



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 April 16, 2021



Westlake
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RETURN TO SCHOOL 20-21

April 16, 2021

Families, we are excited to reopen using our Increased Capacity schedule in accordance with the California Department of Public Health and Sacramento County Public Health guidelines. These guidelines allow for more students on campus due to the new guidance from the Center for Disease Control allowing students who are properly wearing a mask, inside a well ventilated classroom, to sit closer than 6 feet apart without increased risk of transmitting the virus.

Families, we appreciate all that you have done this year to support your student through all of these changes. We hope this is the last major change of the year and expect that when we can do this work well, we are working toward our full capacity schedule as we reopen in the fall.

Thank you, Explorer Families, for your continued support.

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

 Co-teaching in Distance Learning

 Virtual Learning Lab

LOGISTICS AND OPERATIONS.....17

 Breakfast

 Lunch

 Morning Break

 Water Fountains

 Restrooms

BASE20

SACRAMENTO COUNTY COVID RESPONSE SCENARIOS.....21



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Timeline



April 1, 2021

Level 4: Increased Capacity

Communication to families



April 16, 2021

Level 4: Increased Capacity

Updated Guidebook shared with families.



April 26, 2021 (K-8)

Level 4: Increased Capacity

School opens using the Level 4: Increased Capacity model. See pages 14 and 15 for schedule details.



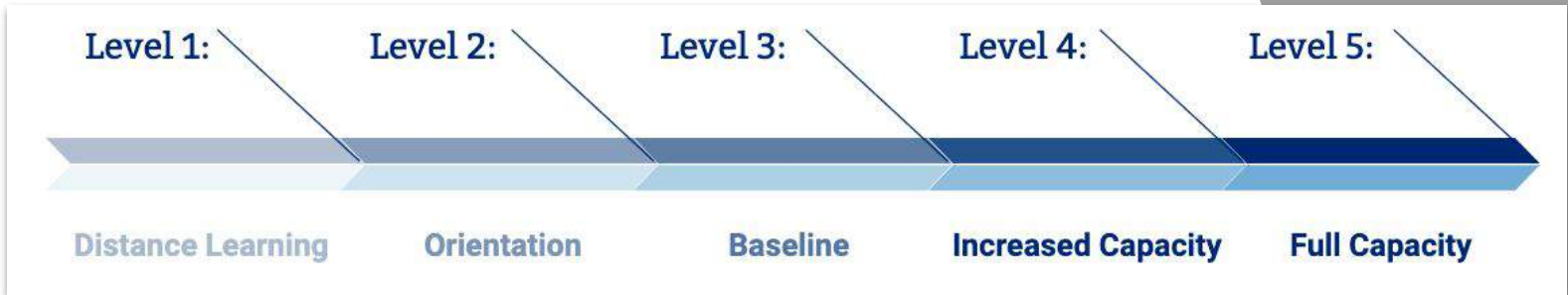
June 9, 2021 (K-8)

Last Day of the 2020-2021 School Year

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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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

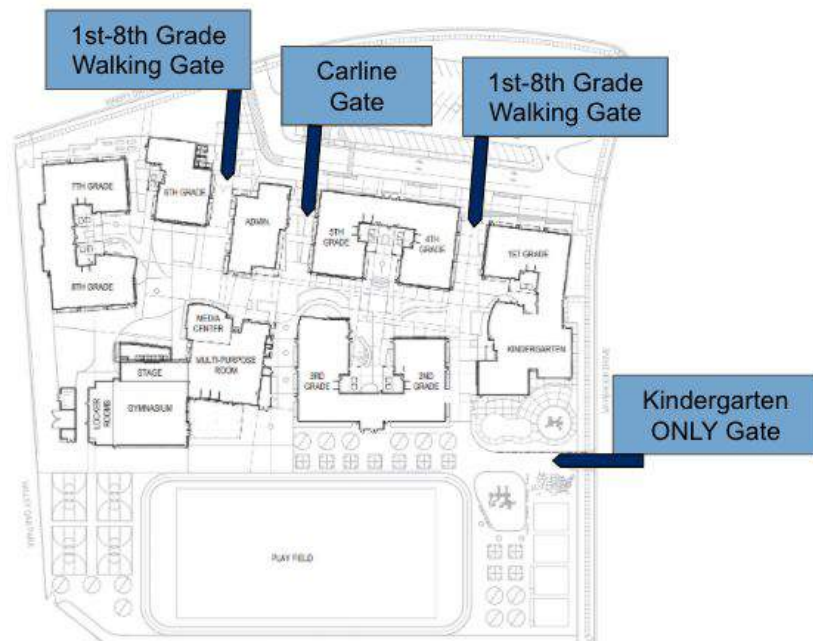
- Nightly cleaning, including desks, counters, sinks, and high touch surfaces
- Merv 13 air filters in all HVAC systems. Systems create 15 cubic feet of fresh air per student per minute creating an air exchange rate of turning air over six times per hour

