



# Health and Safety Opening Plan

Thursday, August 7, 2021



# FACIAL COVERINGS AND PROTECTIVE GEAR

1. At a minimum, face coverings must be worn:
  - While entering the school campus
  - While indoors and outdoors on school grounds (except when eating or drinking)
  - While leaving school
2. Disposable surgical masks or other cloth masks are recommended for use as face coverings for students and staff. CCS encourages students to have their own reusable masks but will provide them for students who forget them on individual days.

# FACIAL COVERINGS AND PROTECTIVE GEAR


3. Students are required to wear masks when they are outside at recess or at PE.
4. Staff may wear a face shield with a drape while actively teaching or lecturing a group of students. Staff may remove their masks while wearing a face shield and drape in order for students to hear instructions clearly, to see facial expressions, and to avoid potential barriers to phonological instruction.
5. Plexiglass shields have been installed at the front counter of the school office and in some classrooms where teachers are tutoring students one on one.

# COHORTS

- Students will
  - stay in the same classroom as much as possible
  - have an assigned desk that is spaced out as much as possible
  - use the bathroom in their classroom if available or public restroom one student at a time
  - play at recess in 1 of 5 designated play areas
    - Class cohorts will not share a play area
    - Class cohorts will rotate play areas weekly
  - eat lunch in their cohorts separated into different quadrants of the Gym



# PHYSICAL DISTANCING FOLLOWING ACPHD GUIDANCE

- Physical distancing between students will be done as much as is practicable to avoid physical contact when
  - Hallways will have two-way traffic during the school day. Everyone will be instructed to always walk on the right side of hallways and stairways.
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# CLEANING, DISINFECTION, AND VENTILATION

## Facilities staff will

- clean on a daily schedule HIGH TOUCH SURFACES in classrooms, buildings, and in between each lunch session.
- Sanitize and disinfect every classroom, all restrooms, and the playground at the end of each day.
- Students will bring their own school and art supplies; sharing supplies will be limited.
- Hand sanitizers, soap, tissues, no-touch trash cans, and paper towels are available in every classroom.
- Classrooms may prop their hallway doors open for more ventilation.
- All classrooms will run an air purifier throughout the day.



# RETURN TO SCHOOL COVID RELEASE FORM

In order to ensure a safe learning environment on campus, all families are required to read, agree to, sign, and return the COVID Release Form for each child to the school office before or by the first day of school, August, 18, 2021.

# PROCEDURES FOR ENTERING SCHOOL (1 of 4)

- Elementary and Middle School will start at 8:40 AM.
- Classroom doors open at 8:25 AM.
- Arrive at least 10-15 minutes before 8:40 AM to have your child's temperature checked before entering the Education Building.
- Campus opens at 8 AM. If students arrive between 8:00-8:25 AM, they must check in and wait in the gym where there is CCS staff supervision.



# PROCEDURES FOR ENTERING SCHOOL (2 of 4)

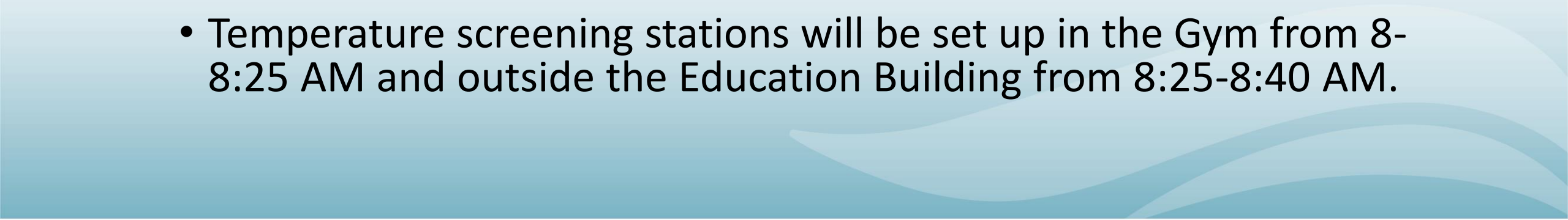
The following steps must be followed before entering campus:

- **Daily Passive Screening** Parents will screen students before leaving for school for signs or symptoms of COVID 19.
- **A Pre-screening health form** will be filled for each student before coming to school. Students will give the forms to their teachers when arriving at the classroom door.
- **Hand Sanitizing** stations will be at all main school entrances and exits and sanitizing is required before entering the educational building.



