot be shared with other students. Hands will be washed before and after snacks have been eaten.

Parties and Celebrations

CDC has recommended that shared food does not take place on campus. We recommend students bring their favorite book on their birthday to have read to the class. Classes will sing Happy Birthday to the student, but outside food will not be allowed to be passed out to classrooms of students.

Classroom

Seating Arrangements

Students will be seated in rows all facing the same direction. Students will be required to wear a mask or face shield in class per opening of school guidelines.

Air Circulation

Each classroom will have doors and windows open to help keep the air circulating in the room. Classroom air conditioners will also be on throughout the day. Each room will have two standing fans on to help circulate the air.

Supplies

Students will not be sharing supplies. Student supplies will be labeled and only used by that student. All teachers are creating systems in their classrooms that support individual use only.

Manipulatives that are used to support learning are bagged for individual student use.

Cleaning and disinfecting

- Each desk and chair will be wiped down daily
- Rooms will be disinfected daily with a steaming machine
- Doorknobs and high touch surfaces will be cleaned after each recess (3 times)
- Handwashing and/or hand sanitizer will be done every two hours

Library and Specialty Classes

Specialty Classes

Specialty teachers will be working with students in their home rooms to reduce the amount of movement and exposure to new places.

Library

Students will place orders for books and our Librarian will deliver them to classrooms. Books that have been returned will not be allowed for checkout until the following week to allow for disinfecting.

Health and Safety

Students

- Social distancing
- Face covering
- School will provide one cloth face covering and disposable face coverings
- No communal supplies
- Students will check out books electronically and be delivered to classrooms
- Drinking fountains not accessible
- Cohorts of students will not mix with other cohorts
- Health screenings at arrival
- Handwashing and sanitation before and after breaks and throughout the day
- Six feet markings for students to follow
- Hand sanitizer, Clorox wipes, and hand washing stations located in each classroom

Isolation Area

When weather permits, the isolation area will be outside near the office, but away from the main walkway. When weather does not permit the isolation area will be our current storage room. The room has been cleaned out and can hold two people sitting with six feet of distance. Jeanne Pentorali will support students and staff in the isolation area.

Gowns, googles, face coverings, and gloves have been purchased for staff supervising this area.

Contact Tracing

Jeanne Pentorali has attended a contact tracing course provided by Fresno County. A contact tracing binder has been created. Families will communicate. Families and staff will communicate any COVID-19 related issue to Jeanne Pentorali. The Fresno County Health Department Contact is Jeanne Pentorali.

Testing

Everyday Health Care at 199 W. Shields Ave. has agreed to provide testing to families if they are in need of a testing site. This facility is located right across the street from the school and is open Monday – Friday.

COVID - 19 Exposure Routines

All responses are based on the California Health Department COVID-19 Industry Guidance.

Scenario	Response and Isolation Steps	Communication and Contact Tracing Steps
1. Student has tested positive for COVID-19	Student is to remain home for 10 plus 1 days. If asymptomatic, the 10 days begins on the date the student was tested. If symptomatic, the 10 days begins on the day of the symptoms began. If symptoms persist beyond 10 days, student is to remain at home until at least 1 day after symptoms have resolved without the use of medication.	Dailey will identify close contacts in the days prior to the day the positive test was collected or to symptoms onset, up to the time the student was last in class. School will send notification letters to close contacts on campus.
2. Student becomes ill off school campus and is waiting for test results	Student to remain at home for 10 plus 1 days or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without medication. OK to return to school if test negative for COVID and	Dailey will recommend student follow up with physician for evaluation and testing. Dailey will notify student's family that other school-aged household contacts should not return to

	<p>symptoms have resolved for at least one day.</p>	<p>school for 14 days from the last contact with ill student. Household contacts may return if student tests negative for COVID and household contacts have been asymptomatic for at least one day.</p> <p>Students in classroom will be monitored for systems.</p>
<p>3. Student develops COVID symptoms while at school</p>	<p>Student placed in isolation room until transported home or higher level care. More than one student may be placed in isolation room if all are masked and socially distanced as much as possible. A staff member with full PPE (N95 or higher mask, goggles, gown, and gloves) must be immediately available to evaluate or assist student if necessary.</p> <p>Student is to remain at home for 10 plus 1 days or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without the use of medication. OK to return to school sooner if test negative AND symptoms have resolved for at least one day without the use of medication.</p>	<p>Dailey will recommend student follow up with physician for evaluation and testing.</p> <p>Dailey will notify student's family that all household contacts should not return to school or work for 14 days from last contact with student. Household contacts may return if index case tests negative for COVID AND household contacts have been asymptomatic for at least one day without the use of medication.</p> <p>If student tests positive for COVID, the school needs to be informed. Dailey will then identify and notify close contacts and Fresno County Health Department.</p>
<p>4. Member of student's household tests positive</p>	<p>Student, and ALL household contacts, including other school-aged household contacts, need to quarantine and not return to work or school for 14 days from date of last contact with the student case during the students isolation period.</p>	<p>Student sharing household with positive student is to quarantine for 14 days.</p> <p>Dailey will advise that all other school-aged household contacts to quarantine for 14 days after last contact with students isolation period.</p>

