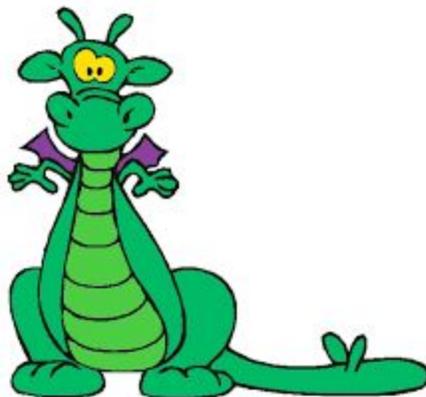


Dailey Elementary Charter School

COVID-19 Parent/Student Handbook



Dear Dailey Families,

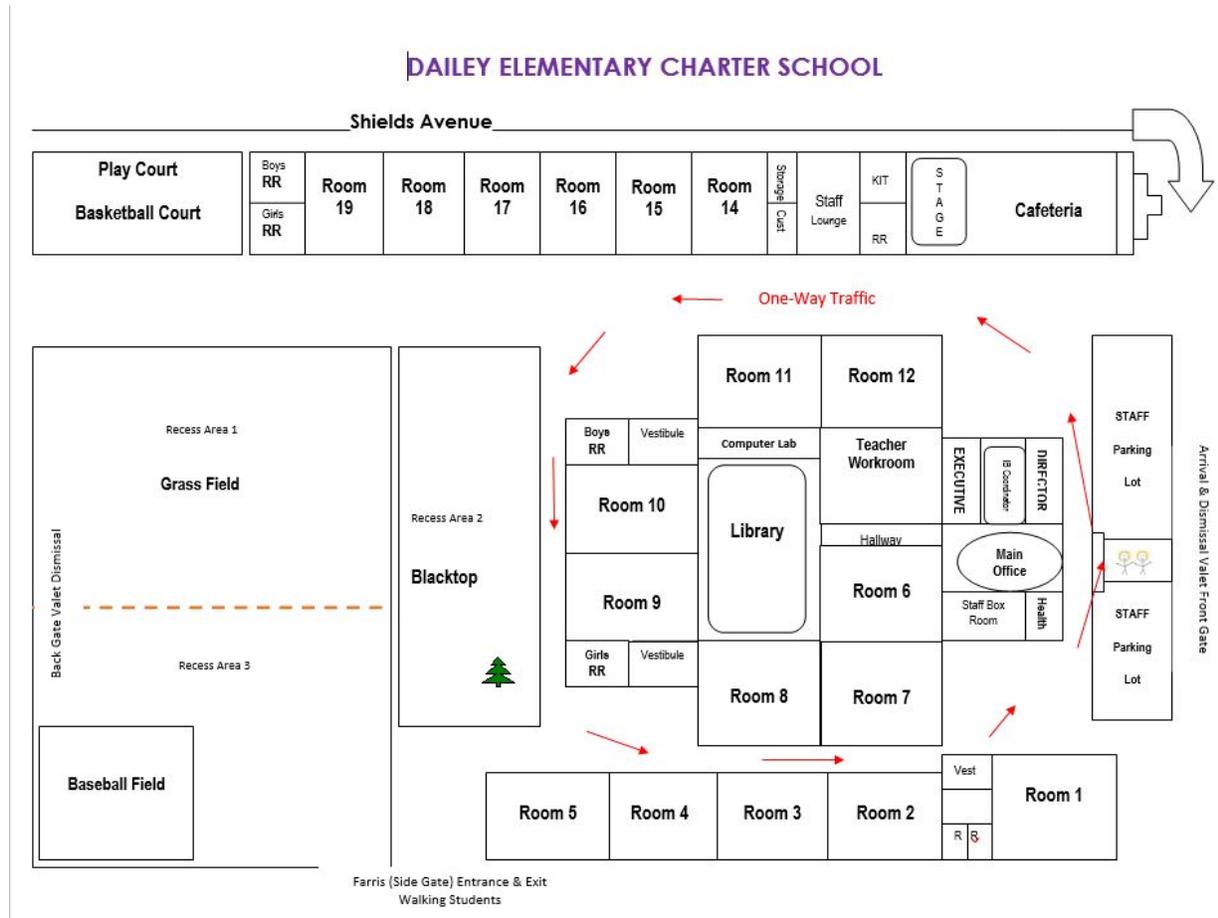
In light of the recent pandemic with COVID-19, Dailey will be adopting new schedules, procedures and routines until local, state, and federal agency state we can return to normal operation. All changes are being made to create the safest and healthiest environment possible for our students and staff. 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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Definitions:

Asymptomatic testing: This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID-19 rates than the community, to guide decisions about safety for schools and school administrators and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

Close Contact*: A person within 6 feet for more than 15 minutes (cumulative per day) regardless of whether person(s) is wearing a mask.