# PROCEDURES FOR ENTERING SCHOOL (3 of 4)

## Temperature Screening

- All staff, students, and visitors will have their temperatures taken by a touchless thermometer when entering the facility.
  - A temperature of 100°F and above is considered to be a fever, and the student or adult with a fever will not be admitted into the facility.
  - Parents must stay on campus until their child's temperature has been cleared to enter the school.
  - Temperature screening stations will be set up in the Gym from 8-8:25 AM and outside the Education Building from 8:25-8:40 AM.
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# PROCEDURES FOR ENTERING SCHOOL (4 of 4)

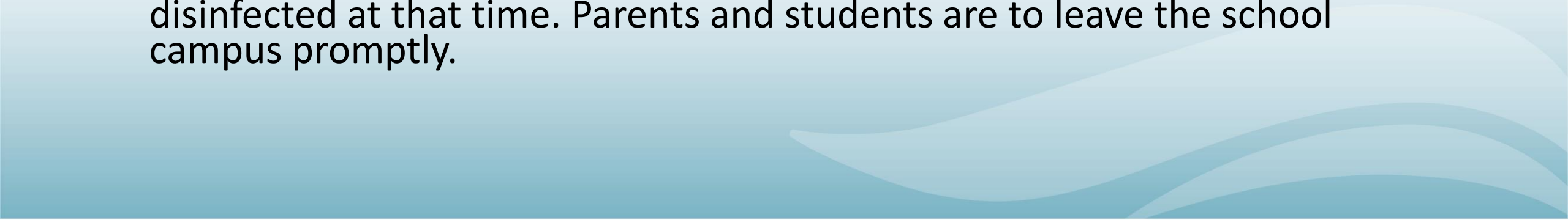
- Parents/Guardians **CAN NOT** enter classrooms
- Parents/Guardians may enter the Education Building to conduct business in the school office.
- All students arriving by school van will receive a temperature check before being allowed to ride the van to school.

# PROCEDURES FOR EXITING SCHOOL (1 of 3)

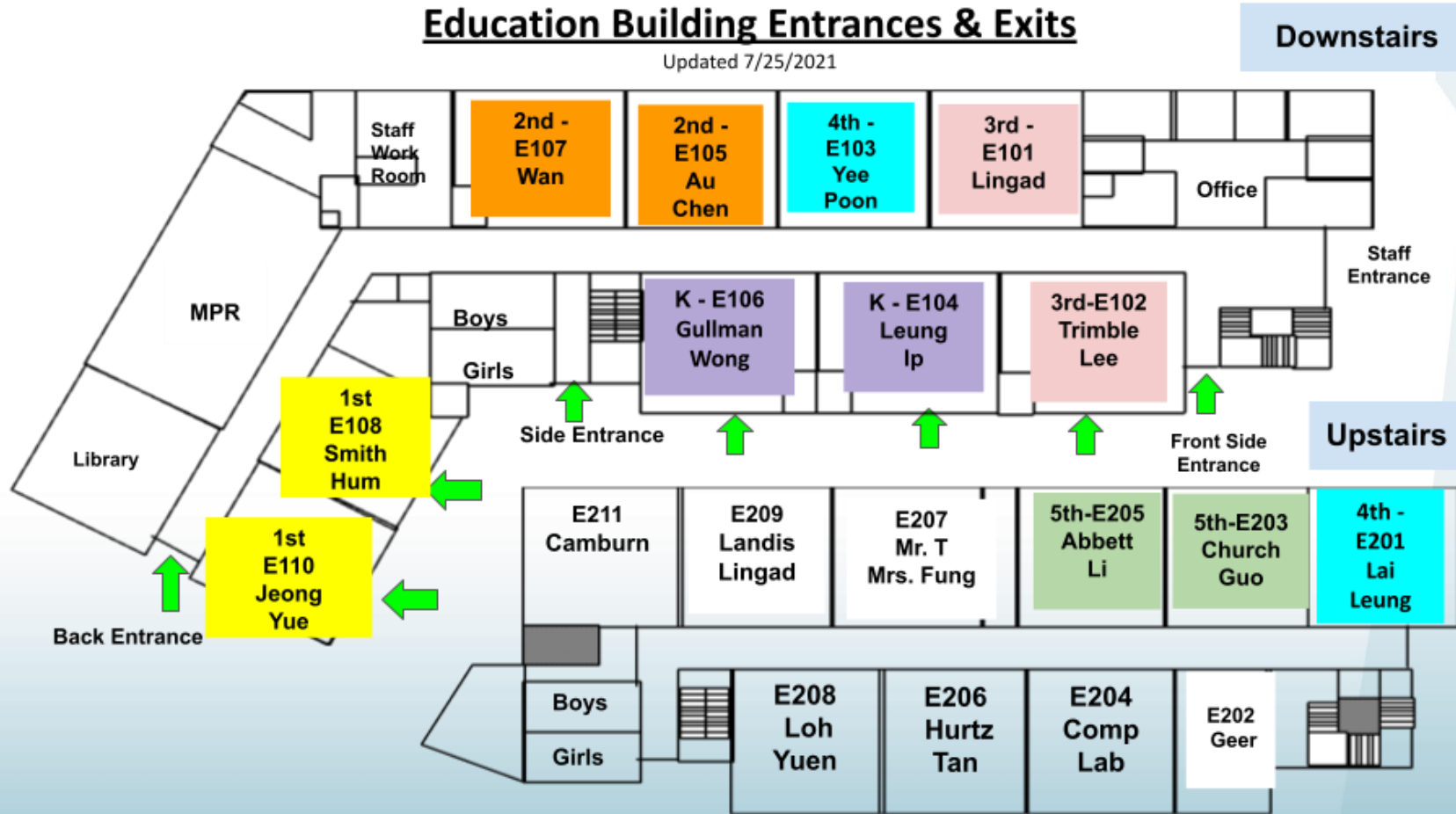
- Elementary School ends at 3:25 PM.
- Middle School ends at 3:35 PM.
- Parents will have 15 minutes to pick up their children before late fees may be applied. Please be on time.
- Parents and guardians will not enter the Education Building to pick up their children.