		<p>If student sharing household becomes symptomatic, refer to scenario #2 above. If student tests positive for COVID, refer to scenario #1 above.</p>
<p>5. Teacher tests positive</p>	<p>Teacher will remain at home for 10 plus 1 days. If asymptomatic, the 10 days begins on the date the teacher was tested. If symptomatic, the 10 days begins on the day the symptoms began.</p> <p>If symptoms persist beyond 10 days, teacher will remain home until at least 1 day after symptoms have resolved without the use of medication.</p> <p>Classroom will be sanitized.</p>	<p>Dailey will identify close contacts in the two days prior to the day the positive test was collected OR symptoms onset, up to the time the teacher was last in class. School will send notification letter to all close contacts.</p> <p>Dailey will advise all household and close contacts to quarantine for 14 days and to monitor for symptoms.</p> <p>If second case either confirmed or suspected in classroom, either teacher or student, or if evidence of school-based spread, Dailey will consult with Fresno County Department of Public Health to close classroom or school for two weeks and advise all students and teachers in classroom or school to quarantine for two weeks.</p> <p>Dailey will notify Fresno County Department of Public Health.</p>
<p>6. Student feels ill with COVID symptoms but parent/guardian will NOT be testing child.</p>	<p>Student to remain at home for 10 plus 1 day. The 10 days begins on the day the symptoms began. If symptoms persist beyond 10 days, student it to remain home until at least 1 day after symptoms have resolved without the use of medication.</p>	<p>Dailey will recommend testing and to follow up with a physician.</p> <p>Teacher will be notified of symptomatic student and to monitor class to determine if others become ill.</p> <p>Dailey will notify Fresno County Department of Public Health.</p>
<p>7. Student tests negative but</p>	<p>Student to remain at home</p>	<p>Dailey will recommend testing</p>

<p>has COVID symptoms (possible false negative)</p>	<p>while symptoms persist consistent with screening protocols at school. Ok to return to school after negative COVID est AND all symptoms have resolved for at least three days without the use of medications OR cleared by a physician.</p>	<p>and follow up with physician for student.</p> <p>Teacher will be notified of symptomatic student and to monitor class to determine if other become ill.</p> <p>Dailey will notify Fresno County Department of Public Health.</p>
<p>8. Administrator or other staff member or volunteer test positive</p>	<p>Staff member will remain at home for 10 plus 1 day. If asymptomatic, the 10 days begins on the date the person was tested. If symptomatic, the 10 days begins on the day the symptoms began. If symptoms persist beyond 10 days, the person shall remain at home until at least 1 day after symptoms have resolved without the use of medication.</p>	<p>Dailey will identify close contacts in the two days prior to the day the positive test was collected OR to symptom onset, up to the time the person was last on campus. School will send notification letter to all close contacts.</p> <p>Dailey will notify Fresno County Department of Public Health.</p>
<p>9. Administrator or other staff or volunteer feels ill with COVID symptoms</p>	<p>Staff member is sent home immediately or placed in isolation room until transported home or to higher level care.</p> <p>Staff member will remain at home for 10 plus 1 day or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without the use of medication. OK to return to school sooner if test negative AND symptoms have resolved for at least one day without the use of medication.</p>	<p>Dailey will recommend testing and follow up with physician.</p> <p>Dailey will notify Fresno County Department of Public Health.</p>
<p>10. Two learning sessions a day and AM student or</p>	<p>PM class sharing a classroom with AM class with positive</p>	<p>See scenario #1, #5, and/or #8 above.</p>

teacher tests positive	case shall move class to another location on the day of notification unless classroom is cleaned since the case tested positive.	
11. Outbreak of cases on campus	Review all situations when two or more positive cases in a classroom, or three or more positive cases within a 2-week period on a school campus with Fresno County Department of Public Health consistent with California Department of Public Health guidance.	Dailey will consider classroom or school shutdown in case by case basis in coordination with Fresno County Department of Public Health and consistent with California Department of Public Health.

Definitions:

- **10 plus 1 day**
 - Current CDC guidelines state that the index case must self-isolate for at least 10 days from the date symptoms began (for symptomatic patients) OR at least 10 days from the day the positive test was collected. PLUS one day with no symptoms without the use of medications. If the person has serious underlying medical conditions, contact FCDPH for consultation regarding isolation period.
- **Close Contact**
 - A person within 6 feet for more than 15 minutes when the index case is without a mask. If questions about whether an individual meets the criteria for a close contact, refer to key contributing factors.
- **Outbreak**
 - Two or more confirmed COVID positive cases in a classroom OR three or more confirmed COVID positive cases on school campus within 14 days.
- **Quarantine**
 - Separates individuals who are close contacts of a confirmed COVID positive case but who are not yet ill. Individuals who are close contacts quarantine for 14 days from the date of last known contact with a COVID-19 patient. Household close contacts quarantine for 14 days from the date of last known contact with a COVID-19 patient. Household close contacts quarantine for 14 days after last close contact with person while they are isolated.
- **Isolation**
 - Separates infected people who have a confirmed COVID test from clothes. Symptomatic COVID positive individuals must isolate for a minimum of 10 days from onset of symptoms and at least one day without fever and an improvement in respiratory symptoms. Asymptomatic COVID positive individuals must isolate for 10 days from test collection date.