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

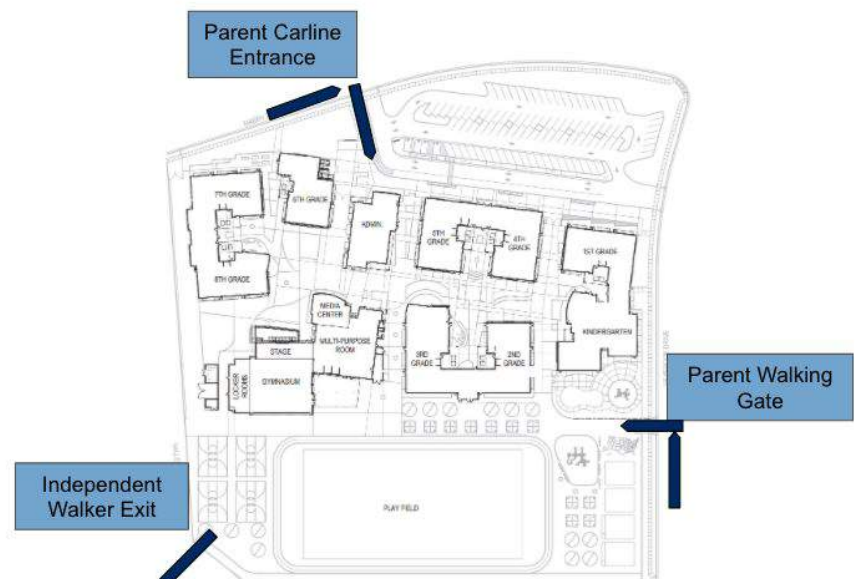
- Our front 3 gates will be open for 1st-8th grade arrival. The Maybrook gate will be open for kindergarten students only.
- At the gates, staff members will greet families, ensure students have a mask before entering campus (masks available if a student doesn't have one) and ask the health screening 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 4: Increased Capacity, Spirit Wear days will be on Fridays. 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



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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. 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



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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

