



**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.

Updated as of February 26, 2021



Westlake  
CHARTER SCHOOL

# RETURN TO SCHOOL 20-21

February 26, 2021

As we publish this reopening guideline, our county has just been reclassified to below 25 new daily cases per 100,000 inhabitants of Sacramento County. This new status makes schools in Sacramento eligible 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.....7**  
    Health Screening  
    Sacramento County Decision Tree  
    Social Distancing  
        Outdoors  
        Classroom  
        Office  
    Hygiene Practices  
        Hand Washing and Sanitation  
        Face Coverings  
    Cleaning and Disinfecting  
    Ventilation

**INSTRUCTION.....14**  
    Kindergarten - 5th Grade  
    Middle School Week at a Glance  
    Virtual Learning Lab

**LOGISTICS AND OPERATIONS.....17**  
    Breakfast  
    Lunch  
    Morning Break  
    Water Fountains  
    Restrooms






**BASE .....20**

**SACRAMENTO COUNTY COVID RESPONSE SCENARIOS.....21**



**Westlake**  
CHARTER SCHOOL

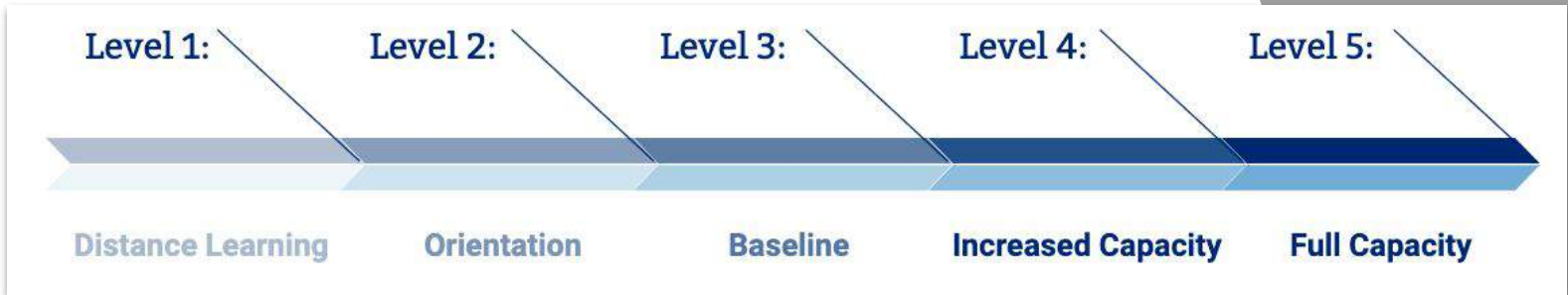
# Timeline

-  **February 28, 2021**  
**Family Communication**  
Families will receive individual emails with their cohort information.
-  **March 4 & March 5, 2021**  
**Staff Professional Development: No School**  
Staff will receive in-depth, hands-on training in health and hygiene protocols across campus.
-  **March 8, 2021- March 11, 2021**  
**Level 2: Virtual Orientation**  
Teachers will train students virtually on health and hygiene protocols to to re-acclimate our community back to campus.
-  **March 12, 2021**  
**Staff Work Day: No School**  
Teachers will prep their classrooms and develop their reopening lesson plans.
-  **March 15, 2021 (K-2) & March 22, 2021 (3-8)**  
**Level 3: Baseline**  
School opens using the Level 3: Baseline model. See pages 14 and 15 for schedule details.

