

The Grove School

2020-2021 Reopening of School Plan



Mission Statement

The Grove School is a public Montessori community that guides adolescents in their work of self-construction, as they become engaged and peaceful world citizens.

Thank you Redlands Unified School district and Montessori in Redlands for their assistance in putting this document together.

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Reopening of School Plan Introduction

There are many unknowns and variables surrounding the future of educational institutions, yet, we must prepare for a safe reopening amidst the COVID-19 pandemic. According to the [COVID-19 Dashboard](#) on the San Bernardino County Department of Public Health website, the current number of confirmed cases of COVID-19 is steadily increasing. Fortunately, testing is increasing across the county and a more aggressive approach of contact tracing is happening in order to isolate people with confirmed cases with the hope of slowing down the spread.

The goal of this Reopening of School Plan is to provide guidance to Grove staff who will review specific needs and outline key action steps to address the guidelines in this plan. Parts of the Distance Learning Survey sent to stakeholders in late May of 2020 identified the concerns and wishes for the 2020-2021 school year. Based on the survey data and requests of our school community, The Grove School began preparing for the following instructional models for the upcoming 2020-21 school year:

- Distance Learning**
- Hybrid: In-Person Instruction and Distance Learning**
- Five day a Week in person learning as per The Grove School Charter**

All plans presented meet requirements set forth in AB77 for daily minutes and student attendance. As planning continues The Grove School will take into consideration all input provided at public meetings and through the July 2020 Thought Exchange.

On June 5, 2020, the California Department of Public Health (CDPH) released, ["COVID-19 Industry Guidance: Schools and School-Based Programs."](#) The document states, "All decisions about following this guidance should be made in collaboration with local health officials and other authorities." Grove's Reopening Plan addresses the areas listed in the CDPH Guidelines to the best of our ability. The California Department of Education (CDE) released its recommendations in their guidebook, ["Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools."](#) on June 8, 2020. The document encourages school districts to work collaboratively with their local public health department and County Office of Education. State Superintendent of Public Instruction, Tony Thurmond, reiterated that a plan for reopening is a local district decision to be made in collaboration with local health officials.

It is impossible for any school or district, to avoid the spread of the virus, however, as when students return to school as many steps as possible will be taken to disinfect schools regularly, provide essential protective gear (namely face coverings), and to implement social distancing to the extent possible during the school day. Even with these steps being taken it is reasonable to anticipate that we will experience isolated confirmed cases or confirmed cluster cases. It is vital that we work together to implement the safety protocols outlined in our Reopening of School Plan.

In the event of isolated confirmed cases or clusters of confirmed cases, the California Department of Public Health (CDPH) or San Bernardino County Department of Public Health (SBDPH) will determine next steps (**See Exhibit B**), including contact tracing and they may issue mandatory closures. This may dictate the necessity for a class, cohort, school, or district-wide closure. **If the State or County Departments of Public Health issues orders requiring additional restrictive environments related to COVID-19, the District will be prepared to return to a 100% Distance Learning model for impacted students.**

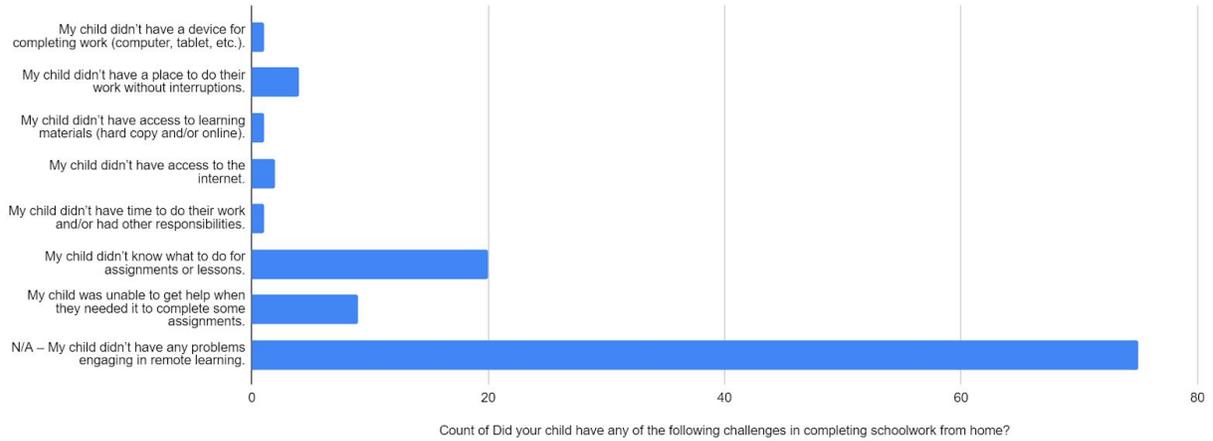
Our plan for reopening will be subject to change as federal, state, and local guidelines dictate. On July 17th the Governor Newsom of California announced that schools will be allowed to reopen if their country was off of the COVID19 watch list for fourteen (14) consecutive days (<https://covid19.ca.gov/roadmap-counties/#track-data>).