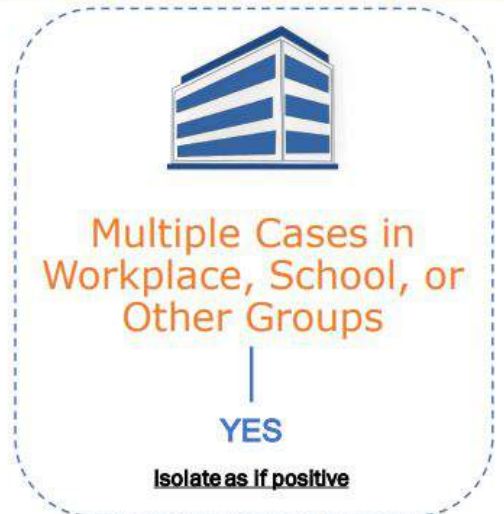
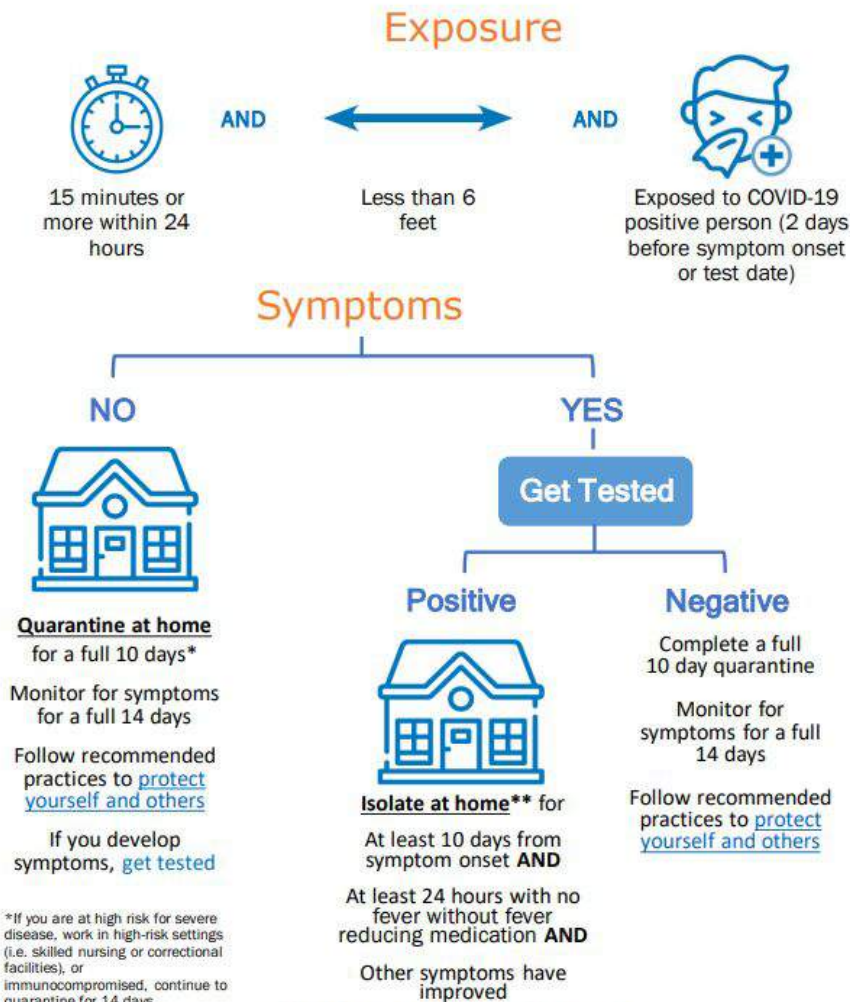


Difficulty breathing



Loss of taste/smell

What to do if you've been exposed to COVID-19



Resources

Testing Sites

<https://www.sacounty.net/COVID-19/Pages/Symptom-Screening-MobileTestingSite.aspx>

What if I'm sick?