# Levels of Reopening



**Westlake**  
CHARTER SCHOOL



**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



**Westlake**  
CHARTER SCHOOL

# Westlake Charter School

## Return to School at a Glance



## MORNING BREAK

- 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

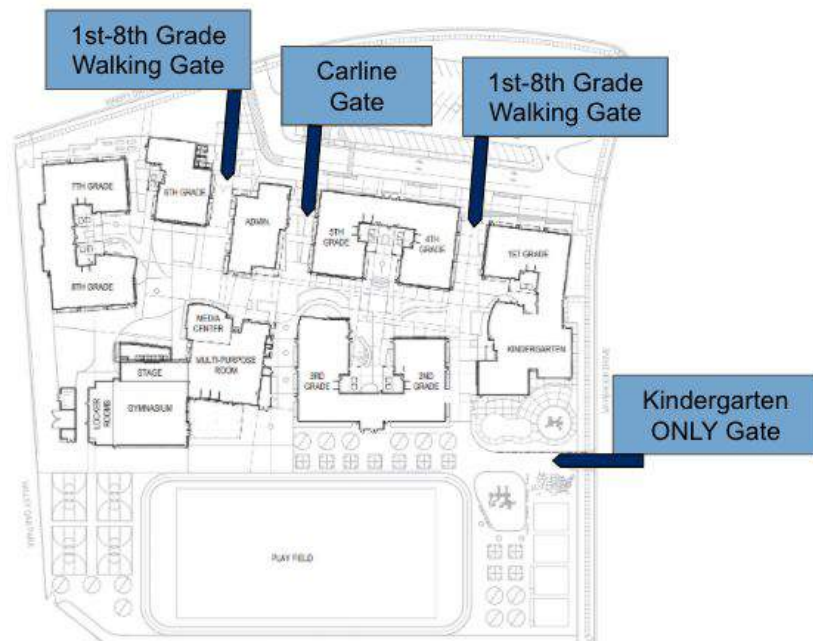
- Nightly cleaning, including desks, counters, sinks, and high touch surfaces
- Merv 13 air filters in all HVAC systems. Systems create 15 cubic feet of fresh air per student per minute creating an air exchange rate of turning air over six times per hour

## ARRIVAL

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

Grade Level	Start Time
Kindergarten	9:00 AM
1st-8th Grade	8:30 AM

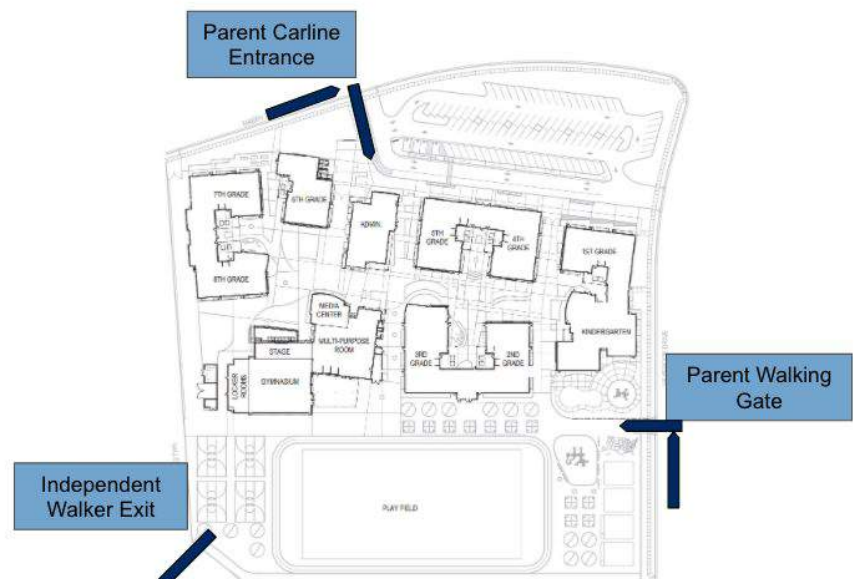
- Our front 3 gates will be open for 1st-8th grade arrival. The Maybrook gate will be open for kindergarten students only.
- At the gates, staff members will greet families, ensure students have a mask before entering campus (masks available if a student doesn't have one) and ask the health screening 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.