# PROCEDURES FOR EXITING SCHOOL (2 of 3)

- We will designate several exit routes to avoid overcrowding of students in the hallways.
  - Kindergarten and 1st-grade students must be signed out and picked up by a parent or an authorized adult at the outside exit doors of those classrooms.
  - 2nd-8th grade students will be released from their classrooms and are not allowed to leave the school campus without an authorized adult. Parents or guardians will pick up children at the front lawn area of the Education Building.
  - No one is allowed on the play structures after school because they will be disinfected at that time. Parents and students are to leave the school campus promptly.
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# PROCEDURES FOR EXITING SCHOOL (3 of 3)





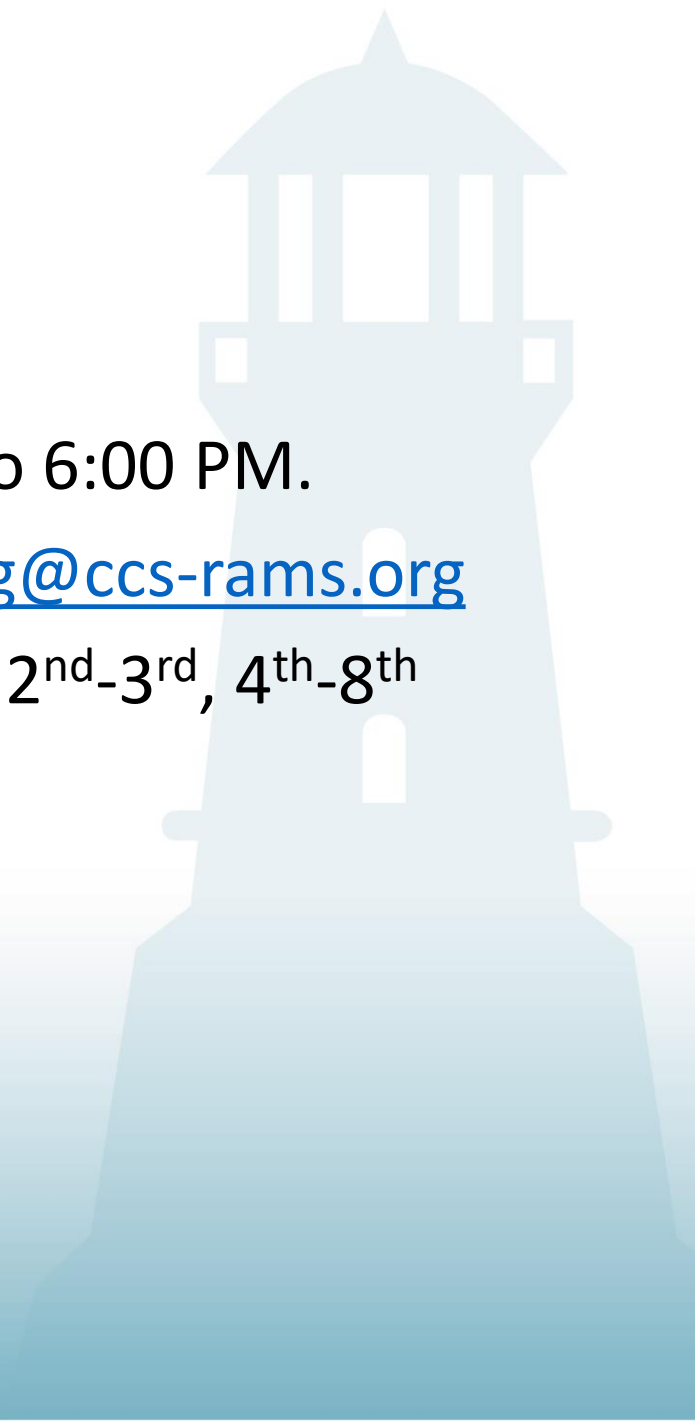
# SCHOOL OFFICE PROCEDURES

1. For the safety of staff and students, CCS is limiting parents' and visitors' access to the Education Building. Only essential providers will be permitted to stay on campus while school is in progress.
2. There is a two-visitor maximum that can come into the office at the same time. Others must wait outside the office to avoid overcrowding.

# AFTER SCHOOL PROGRAMS (1 of 3)

## After School Childcare Program

- After school childcare hours will run from 3:30 to 6:00 PM.
- Fill out registration forms and submit to [TheraNg@ccs-rams.org](mailto:TheraNg@ccs-rams.org)
- Childcare will be provided in small groups: K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, 4<sup>th</sup>-8<sup>th</sup>





# AFTER SCHOOL PROGRAMS (2 of 3)

## Middle School Study Hall Program

- Middle School study hall hours will run from 3:45-4:30 PM on Monday-Thursday each week. There is no study hall on Fridays.
- Middle School study hall is a free service.
- Students must be picked up on time, unless they have been registered to attend after school childcare.
- Fill out registration forms and submit to [BrianCamburn@ccs-rams.org](mailto:BrianCamburn@ccs-rams.org). Study Hall will begin Monday, Aug. 23<sup>rd</sup>.