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

Workplace Outbreak Employer Guidance

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

SACRAMENTO COUNTY



PUBLIC HEALTH

Promote • Prevent • Protect

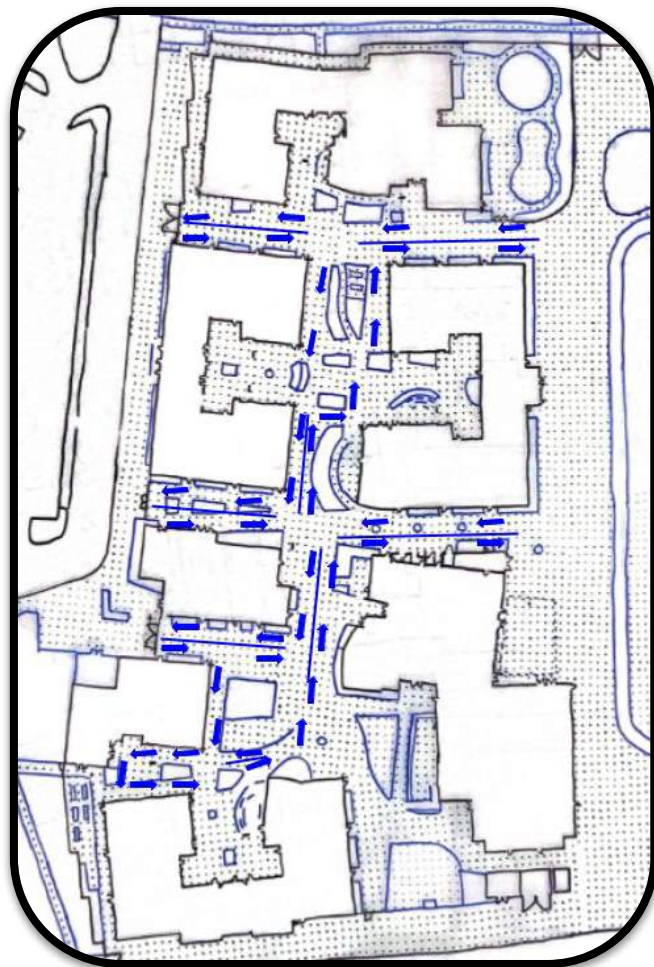


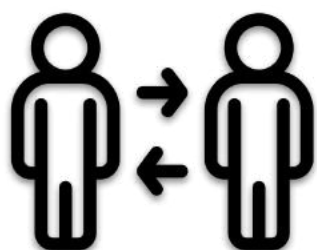
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SOCIAL DISTANCING OUTDOORS

- 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.





SOCIAL DISTANCING CLASSROOM

- Students will have their own work space that is 6 feet apart from their peers when possible. If not possible, work spaces will be 4 or 5 feet apart.
- 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