Dismissal Times	
Kindergarten	11:00
1st - 8th	11:00





## UNIFORMS

- The uniform policy of WCS was adopted as a means of enhancing positive interaction between students and eliminating issues surrounding attire. Uniforms are to be worn on all on-campus days. Uniform clothing must be kept clean and in good repair, free of rips and tears. Patches for holes and any reinforcement must be on the inside of the garment.
- During Level 3: Baseline, Spirit Wear days will be on Wednesdays. On Spirit Wear days students may choose to wear their school spirit shirt or a college shirt.
- [Click HERE](#) for the Dress Code At A Glance



# HEALTH AND SAFETY



**Westlake**  
CHARTER SCHOOL

## 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. Staff and students may return to school when:

- At least 24 hours have passed since symptom resolution; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.



## 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.

**Symptomatic / Rapid Testing:** If students become ill at school and begin demonstrating flu-like symptoms, a rapid response test may be recommended. Return to School details are described on the preceding page if symptoms develop while at school.

**Asymptomatic / Surveillance Testing:** Families and students are encouraged to seek testing at regular intervals. Testing sites are located throughout Sacramento County, a list of sites can be found [here](#).



# HEALTH AND SAFETY



**Westlake**  
CHARTER SCHOOL

## Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

### 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 24 hrs after symptom resolution (without fever reducing medication)

►  $\geq 2$  **low risk** symptoms  
OR 1 **high risk** symptom



Send home



Consider an evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms.



Return to school after 24 hrs without fever and symptoms improving

2

Negative SARS-CoV-2 PCR test.



Return to school after 24 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\*



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



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change

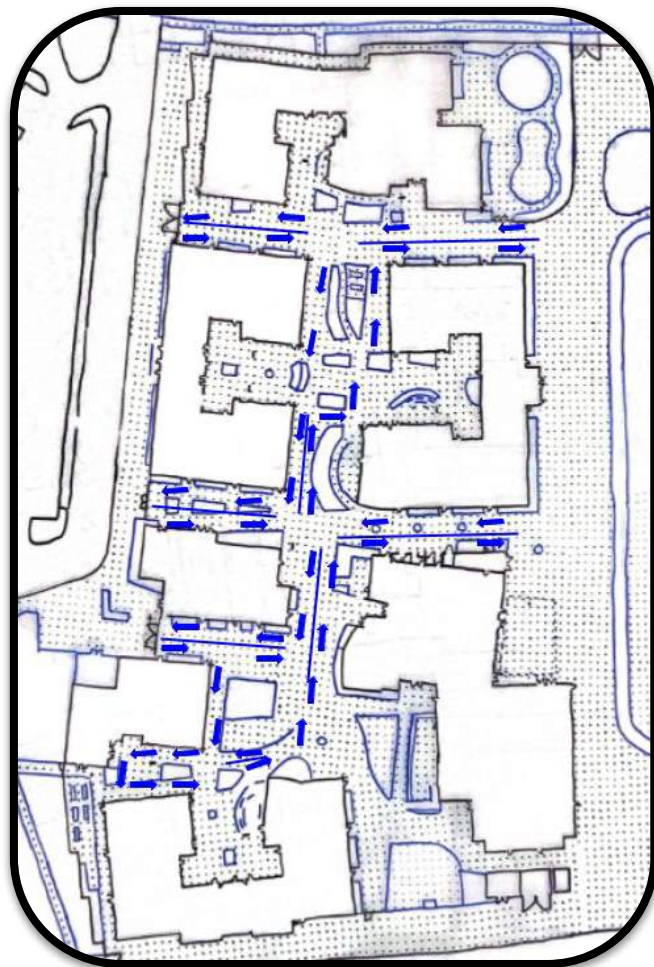


**Westlake**  
CHARTER SCHOOL



## SOCIAL DISTANCING OUTDOORS

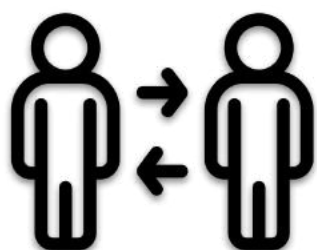
- Dots have been painted six feet apart all across campus in an effort to maintain social distancing.
- Wherever possible, walking across campus we will “Stay right” to avoid coming face to face with someone passing in the hallways. Hallways will be marked with directional arrows.







