



Westlake
CHARTER SCHOOL

Return to School 2020-2021

A guidebook to reopening

We demonstrate what is possible when school and community collaborate to create inspiring adults with the academic and social-emotional readiness to lead as global citizens.



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RETURN TO SCHOOL 20-21

November 12, 2020

As we publish this reopening guideline, our county has just been escalated to the highest and most restrictive “purple” or “Widespread” tier by the California Department of Public Health. This new status makes schools in Sacramento ineligible for reopening. Eligibility can be reinstated only after the county has been in the “red” or “Significant” tier for at least two consecutive school weeks. **Therefore, we will continue to monitor the information provided by public health officials to determine when we are eligible to consider reopening.**

The plans included in this handbook demonstrate our commitment and readiness to reopening when it is deemed safe to do so by our public health officials. Thank you, Explorer Families, for your continued support. We will continue to communicate as we learn more.

TABLE OF CONTENTS



TIMELINE.....1
 Levels of Reopening
 Return to School at a Glance

LOGISTICS AND OPERATIONS.....4
 Arrival
 Dismissal

HEALTH AND SAFETY.....6
 Health Screening
 Sacramento County Decision Tree
 Social Distancing
 Outdoors
 Classroom
 Office
 Hygiene Practices
 Hand Washing and Sanitation
 Face Coverings
 Cleaning and Disinfecting
 Ventilation

INSTRUCTION.....13
 Kindergarten - 4th Grade
 Middle School Week at a Glance
 Teacher Office Hours
 Virtual Learning Lab

LOGISTICS AND OPERATIONS.....16
 Chromebooks
 Breakfast
 Lunch
 Recess
 Water Fountains
 Restrooms






BASE20

SACRAMENTO COUNTY COVID RESPONSE SCENARIOS.....21



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Timeline

-  **NOVEMBER 16, 2020**
Return to School Survey due
-  **NOVEMBER 23, 2020 - NOVEMBER 28, 2020**
Thanksgiving Break - No School
-  **NOVEMBER 30, 2020 - DECEMBER 17, 2020**
Continue Level 1: Distance Learning
-  **DECEMBER 18, 2020 - JANUARY 1, 2021**
Winter Break - No School
-  **JANUARY 2021**
Begin potential reopening. See next page for details.

Levels of Reopening



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LEVEL 1

DISTANCE LEARNING

Families have the option to select distance learning in the fall and still remain attached to a classroom. Your classroom will have a seat waiting when your family is ready to return.

LEVEL 2

VIRTUAL ORIENTATION

After the traumatic experiences of forced school closures and shelter in place, we believe a period of virtual orientation will be important to re-acclimate our community back to school.

LEVEL 3

BASELINE

Once a grade-level has ensured that the orientation goals have been met, students will alternate between on campus days and distance learning days. While this is not ideal, this will help WCS meet the recommendation of public health officials to ensure 6' of social distancing.

LEVEL 4

INCREASED CAPACITY

A grade-level may be able to return to school daily once all students can meet social distancing guidelines in that grade. WCS will strive to increase capacity, starting with our youngest students, who we believe will struggle most with distance learning.

LEVEL 5

FULL CAPACITY

According to the CDC, this is likely to happen when a vaccine is potentially available.



HEALTH SCREENING

- Prescreen for symptoms at home
- Verbal health screen upon arrival
- Temperature at classroom door
- Parents say goodbye at the gate
- Only staff & students on campus



HYGIENE PRACTICES

- Frequent hand washing and use of hand sanitizer
- Individual student supplies



SOCIAL DISTANCING

- Staff and students wear a face covering on campus
- Six feet and directionality markers in hallways
- Classroom furniture six feet apart, facing the same direction



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Return to School at a Glance



RECESS

- Activity stations on the field and blacktop
- Students stay with their classroom cohort
- Staff member will lead and supervise structured activities



RESTROOMS

- Doors propped open to increase air flow
- One student at a time in the restroom
- "Wait Here" stickers marked outside the bathroom
- Restrooms cleaned & sanitized frequently



