



TREE OF LIFE  
INTERNATIONAL  
CHARTER SCHOOL

*Where Love is Our First Language*



# TLC Reopening Plan

August 31, 2020

# Parent Choice of Instructional Delivery

A Parent Survey sent on July 27, 2020 gave parents 3 choices for returning to school:

- **Full Day In Person Instruction on campus beginning August 31**  
87% of parents chose this option
- **“Zoom In” Instruction--Students are assigned a Chromebook or Ipad (K) and join the regular class daily via Zoom**  
9% of parents chose this option
- **Homeschool Program/Independent Study-- The parent teaches student at home and turns in a weekly learning log. Student and parent meet twice monthly with the Homeschool teacher**  
4% of parents chose this option.

# In Person Instruction:

## Daily Schedule:

Every Wed is Early Release--Pick up at 12:30pm Grds K-7

Daily Schedule:	Drop Off Time	Pick Up Time
TK	8:15am First Parking Lot	11:45am First Parking Lot
K	8:00-8:15am Main Parking Lot	2:30 pm Main Parking Lot
1st-4th	8:00-8:15am Main Parking Lot	2:45pm Main Parking Lot
5th-7th	7:45-8:00am First Parking Lot	3:00pm First Parking Lot

Breakfast served 7:40am to 8:05am

Before School Program begins at 7:30am

After School Program 2:45-5:30pm

## Daily Morning Routine: Arrival Procedures, Wellness Checks, Breakfast

### Upon arrival:

- Students visit one of 4 Wellness Check Stations for “Wellness Greeting” and temperature check.
- Student sent home if ill or fever of 99.1 or higher
- School Nurse to contact family with guidelines for return

### Parents:

- Check Temperature at home before coming to school
- Keep children home if ill
- May stay in car or walk student to the Wellness Check Station.
- Only preapproved Volunteers on campus
- Masks or face shields must be worn by all Adults

## Cohorting

- Each class stays together throughout the day with their Teacher and Instructional Assistant(IA) as a cohort. This minimizes the exposure of students and limits the spread of virus or any illness.
- Assigned area to line up outside classrooms
- Teacher and IA supervising at lunch, play time, and instruction.
- May divide students into smaller groups at various times throughout the day.
- Teachers only will change cohorts for Spanish or English instruction
- Specials taught in outdoor learning area: PE, Music, Garden, French, and American Sign Language.

# Use of Masks and Face Shields

## STUDENTS:

All grades must wear a mask riding the bus, at arrival and pick up times, and when passing others in the indoor hallways, or outside when not distancing.

- Students may bring a mask from home or use the gaiter masks provided by the school. These can be worn home, washed and brought back daily.
- **WHEN INDOORS: Preschool-2nd grade students** are encouraged to wear a mask
- **3rd-7th grade students** are required to wear a mask
- **WHEN OUTDOORS: Masks not required by students. Also not required when eating, or when involved in any kind of physical activity.**

## ADULTS :

- Mask or face shield with a drape required at all times
- All adults will maintain 6 feet of distance between themselves and students at all times, as much as possible.
- The bus driver and students of all grades will always wear masks on the bus.

## Outdoor Instruction/Recess and Playground

- Masks Not Required Outdoors when Social Distancing
- Outdoor shaded table area for each cohort
- Students bring towel to keep at school to use when sitting on the grass
- Students engaged in learning outdoors off and on throughout the day weather permitting.
- Each cohort has specific play area on campus separate from other groups.
- Recess times staggered to reduce number of children on the playground
- Balls and other play equipment will be assigned to each cohort and disinfected after play times and at the end of the day.



## Handwashing Protocols and Bathroom use

- **Students taught the healthy habits of washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes to avoid spreading germs.**
- **Students and staff wash their hands frequently throughout the day, including upon arrival, before and after eating; after coughing or sneezing; after classes where they handle shared items.**
- **Staff will teach efficient handwashing routine in the classroom.**
- **Bathrooms monitored to allow no more than 4 students from the same cohort to enter at the same time, and not enter with students from other cohorts.**

## Indoor Instruction

- Desks and seating arranged for maximum social distancing
- The teacher's desk placed 6 feet away from student desks.
- Students given drawstring back pack of materials to use during the day to minimize sharing of materials.
- Each student is assigned a device for online learning.
- Device can go home for homework as needed or if cohort or school is required to move to Distance Learning for a period of time.