**Westlake**  
CHARTER SCHOOL



## 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](mailto: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



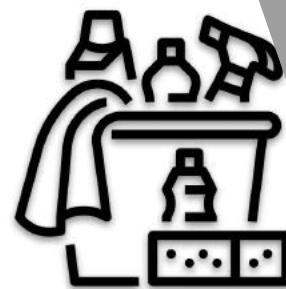
### FACE COVERINGS

- 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

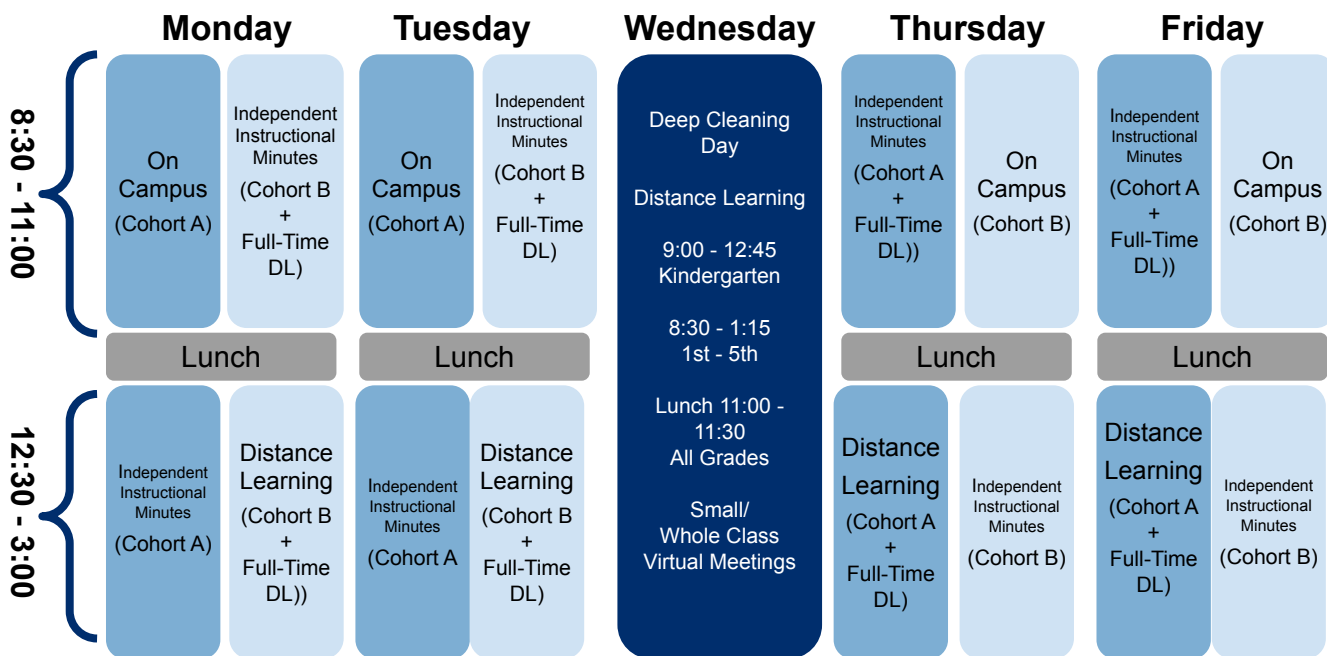


**Westlake**  
CHARTER SCHOOL

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, 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	8:30 a.m. - 11:00 a.m.
4th-8th grades	8:30 a.m. - 11:00 a.m.



## KINDERGARTEN - FIFTH GRADE

- Cohorts will take turns on campus. We anticipate small groups of approximately 8-12 students will be in a classroom at any one time.
- Specialties will be completed during asynchronous/independent instructional work time.
- Lunch will occur from 11:00-11:30 for everyone.
- Virtual Learning Lab is available from 12:00-12:30.
- Distance Learning groups and independent learning will occur from 12:30-3:00. Kindergarten will be 12:30 - 2:30.