SANITATION PROTOCOLS

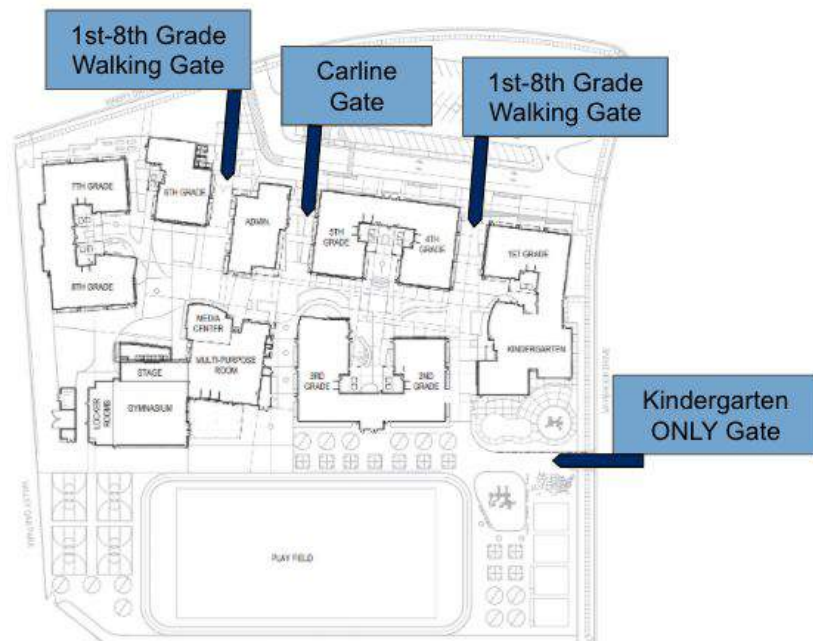
- Nightly cleaning, including desks, counters, sinks, and high touch surfaces
- Merv 13 air filters in all HVAC systems. Systems create 15 cubic feet of fresh air per student per minute creating an air exchange rate of turning air over six times per hour

ARRIVAL

Please arrive to campus during your grade-level arrival window, which is 20 minutes before the start of class.

Grade Level	Start Time	Arrival Window
Kindergarten	9:00 AM	8:40 AM - 9:00 AM
1st-3rd Grade	8:45 AM	8:25 AM - 8:45 AM
4th-8th Grade	8:30 AM	8:10 AM - 8:30 AM

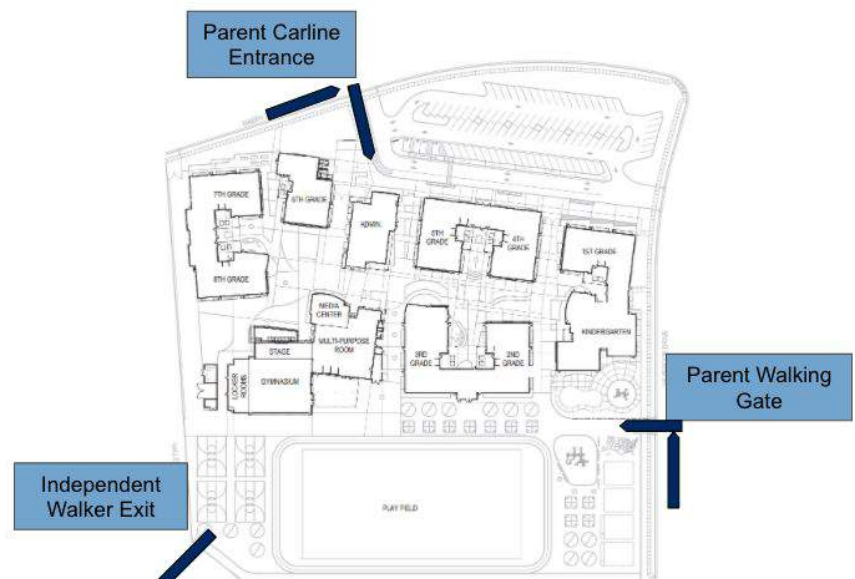
- Our front 3 gates will be open for 1st-8th grade arrival. The Maybrook gate will be open for kindergarten students only.
- At the gates, staff members will greet families, ensure students have a mask before entering campus (masks available if a student doesn't have one) and ask the health screening questions found on page 6.
- If students are healthy, they will sanitize their hands, follow a dot and head straight to class.
- At the classroom door, teachers will check temperatures and direct students to wash their hands.
- If a student arrives before their arrival window, they will wait on a dot outside of their classroom.