# AFTER SCHOOL PROGRAMS (3 of 3)

## After School Enrichment Program

- Mr. Suk Chang Lee will teach elementary choir and upper elementary and middle school guitar.
- CCS Mandarin teachers will teach elementary Mandarin enrichment classes.
- Ms. Victoria Lai will teach a math booster class after school for upper elementary students.
- No outside vendors will be asked to provide enrichment classes on campus until county community health is better.
- Fill out registration forms and submit them to the school office as soon as possible since all enrichments are filled on a first come, first served basis.



# ADDITIONAL SERVICES

## Transportation

Van shuttle services are available, but no bus services are available this year. If you are in need of transportation services, please contact [EdwardYue@ccs-rams.org](mailto:EdwardYue@ccs-rams.org) as soon as possible for a registration form.

## Food Services

- Lunches will be available for students to purchase.
- Students may also bring their own lunches from home.
- If you have questions about buying school lunch, contact [NancyTom@ccs-rams.org](mailto:NancyTom@ccs-rams.org) for lunch order forms.

# COVID VACCINATIONS

**CCS (along with all federal, state, and local public health departments) strongly recommend parents, students, and household members who are 12 and older to get the COVID vaccine.** It protects the person who gets vaccinated from serious symptoms and hospitalization.

Please note that:

- quarantine requirements may be different between vaccinated and unvaccinated individuals.
- there are some activities such as interscholastic sports or field trips where outside entities or organizations will require proof of vaccination. If a student cannot provide that evidence, then the student will not be able to participate.

MyTurn Statewide Appointments <https://myturn.ca.gov/>

# FAQ FOR RETURNING TO SCHOOL

Contra Costa County recently released an excellent FAQ regarding key things to do upon returning to school.