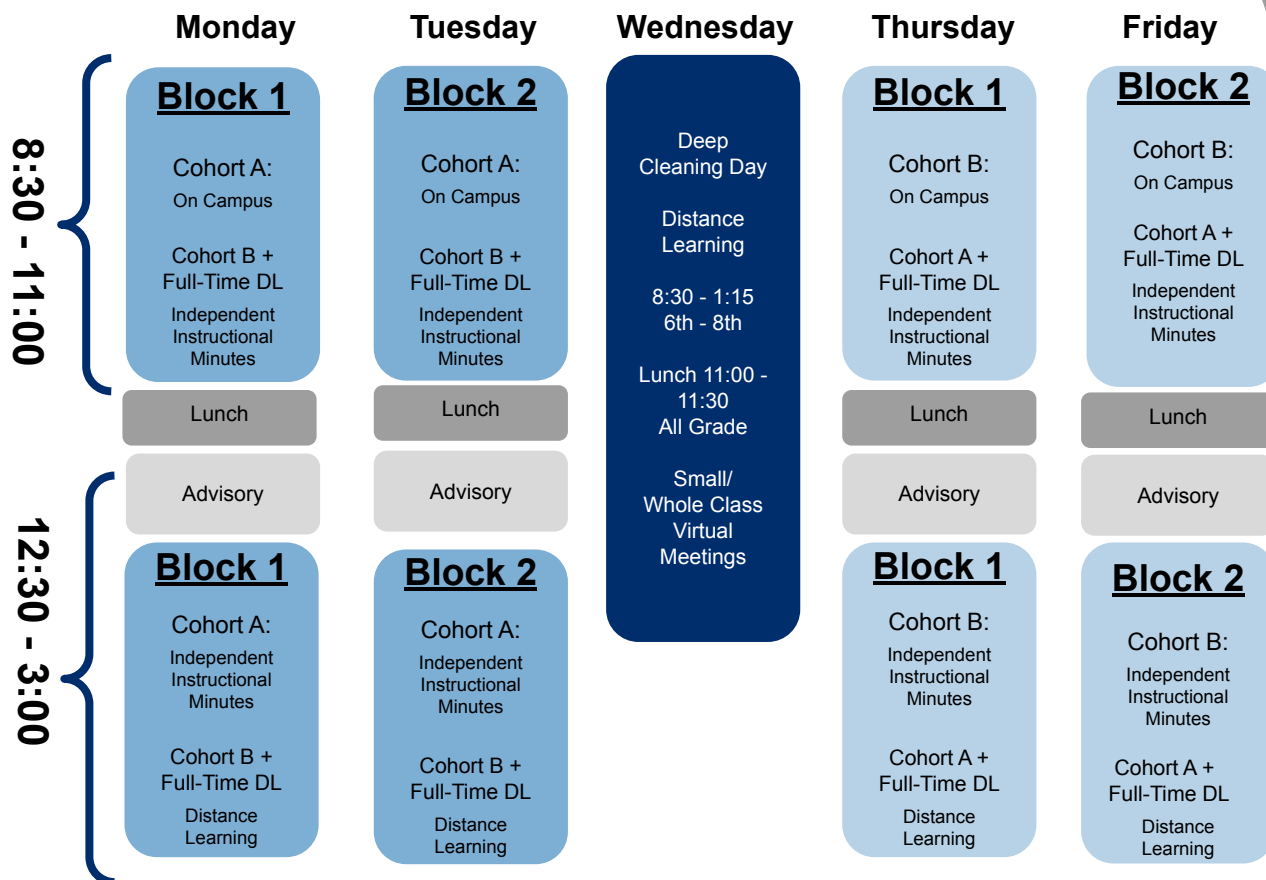


# Middle School



Westlake  
CHARTER SCHOOL

## MIDDLE SCHOOL WEEK AT A GLANCE



## SIXTH - EIGHTH GRADE

- Cohorts will take turns on campus. We anticipate small groups of approximately 8-12 students will be in a classroom at any one time.
- When on campus, middle school teachers and students will stay in one core class for the duration of the day.
- 6th - 8th grade students may return to school when case rates are in the red tier for five consecutive days.
- Lunch will occur from 11:00-11:30 for everyone.
- Virtual Learning Lab is available from 12:00 -12:30.
- All students will log in virtually for advisory from 12:30-12:50.
- 12:50-3:00 daily, the off-campus students will engage in Distance Learning with their teacher, while the morning on-campus cohort will engage in independent learning.
- Wednesday is a Distance Learning day for all students from 8:30 -1:15.