DISMISSAL

- School Dismissal Manager (SDM) is the program that we use to Safely dismiss students at the end of the day. Families will receive a welcome email and login instructions before we return to school.
- All students should have their dismissal option selected in School Dismissal Manager to make dismissal as quick as possible.
- **Parent/Guardian Pick Up:** Parents/Guardians will use their School Dismissal Manager (SDM) pin to pick up their student in the carline or at the Maybrook walking gate. During Baseline, parents/guardians will not come on campus to pick students up from the classroom door, instead they will pick up at the Maybrook gate.
- **Independent Walkers:** If indicated in School Dismissal Manager as an Independent walker, 4-8th graders will exit campus at the Bike Path Gate. 1-3rd graders may be picked up from class by an older sibling to be checked out.

Grade Level	Dismissal Time
Kindergarten	11:00 AM
1st-8th Grade	11:30 AM



HEALTH AND SAFETY



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HEALTH SCREENING

All families and staff members are asked to prescreen at home. If your child has a temperature of 100.4 or higher and/or any of the symptoms listed below, please stay home and participate in Distance Learning if you feel well enough. You may return to school 72 hours after symptom resolution.



HEALTH SCREENING

- All students and adults will be asked the following questions:
 - ☐ Do you have a fever (100.4° F or greater) without having taken any fever reducing medications?
 - ☐ Do you have a sore throat?
 - ☐ Do you have a new uncontrolled cough that causes difficulty breathing?
 - ☐ Do you have diarrhea or vomiting?
 - ☐ Do you have new onset of severe headache, especially with a fever?
 - ☐ Have you or anyone in your household been asked to quarantine due to COVID-19 exposure in the last 14 days?
- If the answer to the screening questions is **no** the student will sanitize their hands, stay on a dot, and walk straight to class. Parents will depart at the gate.
- If the answer to the screening questions is **yes** the student will be isolated, sent home and Westlake will follow SCPH guidelines outlined on the next page.

HEALTH AND SAFETY



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Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

NO

► 1 **low risk** symptom



Send home



Return to school 72 hrs after symptom resolution (without fever reducing medication)

► ≥ 2 **low risk** symptoms
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms.



Return to school after 72 hrs without fever and symptoms improving

2

Negative SARS-CoV-2 PCR test.



Return to school after 72 hrs without fever and symptoms improving

3

Positive SARS-CoV-2 PCR test
OR
No provider visit or test.

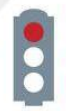


Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

YES



Stay home*



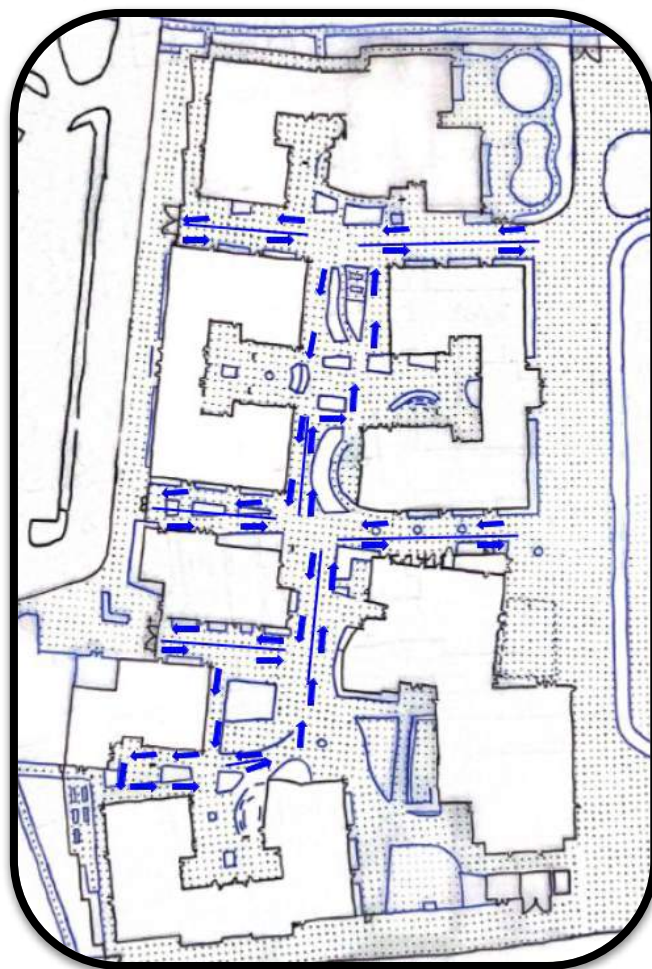
Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*In consultation with Sacramento County Public Health