Common area: Common areas include all areas of the building accessed by the public or staff members for shared purposes, including lobbies and waiting areas, meeting rooms, hallways, restrooms and break rooms, and elevators.

Contact Tracing[1]: Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

Cohort[2]: A stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

Hybrid Model (also known as Blended Learning Model): When a portion of the school's student population attends in-person while the other portion is engaged in a distance learning model. Students are rotated between in-person and distance learning models.

Isolation*: Separates infected people who have a confirmed COVID-19 test from others. Symptomatic COVID-19 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-19 positive individuals must isolate for 10 days from test collection date.

Index Case*: a person with a positive COVID-19 test.

Physical distancing: According to the CDC, physical distancing means keeping space between yourself and other people outside of your home by staying at least six feet (about two arm's length) from other people, not gathering in groups, and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

¹Definition was retrieved from, Centers for Disease Control and Prevention (2020). *Contact tracing*. Retrieved from:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>.

² Definition was retrieved from, California Department of Public Health (2020). *Guidance for small cohorts/groups of children and youth*. Retrieved from:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

* Definition was retrieved from, Fresno County Department of Public Health (2020). *Return to school: A guide to responding to COVID-19 cases in k-12 school settings*. Retrieved from:

<https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>.

Facial Coverings

Each student will be required to wear a facial covering when on campus. Face coverings will be removed for meals, snacks, 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.

Students in all grade levels (K-5th) are always required to wear face coverings, while at school, unless exempted.

People are exempted from the requirement if they are under age 2, have a medical or mental condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired.

Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.

Persons exempted from wearing a face covering due to a medical condition, as confirmed by their doctor, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

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 – Second	8:00 a.m. – 2:50 p.m.
Third-Fifth	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 need to complete 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 and health screening QR code will be scanned. If students have any reported symptoms they will need to learn online until symptoms have cleared.

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 front gate (Harrison Avenue_)
 - Mrs Fleming gate one (closest to Shields)
 - Mrs. Houseman gate two (middle gate)
 - Mrs. Vasquez gate three (last gate farthest south on Harrison)
 - Second Grade located at back gate (Thorn Avenue)
- 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

Parents of Dailey students will be educated on the need to certify their child's health before their child reports to school.

Passive Screening: Instruct parents to screen their child's health before they send their child to school. Observe the symptoms outlined by public health officials and ask yourself the following questions:

Does my child have:

1. Fever and/or chills

2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19 in the past 14 days?

· If the parent answers “no” to all questions, they can allow their child to come to school.

· If the parent answers “yes” to any of the questions, they will need to stay home and consult with their doctor.

Active Screening: Engage in symptom screening as students enter campus, consistent with public health guidance, which includes:

· Students will complete the health survey on ParentLocker each morning about COVID-19 symptoms within the last 24 hours. Students temperatures will be taken prior to entering campus and their health survey QRS code scanned. A complete a visual health check for signs and symptoms of illness (e.g. excessive sweating, lethargy or fatigue) will be done too.

1. Has the student experienced any new onset COVID-19 symptoms?

- Cough
- Fever of 100.4F
- Scratchy or sore throat
- Severe Headache
- Chills
- Runny nose
- Breathlessness
- Flu-like symptoms
- New loss of taste or smell
- Diarrhea, vomiting, or nausea
- Congestion or runny nose

2. Is anyone at home experiencing any of the above COVID-19 symptoms?

3. In the last 14 days, have you tested positive for COVID-19?
4. In the last 14 days, have you been in close contact with an individual who is confirmed or suspected to have COVID-19?
5. In the last 14 days have you or a member of your family travelled out of the state or Country?