<https://cchealth.org/covid19/pdf/back-to-school-FAQs.pdf>



# IDENTIFICATION AND CONTACT TRACING

Coastline Christian Schools (CCS) principal, Edward Yue, and HR Director, Wenna Wong, are the school liaisons to work with the Alameda County Public Health Department (ACPHD) for all COVID-19 related matters. Edward Yue received the certificate of completion in the Johns Hopkins Contact Tracing Course.

For identification and contact tracing purposes, CCS will follow the advice and instruction of the ACPHD to expedite the process of contact tracing.



# COVID SYMPTOMS

CCS will follow recommendations from the ACPHD regarding COVID testing for staff and students.

If students or staff members exhibit COVID-19 symptoms or have been exposed to someone with COVID-19...

- CCS will isolate the individual until they are picked up from campus.
- Advise them to follow the ACPHD isolation/quarantine procedures.
- Advise them to contact their healthcare providers for COVID-19 testing.
- If the students/staff are already home, they will stay home.

Several school leaders attend the weekly Thursday ZOOM meeting with ACOE/ACPHD to stay updated with any changes in guidance and protocols.



# TRIGGERS SWITCHING TO DISTANCE LEARNING

The trigger for switching to distance learning could be a county or state mandate, or it could be determined based on confirmed cases of COVID-19 at the school.

Contact tracing for the confirmed COVID-19 cases would also be a decisive factor in whether the whole school or maybe only a cohort of students needs to go into quarantine and distance learning.





# SCHOOL COMMUNICATION

The CCS School Opening Plan will be posted on our website at [www.CoastlineChristian.org](http://www.CoastlineChristian.org)

Communication with students, parents, and staff about new protocols will be in writing through weekly school newsletters to parents. It will include the following:

- Proper use of face coverings, masks, and face shields (Parents will be advised to label students' names on their protective equipment.)
- Hand washing/sanitizing
- Health Screening
- Transmission prevention
- Guidelines for families about when to keep children home



# PARENT COMMUNICATION

## Student Absence Procedures

Email [office@ccs-rams.org](mailto:office@ccs-rams.org) or call **510.522.0200** if your child is missing school for any reason (illness, appointment, vacation, etc.)

Email [office@ccs-rams.org](mailto:office@ccs-rams.org) or call **510.522.0200** if your child:

- Is feeling sick at home for any reason
- Has been exposed to anyone with COVID-19
- Has been diagnosed with COVID-19, even if they do not exhibit any symptoms
- Exhibits any symptoms consistent with COVID-19

**When emailing, it is very important to include:**

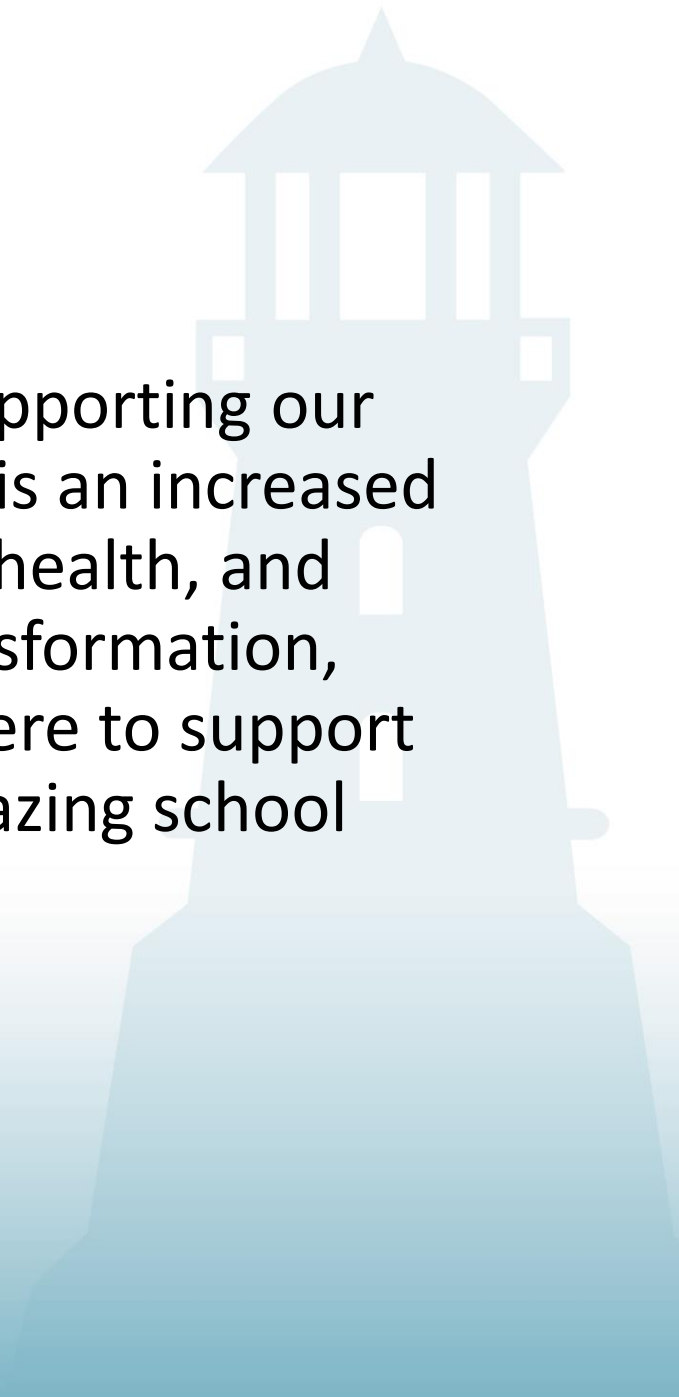
- Child's name and grade
- Reason for missing school
- If ill, please include symptoms and the parent's/guardian's phone number.