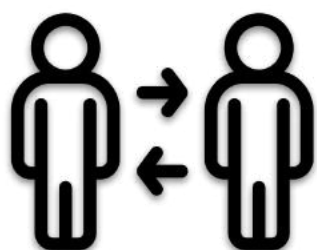
SOCIAL DISTANCING OUTDOORS

- Dots have been painted six feet apart all across campus in an effort to maintain social distancing.
- Wherever possible, walking across campus we will “Stay right” to avoid coming face to face with someone passing in the hallways. Hallways will be marked with directional arrows.





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SOCIAL DISTANCING CLASSROOM

- Students will have their own work space that is 6 feet apart from their peers.
- Students will have personal belongings and individual supplies, kept at their workstation

OFFICE



- Our front office will be open to only one person at a time. For the quickest response, please call 916-567-5760 or email admin@westlakecharter.com.
- If you need to talk to the front desk staff in person, please stand on the “wait here” stickers until it is your turn in the office.



HYGIENE PRACTICES

HAND SANITATION

- Students and staff will wash or sanitize their hands:
 - When entering and exiting the classroom
 - Before and after eating
 - After coughing or sneezing
 - After using the restroom
 - Periodically throughout the day



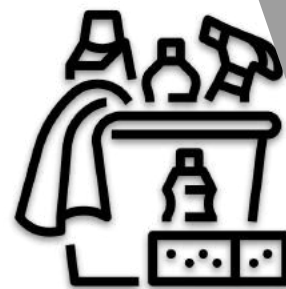
FACE COVERINGS

- All students and adults will wear a mask over their mouth and nose whenever on campus, indoors or outdoors.
- Westlake Charter will continue to follow guidance from [CDPH](#) to make adjustments as needed.



CLEANING & DISINFECTING

- Door knobs and handles, light switches, desk tops, table tops, countertops and sinks, soap dispensers, and paper towel dispensers will be cleaned and sanitized nightly.
- Classrooms will be stocked with surface wipes that staff can use to clean and disinfect as needed throughout the day.



VENTILATION

- Westlake Charter School's HVAC system has top-grade filters, which are a MERV-13 rating. Whether the system is pulling outside air, or inside air, all air runs through the MERV-13 filter.
- Our HVAC system and settings also meet Title 28 requirements that in each space, the HVAC system creates 15 cubic feet of fresh air per student per minute. This meets the air exchange rate of turning air over six times per hour.
- MERVs are based on a filter's performance of filtering out particles between 0.3 and 10 microns.