The Head of School, or Acting Head of School in his or her absence, shall have the authority to immediately close the school and/or return to distance-only learning under exigent or emergency circumstances without prior notice to the Governing Board; provided that notice to the Board is made within 24 hours of the closure.

This plan was approved by the Grove School Board on July 27, 2020.

May 2020, Thought Exchange Survey Results

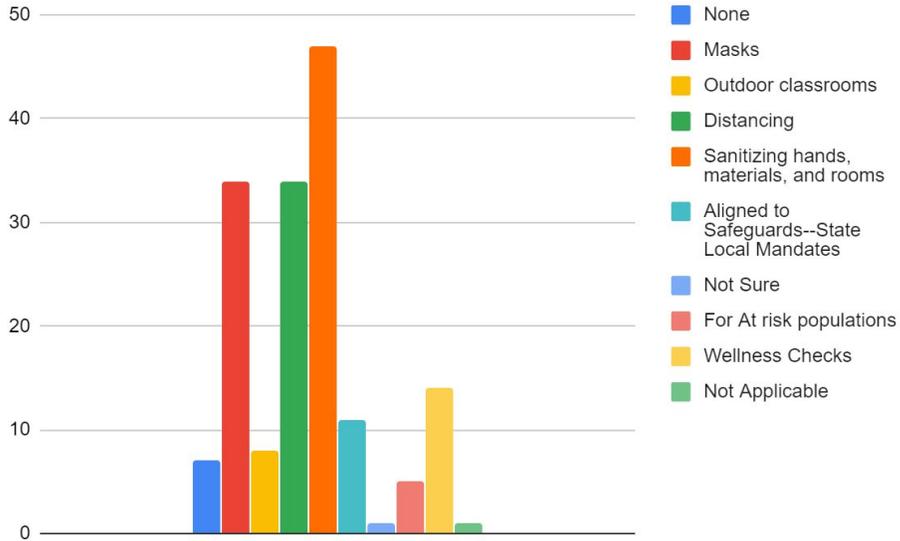
Count of Did your child have any of the following challenges in completing schoolwork from home?



We are developing several models of teaching and learning. The models include traditional full-time In-school instruction; blended instruction...ase indicate the option you are most interested in.
110 responses



What health related safeguards would you like to see put in place upon your child returning to the Grove School site?



July 2020 Thought Exchange Results concerning in person instruction.

Please rank the following activities for in person instruction from most important to least important. (1=most important 5= least important)

The graphs represent the percentage of respondents who found the options important (1 or 2), neutral (3) or not important (4 or 5).



Instructional Models

The Grove School will begin the 2020-21 school year offering one of the two models for instruction, or a 5 day a week program as outlined in our charter or otherwise modified. As requested by members of our community, a distance learning program will be offered in conjunction with any in person instruction model. The models are as follows:

Model 1 – Academic Instruction via Distance Learning

- Daily live instruction will be offered through Google Classroom, Zoom, or other online platform.
- Students will receive live instruction for each class twice a week.
- Student live instruction schedules will be created by the school Counselor.
 - High School schedules (grades 9-12) will be based on student preference and graduation requirements.
 - Grades 7 and 8 Schedule will include math, English Language Arts, Social Studies, Science, and an Elective (i.e. drama, music, business)
 - Schedules will be available the week before school starts on August 24th.
- Office Hours will be opportunities for students to contact staff about specific questions, for staff to hold virtual club meetings, and for staff to contact families and students.
- Students may be assigned to Small group intervention based on need, request and academic performance. These small groups will allow students extra time with teachers to receive targeted assistance.
- Mentoring will continue to serve as an opportunity for students to work on Goal setting, participate in Social Emotional Lessons, and connect to the school community.
- Special Education Services will be provided during live instruction and through online small groups and consultation. If it is safe to do so, students may be brought on campus for some special education services.
- When allowed by state and local regulations, small group instruction and experiential learning may be offered to small groups.

DRAFT Scheduled Live Instruction for 100% Distance Learning

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9-10	Period 1	Period 3	Period 5	Period 2	Period 4
10-11	Office Hours	Office Hours	Period 6	Office Hours	Period 5
11:00-12:00	Period 2	Period 4	Period 1	Period 3	Period 6
12-12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:45-2	Office Hours	Mentoring	Office Hours	Mentoring	Office Hours
2-4	Small Group Intervention: Science and	Small Group Intervention: Math and ELA	Mentor one on one check ins	Small Group Intervention: Art, spanish,	Small Group Intervention

	History			elective	
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Model 2 – Return to School for Hybrid/In-Person Instruction

This option will include the implementation of several safety measures directives and guidance from state and local public health agencies (i.e., Face coverings and social distancing) outlined in the section titled “Safety Protocols” within this document.

