

# OSA COVID-19 SAFETY PLAN

## Fall 2020 (Sessions 1 and 2, and perhaps longer)

Date 8/20/20 Version 1

For the past nine years, One Spark Academy has operated out of the Thousand Oaks Teen Center. We use the Center's four classrooms, the kitchen, the gym, and the beautiful outdoors.

However, as we start the 2020-2021 year, **we will not be at the Teen Center**. Session 1 courses will be taught online, with the exception of four offsite and outdoor courses. Our online and outdoor courses have strict limits on size. Although we already enjoy small class size, in the event we can resume class instruction at the Teen Center (either outside or indoors), there will be stricter limitations on classroom space for student seating. Thus, our current planning takes into consideration our desire to offer more in-person learning when it is safe and feasible to do so.

Ventura County is under the California order which currently prohibits indoor instruction. (Published July 17, 2020, [linked here](#)).

Three key guidelines in the Pandemic Plan for Learning and Safe Schools that guide our planning at One Spark Academy include:

1) **Safe in-person school based on local health data**

- a. The California Department of Public Health currently uses six indicators to track the level of COVID-19 infection in each California county as well as the preparedness of the county health care system – data that includes the number of new infections per 100,000 residents, the test positivity rate, and the change in hospitalization rate, among others. Any county that does not meet the state's benchmarks is put on the County Monitoring List. Schools located in counties that are on the Monitoring List must not physically open for in-person instruction until their county has come off the Monitoring List for 14 consecutive days.

2) **Strong mask requirements for anyone in the school**

- a. In the updated guidance, all staff and students in 3rd grade and above will be required to wear a mask or face covering. Students in 2nd grade and below are strongly encouraged to wear a face covering. Students should be provided a face covering if they do not have one.

3) **Physical distancing requirements & other adaptations**

- a. In the updated guidance, CDPH requires that all adults stay 6 feet from one another and 6 feet away from children, while students should maintain 6 feet of distance from one another as practicable. Anyone entering the school must do a health screen, and any student or staff exhibiting a fever or other symptoms will be immediately sent home. The guidance also provides that if anyone in a student or staff member's household is sick, they too should stay home.

*Please note: The following safety protocols include guidelines that may change to reflect updated research, updated state and county recommendations, Ventura County public health order changes, and other factors. If significant changes go into effect for One Spark Academy, this Safety Plan will be updated.*

### **Safety protocols for outdoor classes:**

- Groupings will be capped at 8 students if there is one adult, and 10 students if there are two adults.
- Students may attend classes only if feeling well. The instructor in charge will use a non-touch temperature scanner upon student arrival and observe for symptoms.
  - Students who do not demonstrate symptoms but who have been exposed to high-risk situations (e.g. illness at home, prolonged indoor gatherings, travel) may be asked to refrain from outdoor classes dependent on the situation.
- All students and staff must wear a mask properly: covering nose and mouth, fitted properly around ears or back of head, and without large gaps at the sides.

- Bandanas and neck gaiters may be worn for outdoor activities, but masks are preferred. Recent research indicates that bandanas and neck gaiters have been found to be ineffective or less effective in stopping the spread of coronavirus.
- If students or staff are concerned about the choice of face coverings, and/or feel less safe, we will address these issues on a case by case basis.
- Masks must be worn for the full time that students are in our care, from arrival to departure, with few exceptions. For certain outdoor activities, like gardening, a face shield may be worn.
  - While exercising outdoors in Fitness club, personal yoga mats may be spaced at least 12 feet apart. Masks may be removed for fitness if a safe distance can be maintained as indicated by the instructor(s).
  - While hiking in Hiking Club, masks may be removed during exertion or rest only if a safe distance of at least 12 feet can be maintained as indicated by the instructor(s).
  - Masks may be removed properly (grasping only at the ties or ear loops) and placed in a designated area (paper bag, backpack pocket, or looped over a tree branch) for eating and drinking, provided physical distancing of at least 6 feet can be maintained.
  - Students will be instructed that loud talking, laughing, yelling, or singing transmits viral droplets and aerosols easily. These actions are only permissible with greater distance outdoors if unmasked.
  - If students or staff must cough or sneeze, they should walk away from the group cough/sneeze away from the group.
- Physical distancing of at least 3 feet must be maintained at all times during instruction, while masked.
- Students will be reminded to not touch the front of their masks, their faces, their food items, other students, or any materials before washing their hands or using hand-sanitizer.
- Students will not be allowed to share snacks or personal items.
- While eating snacks or lunch, students and staff must be seated at least 6 ft apart while unmasked.
  - Spaced seating should be designated by carpet squares, mats, or chairs.
  - No sharing of food items or drinks.
  - If food is served, in the event a class arranges for food delivery, only one instructor should distribute food items to students and other staff, while wearing a mask and disposable gloves, if hands are not able to be washed OR sanitized.
  - If seated at any public area, such as picnic tables, any surfaces in contact with students and staff must be wiped down in advance with some type of disinfectant.
- Students will be asked to take seriously the fact that we are in a pandemic and it is their responsibility to help keep themselves and others safe and must similarly demonstrate this intention.
- Students should leave their phones home or in their backpacks, unless requested by the instructor to have them.
- Students who are unable to comply with any of the above conditions may be asked to not attend outdoor classes.
- Our mission is to stay healthy, stay open, and have fun!