# STUDENT SUPPORT

Our staff is excited, well-equipped, and committed to supporting our students and their families. Due to the pandemic, there is an increased need to monitor the social, emotional, spiritual, mental health, and academic needs of all students. The Director of Life Transformation, church pastors, administrators, teachers, and staff are here to support students and parents. We look forward to having an amazing school year 2021-2022 with you all. God bless you!



# STUDENT SUPPORT

Steve Quen, Senior Pastor of BACBC, [Steve.Quen@bacbc.org](mailto:Steve.Quen@bacbc.org)

Edward Yue, Principal of CCS, [EdwardYue@ccs-rams.org](mailto:EdwardYue@ccs-rams.org)

Diana Camburn, Vice Principal, [DianaCamburn@ccs-rams.org](mailto:DianaCamburn@ccs-rams.org)

Lisa Lovitt, Vice Principal, [LisaLovitt@ccs-rams.org](mailto:LisaLovitt@ccs-rams.org)

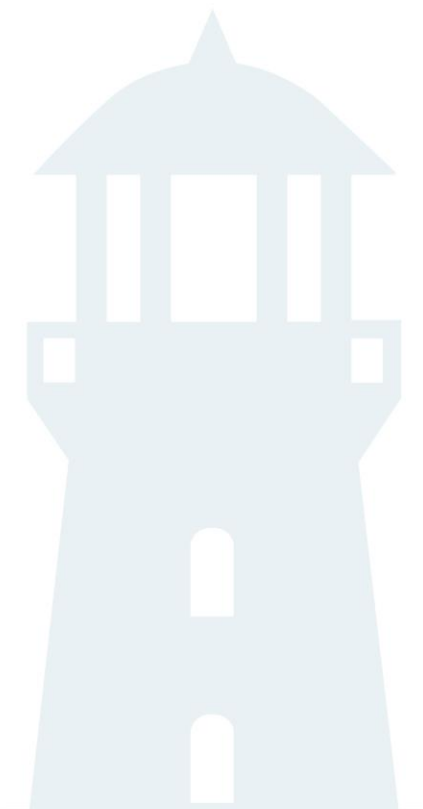
Marjorie Chiu, Vice Principal, [MarjorieChiu@ccs-rams.org](mailto:MarjorieChiu@ccs-rams.org)

David Chiu, Director of Life Transformation, [DavidChiu@ccs-rams.org](mailto:DavidChiu@ccs-rams.org)

Toby Yuen, Youth Pastor of BACBC, [Toby.Yuen@bacbc.org](mailto:Toby.Yuen@bacbc.org)

Brandi Geer, Director of Educational Support Services, [BrandiGeer@ccs-rams.org](mailto:BrandiGeer@ccs-rams.org)

The School Office, [office@ccs-rams.org](mailto:office@ccs-rams.org)





# QUESTION AND ANSWER



COMPASSION · RESILIENCE · INNOVATION · LEADERSHIP