# Instruction



**Westlake**  
CHARTER SCHOOL

## VIRTUAL LEARNING LAB

Students, Parents or Teachers can sign up students to meet with an Instructional Aide between 12:00-12:30 pm 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 find the VLL information for your student's grade level, go to your student's [grade level splash page](#).



## 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.

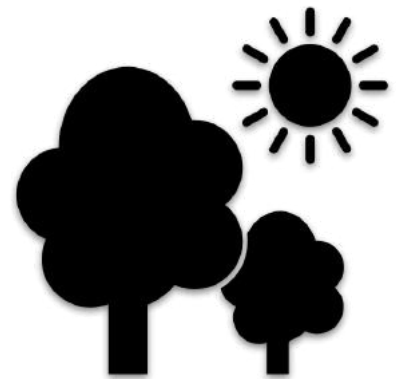


All meals will continue to  
be free of charge and  
provided by NUSD  
through June 20, 2021



## Morning Break

- Each class will have a 10 minute morning break.
- This will be a structured activity time where students will be outside, maintain social distances and stay with their classroom cohorts.
- 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 check to ensure soap and supplies are refilled

# BASE



**Westlake**  
CHARTER SCHOOL

## Overview

During Level 3: Baseline, our BASE program will be available for students from 8am-3pm on their Distance Learning scheduled days, and from 11am-3pm on their classroom scheduled days.

## Hygiene and Social Distancing Protocols

BASE will follow the same hygiene and social distancing protocols as WCS.

## Grade Level Groupings

Grade levels may combine depending on attendance and SCPH recommendations.

## Registration

Due to the need to ensure social distancing, families will be required to pre-register and pre-pay for BASE. During Level 3: Baseline, BASE will not be a drop-in program. Please use this [registration form](#).

## Program Fees/day

Full Day: \$45 (8am-3pm)

After School Only: \$25 (11am-3pm)

## Hours of Operation

Kindergarten - 8th Grade: 8am-3pm

	Monday	Tuesday	Wednesday	Thursday	Friday
School Day	Cohort B	Cohort B	Cohort A & Cohort B	Cohort A	Cohort A
	Lunch	Lunch	Lunch	Lunch	Lunch
	Cohort A & B	Cohort A & B	Cohort A & B	Cohort A & B	Cohort A & B

## Technology

The school will provide devices to attend class. Please leave all personal devices at home.

## Uniforms

Students will be required to wear school uniforms while attending BASE.



# HEALTH AND SAFETY



Westlake  
CHARTER SCHOOL

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



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

# HEALTH AND SAFETY



**Westlake**  
CHARTER SCHOOL

03	POSITIVE COVID-19 TEST	
	SCENARIO	PROTOCOL
	A student or staff member of a cohort <b>tests positive</b> for COVID-19.	<ul style="list-style-type: none"> <li>• The cohort will be closed for on campus instruction for 14 days from last known exposure.</li> <li>• 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.</li> <li>• Students and staff will be quarantined for 14 days from date of last known contact.</li> <li>• The entire cohort of staff and students are recommended to be tested working directly with their healthcare providers and/or SCPH.</li> <li>• Further testing of family members may be advised based on cohort test member results.</li> </ul>
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 <b>tests negative</b> .	<ul style="list-style-type: none"> <li>• The cohort remains open.</li> <li>• 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.</li> <li>• All families of students and staff members of the cohort should be notified that the student or staff member tested negative.</li> </ul>

## 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.



**Westlake**  
**CHARTER SCHOOL**