**Indoor/ On-Site Safety protocols should indoor learning resume:**

- A moderate transition can be expected, with some classes remaining online, while other classes resume onsite. Onsite classes may be moved outdoors if possible.
- Classrooms instruction, if on-site, may include the following protocols:
  - Limit of 3-6 students in one class (dependent on classroom)
  - Outdoor space usage will be considered, using folding tables, easy-up canopies, rolling white boards, and fans if needed for air circulation
  - Inside doors to hallways will be left open for increased air circulation
  - Seating at least 6 feet apart indoors, and at least 3 feet apart outdoors while wearing face coverings
  - Possible use of plexiglass screen in main classroom at front
  - Protocol will be established for handling of paper items

- Approximate limit of 20 students on site at any given time
- All staff, students, and parents will support safety protocols:
  - Cloth mouth/nose coverings worn indoors at all times; more flexibility for outdoor activities if physical distance can be maintained.
    - There will be defined protocol about the safe handling and storage of masks, TBD.
  - Students will be monitored for frequent handwashing and use of hand sanitizers
  - Students may attend classes only if feeling well. The instructor in charge will use a non-touch temperature scanner upon student arrival.
  - No attendance of any on-site classes if students show any symptoms associated with coronavirus, or if it is reported that the student had been in contact with an infected person (past 14 days)
  - All tables and frequently touched surfaces will be wiped down with alcohol-based disinfectant in between classes
  - Zero tolerance for students who refuse to adhere to requested safety protocol. They will have to take all courses online.
  - Will adjust per County and State Recommendations
- Movement through building will reduce possibility of transmission
  - Classroom teachers will be stationed in one location each day
  - Bathrooms will be monitored for use by one student at a time
  - Circle, break and lunchtimes will be staggered so that students are in small groups and can comfortably socialize
- Snack and lunchtimes will change until further notice
  - No self-service of snack or lunch
  - Food Fascination students will not be cooking for others
  - Students signed up for lunch will need to provide their own silverware, napkin and cup, or will be given disposable.
  - Drinking fountains: refillable stations only
  - Lunchtime protocol will be established for serving, seating, and cleaning, TBD.
- Modeling and education:
  - Lessons will include why and how “We don’t share our air” and how to stay safe
  - If someone becomes sick, will we each be able to look back 7-14 days and know that we did everything possible to protect ourselves and others?
  - Communications home will include safety updates and requests
- Our mission is to stay healthy, stay open, and have fun!

### **COVID-19 Screening Algorithm:**

- The following symptoms would render a student or employee unable to attend an in-person, outdoor class:
  - Fever greater than 100.4°
  - Loss of smell/taste
  - Shortness of breath
  - Lingering cough or another related symptom
- The following exposures may render a student or employee unable to attend an in-person, outdoor class, even if the student or employee has no symptoms of COVID, based on an evaluation of the situation by OSA staff:
  - Exposure within 14 days to someone with known COVID
  - Exposure within 14 days to someone with pending COVID test results
  - Exposure within 14 days to someone sick with a general illness
  - Exposure within 14 days to someone who has had close exposure to a COVID-positive person
  - Traveled within 14 days via plane, train, or cruise
  - Attendance at an event deemed high risk by the Ventura County Department of Public Health, like an indoor gathering, within 14 days
- In the event any students or staff test positive for COVID:

- Inform Lori Peters immediately, even if there has been no in-person contact with other students or staff (in the case of online learning)
- If that student or staff member has worked with other students or staff, the parents of all students and staff will be informed, although disclosure of the person's name is not required.
- Before that student or staff member resumes working with other students or staff, the person must test negative for COVID and, for at least 14 days, not have any of the following symptoms:
  - Fever greater than 100.4°
  - Loss of smell/taste
  - Shortness of breath
  - Lingering cough or another related symptom
- Before any student or staff member who had exposure to another student or staff member who tests positive for COVID resumes working with other students or staff, they must either:
  - Test negative for COVID
  - Wait at least 14 days, and not show symptoms
- Online classes: In the event that students or staff test positive and develop symptoms that render them unable to teach or attend online classes, arrangements will be made to the best of our ability to make up the class (teacher), or support make-up lessons when the student is able.
- The above conditions are not all-inclusive.

**Four objectives will guide our continued planning:**

- Ensuring the safety of all students and staff.
- The reduction of stress by all students and staff, and mindfulness around mental health.
- The inclusion of courses that provide increased social, emotional, and academic support.
- Flexibility of instruction delivery: at ANY time, if we resume courses onsite, our whole schedule must be able to move back online.

**Required safety materials and equipment, for both outdoor and indoor classes (if and when they resume):**

- Thermometers (3)
- Masks
- Disposable kitchen ware
  - If we resume onsite, students will be asked to bring their own silverware, napkin, and cup.
- Cleaning supplies
- Hand sanitizer
  - Sanitizers must be 70% + alcohol based
- Bleach
- Disposable gloves
- Shop towels (taken home bi-weekly for washing)
- Face shields for outdoor, indoor, kitchen (with masks if working with students)

**This Health and Safety Plan was developed in consultation with [Dr. Bryan Fine](#). It is intended to represent guidelines based on a point in time, subject to change as more information becomes available.**

**Version 1, August 21, 2020**