Instruction

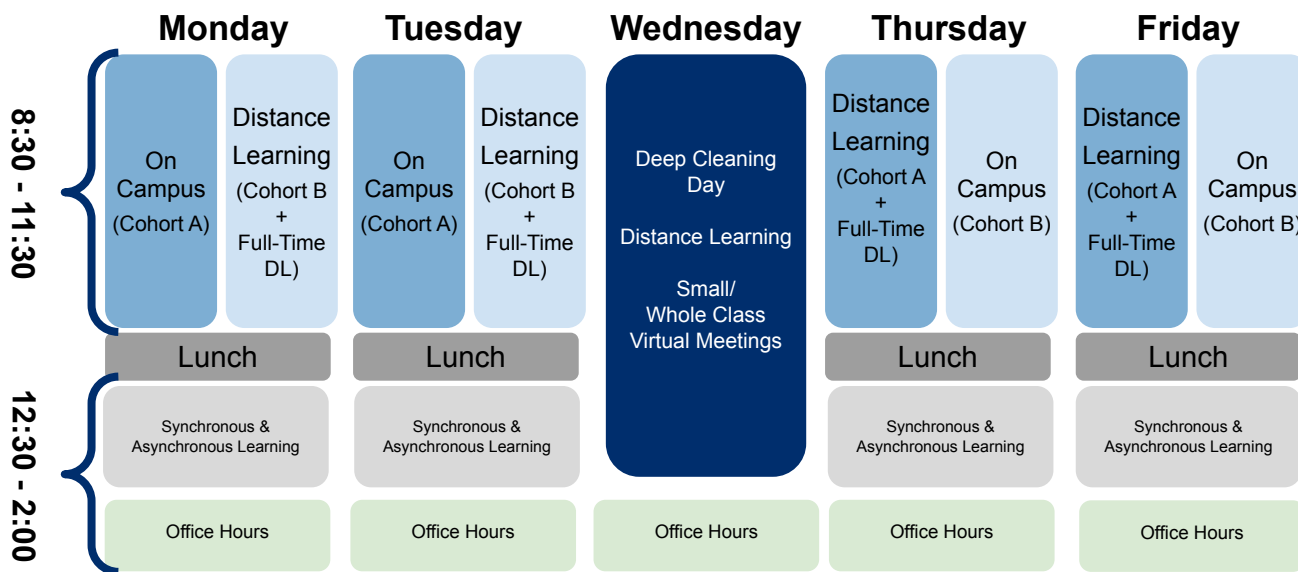


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We are committed to continuing to keep our community together. Whether a student is in Cohort A, Cohort B, or whether your family selects full time distance learning for the first six weeks, your student will stay with their teacher and their classmates. Below you will see our Level 3: Baseline instructional model.

On Campus Start & End Times:

Kindergarten	9:00 a.m. - 11:00 a.m.
1st-3rd grades	8:45 a.m. - 11:30 a.m.
4th-8th grades	8:30 a.m. - 11:30 a.m.



KINDERGARTEN - FOURTH GRADE

- Cohorts will take turns on campus
- Lunch will occur from 11:30-12:30 for everyone
- Synchronous small groups, asynchronous learning and office hours will occur from 12:30-2:00 pm daily.
- Wednesday is a Distance Learning day for all students beginning at their grade level start time and lasting until 1:15 pm.

Middle School



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MIDDLE SCHOOL WEEK AT A GLANCE

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 11:30	Advisory	Advisory	Deep Cleaning Day Distance Learning Small/ Whole Class Virtual Meetings	Advisory	Advisory
	<u>Block 1</u> Cohort A: On Campus Cohort B + Full-Time DL Off Campus	<u>Block 2</u> Cohort A: On Campus Cohort B + Full-Time DL Off Campus		<u>Block 1</u> Cohort B: On Campus Cohort A + Full-Time DL Off Campus	<u>Block 2</u> Cohort B: On Campus Cohort A + Full-Time DL Off Campus
	Lunch	Lunch		Lunch	Lunch
12:30 - 2:00	Specialties, Synchronous & Asynchronous Learning	Specialties, Synchronous & Asynchronous Learning	Office Hours	Specialties, Synchronous & Asynchronous Learning	Specialties, Synchronous & Asynchronous Learning
	Office Hours	Office Hours		Office Hours	Office Hours

FIFTH - EIGHTH GRADE

- Cohorts will take turns on campus
- When on campus, middle school teachers and students will stay in one core class for the duration of the day.
- All students will log in virtually, beginning with advisory, to take part in instruction simultaneously throughout the day.
- Lunch will occur from 11:30-12:30 pm for everyone
- Synchronous small groups, asynchronous learning and office hours will occur from 12:30-2:00 pm daily.
- Wednesday is a Distance Learning day for all students beginning at their grade level start time and lasting until 1:15 pm.