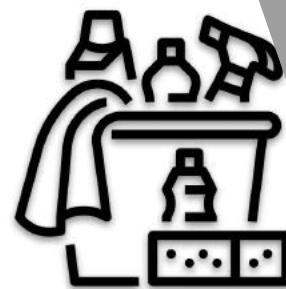
FACE COVERINGS

- 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

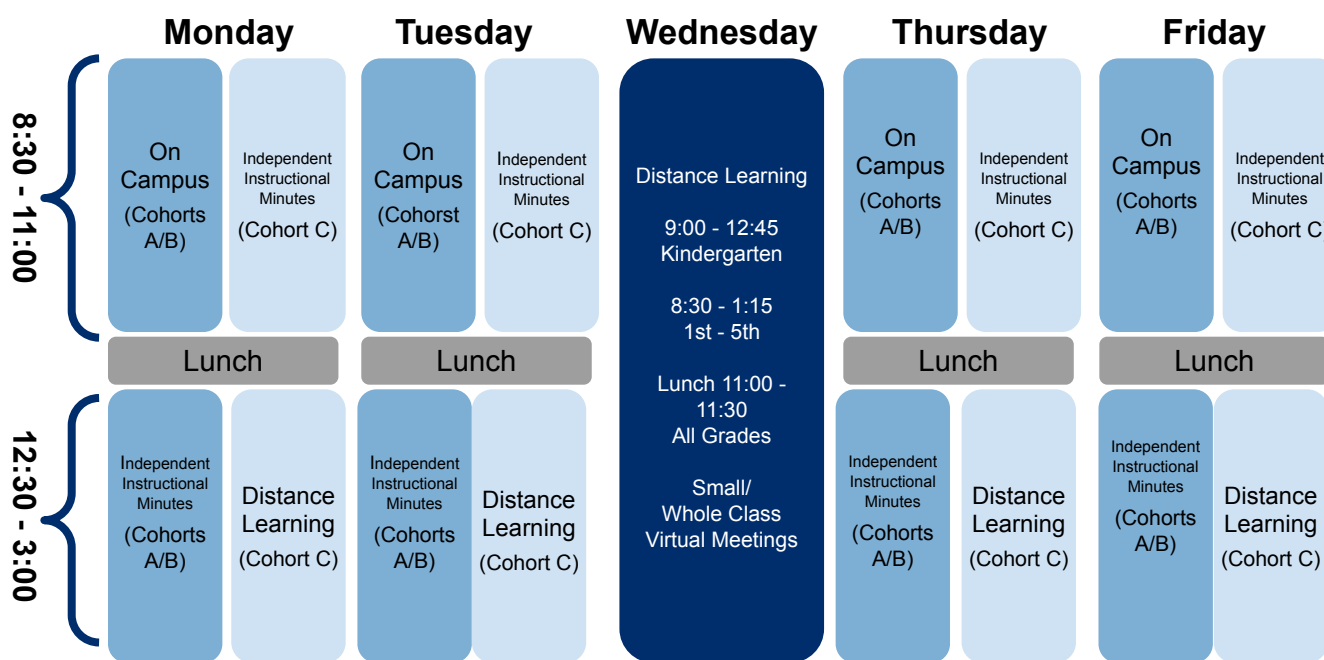


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Below you will see our **Level 4: Increased Capacity instructional model.**

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

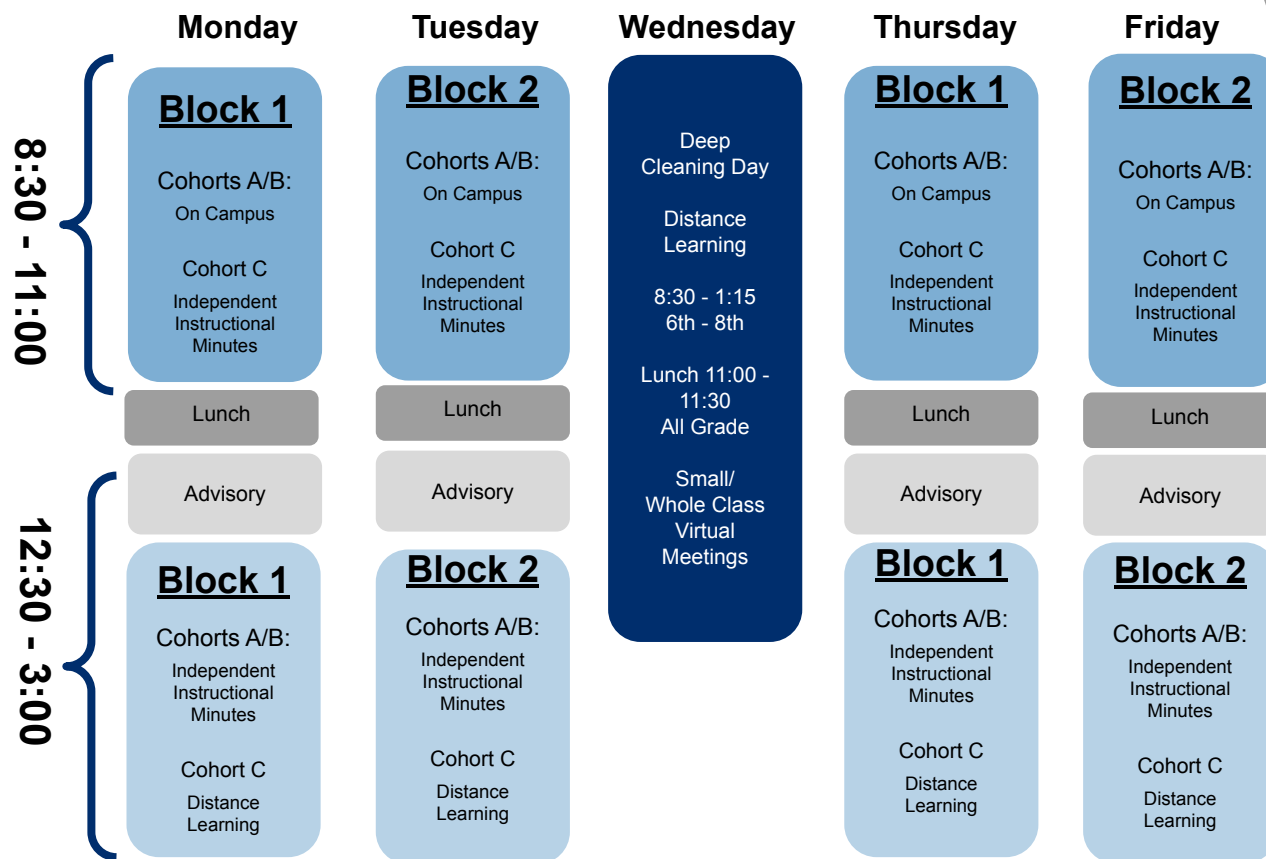
- Cohorts A and B will be on campus together. We anticipate groups of approximately 18-22 students will be in a classroom at any one time.
- Specialties will be completed during independent instructional work time.
- Lunch will occur from 11:00-11:30 for everyone.
- Virtual Learning Lab is available for all students from 12:00-12:30.
- Distance Learning for Cohort C will occur from 12:30-3:00. Kindergarten will be 12:30-2:30.
- Wednesday is a Distance Learning day for all students from 8:30-1:15.