·If student verbally confirms symptoms, determine if the symptoms are secondary (such as allergies or asthma) or dietary changes or concerns. If the symptoms are not secondary, have student don a surgical facemask and contact the parent to pick up their student.

VISITORS SCREENING

Passive Screening: When possible, any visitor coming will be educated on the need to certify their health before coming to Dailey.

- Questions that visitors are expected to answer regarding their own health:
Do you have:
 1. A fever and/or chill
 2. A new or worsening cough
 3. Shortness of breath
 4. Loss of taste or smell
 5. Congestion and/or runny nose
 6. Sore throat
 7. Fatigue
 8. Muscle and/or body aches
 9. Headache
 10. Nausea/vomiting and/or diarrhea
 11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?
- If the visitor answers “no” to all questions, they may enter the Dailey
- If the visitor answers “yes” to any of the questions, they need to stay home

Active Screening: The department designee who greets the visitor at the main entrance shall ask the same health screening questions as stated above prior to escorting the visitor to their destination. Temperature check will be administered by site

designee. If the visitor's temperature is 100.4 or above, the visitor will be asked to exit building immediately and reschedule their appointment.

Schedule

Daily Schedule	
7:45 a.m. - 8:00 a.m. 8:00 a.m. - 9:00 a.m	Morning Announcements/Morning Meeting Instruction
9:00 a.m. - 9:10 a.m. P.E./ Snack Break	
9:10 - 10:00 a.m.	Instruction
10:00 a.m. - 10:20 a.m. Morning Break	
10:20 a.m. - 12:00 p.m.	Instruction
12:00 p.m. - 12:45 p.m. Lunch	
Kindergarten: 12:45 p.m. - 1:00 1:00 - 1:30 p.m.	Wrap up of day Teacher support
1:30 p.m. Kindergarten End of Day 1:30 - 1:35 1st-5th Stretch Break	
1:35 p.m. - 2:20 p.m.	Instruction
2:20 p.m. - 2:30 p.m. Afternoon Break	
2:30p.m. - 3:00 p.m.	Teacher support
3:00 p.m. 1st - 5th End of Day	

Material Pick-Up

- Monday 7:15 a.m. - 4:30 p.m.
- Friday 8:00 a.m. - 4:30 p.m.

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 sections of blacktop have been allocated to specific grade levels. Each section has designated spots for students to eat and play that are six feet from the student next to them. Each classroom will have their own recess equipment of hula hoops, chalk, jump ropes, or coloring tools. Equipment will be disinfected after each recess. 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 along with one air purifier.

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, goggles, 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	Dailey will identify close contacts in the days prior to the day the

	<p>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.</p> <p>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.</p>	<p>positive test was collected or to symptoms onset, up to the time the student was last in class.</p> <p>School will send notification letters to close contacts on campus.</p>
<p>2. Student becomes ill off school campus and is waiting for test results</p>	<p>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.</p> <p>OK to return to school if test negative for COVID and symptoms have resolved for at least one day.</p>	<p>Dailey will recommend student follow up with physician for evaluation and testing.</p> <p>Dailey will notify student's family that other school-aged household contacts should not return to school for 14 days from the last contact with ill student.</p> <p>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</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</p>

	<p>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>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 has COVID symptoms (possible false negative)</p>	<p>Student to remain at home 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</p>	<p>Dailey will recommend testing and follow up with physician for student.</p> <p>Teacher will be notified of symptomatic student and to monitor class to determine if</p>

	three days without the use of medications OR cleared by a physician.	other become ill. Dailey will notify Fresno County Department of Public Health.
8. Administrator or other staff member or volunteer test positive	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.	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. Dailey will notify Fresno County Department of Public Health.
9. Administrator or other staff or volunteer feels ill with COVID symptoms	Staff member is sent home immediately or placed in isolation room until transported home or to higher level care. 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.	Dailey will recommend testing and follow up with physician. Dailey will notify Fresno County Department of Public Health.
10. Two learning sessions a day and AM student or teacher tests positive	PM class sharing a classroom with AM class with positive case shall move class to another location on the day of notification unless classroom is cleaned since the case tested positive.	See scenario #1, #5, and/or #8 above.

<p>11. Outbreak of cases on campus</p>	<p>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.</p>	<p>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.</p>
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