Instruction



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TEACHER OFFICE HOURS

Students can meet with their teachers virtually during designated office hours. A student might attend office hours for:

- Missed live instruction
- Clarity and/or additional practice in understanding a concept
- 1:1 Check in with their teacher
- Retake, makeup or additional time on an assessment
- Specific student accommodations
- Make a connection with peers and/or teacher

To attend virtual Office Hours, contact your teacher for more information.

VIRTUAL LEARNING LAB

Students, Parents or Teachers can sign up students to meet with an Instructional Aide between 2-2:30pm daily. A student might attend Virtual Learning Lab:

- To receive additional time or support completing a specific assignment
- To receive additional time to complete an assessment


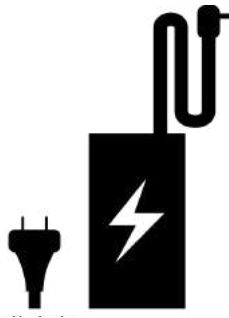

To sign up for a VLL appointment, students go to their [grade level splash page](#) and submit the VLL form. After the form is submitted, an email is generated with the Google Meet meeting name.

CHROMEBOOKS

Your teacher will notify you if a chromebook is needed for on campus instruction.

Have you borrowed a chromebook from WCS?

- Students who have checked out WCS chromebooks will bring their device to and from school.
- Students will be asked to charge their chromebook each night so it is ready for school the next day. Desks will be spaced so that students will not likely have access to outlets to charge their device during the school day. Try a nightly routine like this:

Brush Your Teeth	Charge Your Chromebook	Go to Sleep
1 	2 	3 

Do you have your own device to use at home?

- If a student has not checked out a WCS chromebook, an assigned device will be available for in class use. Please do not bring your personal device from home.
- Used chromebooks will be cleaned nightly by support staff using tech-grade alcohol wipes.



BREAKFAST

- School served breakfast will be available to pick up upon arrival.
- Students will be able to eat outside their classroom, on a designated dot

LUNCH

- School served lunch will be served “grab and go” style
- Students will be able to grab lunch at dismissal and take home to eat

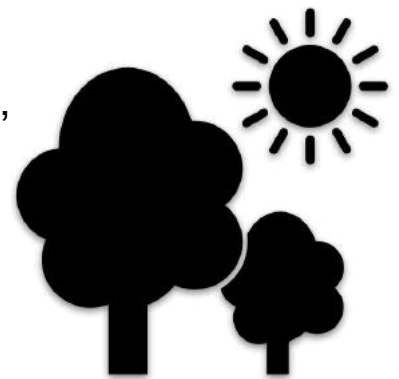


All meals will continue to
be free of charge and
provided by NUSD
through June 20, 2021



RECESS

- Structured activity time where students will be outside, maintain social distances and stay with their classroom cohorts.
- The field and blacktop have been divided into Activity Stations. A staff member will lead games and activities, such as Red Light Green Light, Simon Says, etc.
- At this time, our play structures will not be used by students



WATER FOUNTAINS

- At this time, our water fountains have been covered up to prevent the spread of germs.
- Water refill stations will be available for students to use.
- If you don't have your own water bottle from home, we have additional water bottles available.



RESTROOMS

- Doors will be propped open to increase outside air flow
- One student at a time will be able to use the restroom
- Wait on the “wait here” sticker for your turn
- Wash your hands with soap for 20 seconds before leaving the restroom.

Here is a song to sing along!