## Meal service

Breakfast: 7:45-8:05am

Lunch: 11:35-12:30pm

### **BREAKFAST AND LUNCH PROCEDURES:**

- **Students enter and exit from separate doors**
- **No more than 12 students in the cafeteria at a time to pick up breakfast or lunch.**
- **Students maintain a social distance of 6 feet when waiting in line**
- **Students will wash their hands before eating**
- **Students will eat breakfast in the classroom. Teachers will open doors 15 minutes before class begins.**
- **Students eat lunch at outdoor learning area**

## Cleaning and Disinfecting

- All classrooms, bathrooms and learning areas cleaned and disinfected regularly throughout the day and at the end of each day by the trained custodial staff.
- During the day, students help clean their desk and chair after use with hydrogen peroxide spray and wiping with cleaning cloths. All cleaning supplies will be out of reach of children and always supervised when in use.
- All materials that were used during the day will be cleaned and disinfected at the end of use.
- Playground equipment and balls will be disinfected after recess and lunchtime use and at the end of the day.
- Buses will be thoroughly cleaned and disinfected daily.

## Staff testing requirements

- All Staff are asked to be tested for COVID-19 prior to returning to school.
- Staff tested throughout the school year on a rotating schedule
- Staff and students are recommended to be immunized against influenza in order decrease illnesses that cannot be readily distinguished from COVID-19 and would require the school to take the extensive response measures outlined below even though it is not COVID 19.

## Daily Wellness Screening

Parents and staff are encouraged to screen at-home prior to arrival and to keep students home for the day if fever or if exhibiting any of the symptoms.

Upon arrival, If a student or staff states that they have or exhibit the following COVID-19 symptoms they will be immediately isolated from others and sent back home or to a health care facility, with the parent.

## Student or Adult Symptoms

- Fever of 99.1 degrees or higher
- Sore throat
- Difficulty breathing or shortness of breath
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- If a student is exhibiting symptoms refer to student health history form

## Symptomatic staff/students

If a student exhibits symptoms during the day, they will be isolated in a designated, well-ventilated Isolation area, given an N95 mask, and the parent called to pick up as soon as possible. Siblings will be screened for symptoms and may be sent home with the parent as well.

## TLC Process When a COVID 19 Case is Identified

- If a school becomes aware of a COVID-19 positive case (“confirmed case”), the individual will be sent home immediately.
- The Principal will contact Shasta County Public Health- School Unit, or If Public Health becomes aware of a school-related case, they will contact the Principal.
- The Principal along with Public Health determine the infectious period of the confirmed case in order to identify close contacts.
- A close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes regardless of face covering use or per current CDC definition of a “close contact”.
- The school will identify and close off areas used by the confirmed case and will not use before cleaning and disinfection.
- Close contacts will be quarantined at home for 14 days from the last day of exposure to the confirmed case. In most cases, this will be the entire cohort.
- **Only close contacts of confirmed cases will need to be excluded from school.** No action needs to be taken for persons who are close contacts of contacts to a confirmed case but were not directly exposed to a case.

## If Your Student is a Close Contact of a Confirmed Case

- Your child's cohort will go out on a 14 day quarantine
- The student will bring home their assigned device and all necessary materials and class will move to Distance Learning format for 14 days.
- Students will Zoom in each day to their class at their REGULAR START TIME
- Teachers will lead them in daily instruction, group and independent work
- Students will fill in a daily Symptom Check survey documenting their temperature in the AM and PM and recording any symptoms. This form is required to return to school at the end of the quarantine
- It is recommended that students be tested for COVID 19 between day 7 and 14 after exposure.
- If student is symptomatic, follow your doctor's instructions





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