Middle School



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MIDDLE SCHOOL WEEK AT A GLANCE



SIXTH - EIGHTH GRADE

- Cohorts A and B will be on campus together. We anticipate groups of approximately 18-22 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.
- Lunch will occur from 11:00-11:30 for everyone.
- Virtual Learning Lab is available for all students from 12:00-12:30.
- All students will log in virtually for advisory from 12:30-12:50.
- 12:50-3:00 daily, Cohort C students will engage in Distance Learning with their teacher.
- Wednesday is a Distance Learning day for all students from 8:30-1:15.

CO-TEACHING IN DISTANCE LEARNING

During Increased Capacity our students that are full time distance learners may be a part of a small group of students that are taught by co-teachers. Co-teaching is for the benefit of students to allow for distance learning groups to be large enough to have collaboration, provide social-emotional opportunities, and promote interaction with other students. So, if a class has very few distance learners then they may combine with another class to get a group that is large enough to promote interaction with peers. Your child may gain an extra teacher but will continue to remain with their teacher as well. Your teacher will inform you if they will be moving into a co-teaching model during increased capacity.

VIRTUAL LEARNING LAB

Students, Parents or Teachers can send 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

- Teachers will take a lunch count each morning, giving a lunch ticket to any student who would like to bring home school lunch that day.
- Students will write their first and last name on the ticket, then exchange their ticket at their exit gate for a grab and go lunch.
- Students will be able to grab lunch at dismissal and take home to eat.

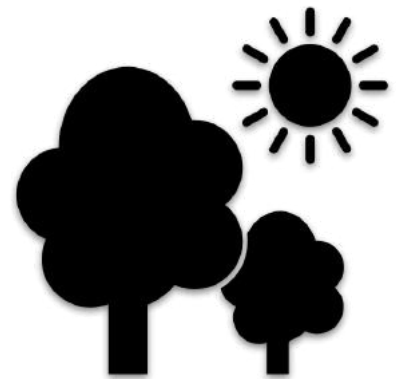


All meals will continue
to be free of charge
and provided by
NUSD through June
20, 2021



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.



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



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Overview

During Level 4: Increased Capacity, our BASE program will be available for students from 11am-3pm Monday, Tuesday, Thursday and Friday, and 8am-3pm on Wednesdays.

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 need to pre-register and pre-pay for BASE. Please complete this [Registration Packet](#) if you have not already registered for BASE for the 20/21 school year.

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	In Class	In Class	Distance Learning	In Class	In Class
	Lunch	Lunch	Lunch	Lunch	Lunch
	Independent Instructional Time	Independent Instructional Time	Independent Instructional Time	Independent Instructional Time	Independent Instructional Time

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



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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.

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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