Wash, wash, wash your hands
Get them nice and clean
Wash them on top
Wash them below
And fingers in between



- Support staff will sanitize throughout the day and checked to ensure soap and supplies are refilled

BASE

- During Level 3: Baseline, our BASE program will be available for students from 8-2pm on their Distance Learning scheduled days, and from 11:30-2pm on their classroom scheduled days.
- Hours of Operation for Kindergarten - Eighth grade will be 8am-2pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
School Day 8am-2pm	<div>Cohort B</div> <div>Lunch</div> <div>Cohort A & B</div>	<div>Cohort B</div> <div>Lunch</div> <div>Cohort A & B</div>	<div>Cohort A & Cohort B</div> <div>Lunch</div> <div>Cohort A & B</div>	<div>Cohort A</div> <div>Lunch</div> <div>Cohort A & B</div>	<div>Cohort A</div> <div>Lunch</div> <div>Cohort A & B</div>

- Students enrolled will spend the day engaged in their teacher provided Distance Learning activities supported by Westlake Staff
- BASE will follow the same hygiene and social distancing protocols as WCS
- Groupings and cohorts will be developed based on attendance and Sacramento County Public Health recommendations



HEALTH AND SAFETY



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COVID-19 RESPONSE SCENARIOS

Sacramento County Public Health (SCPH) issued [guidance](#) on what measures should be taken when a student, teacher or staff member has symptoms of COVID-19, has had close contact with someone who tests positive for COVID-19 or who is diagnosed with COVID-19.

01	SYMPTOMS OF ILLNESS	
	SCENARIO	PROTOCOL
02	A student or staff member response “yes” to one of the Health Screening Questions , has a temp of 100.4 or above , and/or exhibits symptoms of COVID-19	<ul style="list-style-type: none">• The cohort remains open.• The student or staff member will be sent home to self-isolate.• The student or staff member will be recommended to seek guidance from their healthcare provider.• If the healthcare provider confirms alternate diagnosis for symptoms, the individual can return to school in 72 hours after symptoms resolve/improve.• Those with symptoms consistent with COVID-19 should isolate and not return until 10 days + 24 hours after symptoms improve.
	CONTACT/EXPOSURE	
	SCENARIO	PROTOCOL
	A student or staff member lives with or has been in close contact with a person who has tested positive for COVID-19	<ul style="list-style-type: none">• The cohort remains open.• The parent will notify admin@westlakecharter.com immediately. A staff member notify your supervisor immediately.• The student or staff member will be asked to stay home for 14 days from last contact.• They and all household members will be recommended to quarantine, monitor symptoms, and contact their health provider to schedule testing if symptoms develop.• The principal will gather any additional information regarding details of known contact and share this information with SCPH.• SCPH will advise of any additional next steps including support of expedited testing if advised.• If the student or staff member has siblings, family or household members at other school sites with possible exposure they will be excused from school and SCPH will be contacted to assess exposure risk and determine disposition (e.g. exclude from cohort).• All families of students and staff members of the cohort will be notified that a student or staff member has a household member that has tested positive for COVID-19.



Please note, any reference to “days” throughout this document is intended as calendar days.

HEALTH AND SAFETY



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03	POSITIVE COVID-19 TEST	
	SCENARIO	PROTOCOL
	A student or staff member of a cohort tests positive for COVID-19.	<ul style="list-style-type: none"> • The cohort will be closed for on campus instruction for 14 days from last known exposure. • All families of students and staff members of the cohort will be notified that a student or staff member in the cohort has tested positive. • Students and staff will be quarantined for 14 days from date of last known contact. • The entire cohort of staff and students are recommended to be tested working directly with their healthcare providers and/or SCPH. • Further testing of family members may be advised based on cohort test member results.
04	NEGATIVE COVID-19	
	SCENARIO	PROTOCOL
	A student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested - and tests negative .	<ul style="list-style-type: none"> • The cohort remains open. • Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual. • All families of students and staff members of the cohort should be notified that the student or staff member tested negative.

QUARANTINE vs ISOLATION



- **Isolation** is used for people who are displaying symptoms and who need to stay away from others in order to avoid infecting them. See [isolation guidance](#).
- **Quarantine** is for people who have been exposed to COVID-19, and who could become infected and spread the disease to others. Quarantine is for 14 days from last known exposure. See [quarantine guidance](#).

Please note, any reference to “days” throughout this document is intended as calendar days.



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