- ❑ 7th and 8th Grade Students will be split into two (2) Cohorts (MS1/MS2). Each Cohort would be assigned one day week to receive in person instruction
 - ❑ On days which cohorts stay at home they will engage each day through Google Meet/Zoom into class
- ❑ 9-12th Grade Students will be split in three (3) Cohorts (HS1/HS2/HS3). Each Cohort would be assigned one day week to receive in person instruction
 - ❑ On days which cohorts stay at home they will engage each day through Google Meet/Zoom for specific classes
- ❑ Traditional start times and end times (8 to 2:30)
 - ❑ With the minute requirement set by [AB 77](#), there is flexibility with start and dismissal times and
 - 7th and 8th Grade student may participate elective courses or end their day at 12:30
 - 9th-12th Grade students may choose to be on campus only when their assigned courses have in person instruction.
- ❑ Designated times to support and address the needs of students not performing at grade-level, special student populations, including but not limited to English Learners, Special Education and Foster Youth through intervention programs and office hours.
- ❑ Frequent communication with parents regarding student academic progress, including report cards.
- ❑ Use of Zoom and Google Classrooms to ensure student engagement/equity of access when not attending in person instruction.
- ❑ Health, Safety and Social-Emotional Learning (SEL) activities to address individual student’s health and wellness will be implemented through Mentor Program

DRAFT Example of Cohorts on Campus:

Day on Campus	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort	HS 1	MS 1	HS 2	MS 2	HS 3

Middle School Rotation Schedule - students have classes twice every three weeks. Class size of 12. Middle School courses will meet bi-monthly with each cohort.

	Week A	Week B	Week C	
8:00-9:30	Science	Math	8:00-9:00	Science
9:30-11:00	Social Studies	ELA	9:00-10:00	ELA
11:00-12:00	Mentoring	Mentoring	10:00-11:00	Math
12:00-12:30	Lunch	Lunch	11:00-12:00	Social Studies
12:30-1:30	Elective	Elective	12:00-12:30	Lunch
1:30-2:30	Elective	Elective	12:30-1:30	Mentoring
			1:30-3:00	Elective

Example of High School Rotation Schedule and in Person Instruction Lesson time Grades 9-12

		Week A	Week B	Week C
Block 1	8-9:30	ELA 10/USH/PE	APES Lab/SPIII	SP II/PE
Block 2	9:30-11	Alg II/Geo/PE/Alg 1	Stats/Alg II	Pre Calc/ Art
Block 3	11-12	Mentoring	Mentoring	Mentoring
	12-12:30	Lunch	Lunch	Lunch
Block 4	12:30-2	ES Lab/Art	APUSH/ELA 9	Wrld/ ELA 11/12
Block 5	2-3:30	Bio Lab/Elective	Physics/Human Geo/Elective	Anatomy Lab/ Art

❑ Model 2.1- Distance Learning in conjunction with in person instruction offerings.

This model was developed to support families who prefer to keep students at home until a COVID-19 therapeutic remedy is available. This model will be substantially equivalent to the quality and rigor of classroom-based instruction. Outcomes of student success will require continuous, active involvement and supervision by parents, guardians and/or caretakers. This model will run simultaneously with any in person instruction.

❑ For grades 7-12

- ❑ Teacher(s) will instruct Distance Learning during regular school hours when not conducting in person instruction.
- ❑ Students will be interacting with peers to maintain school connectedness during live sessions designed for students not participating in person, as well as any distance learning opportunities provided to all students.
- ❑ Independent practice time
- ❑ Accountability (Attendance and grades)
- ❑ Office hours for students and parents
- ❑ Health, Safety and Social-Emotional Learning (SEL) activities to address individual student’s health and wellness will be implemented through The Grove School’s Mentor and Intervention Program.
- ❑ Documented daily student interaction and support systems to identify non-participating/engaged students
- ❑ Designed supports to address the needs of students not performing at grade-level, special student populations, including but not limited to English Learners, Special Education and Foster Youth population
- ❑ Frequent communication with parents regarding student academic progress.

DRAFT Schedule of Middle School Live lessons for students who choose Distance learning option when a hybrid in person learning is offered.

Rotation Schedule - students have live lessons for core classes twice every week

	Monday	Tuesday	Wednesday	Thursday	Friday
12:30-1:30	Science	Math	Science	Math	Elective
1:30-2:30	Social Studies	ELA	Social Studies	ELA	
2:30-3:30	Science/Social Science Office Hours	Math/ELA office Hours	Science/Social Science Office Hours	Math/ELA office Hours	Office hours

DRAFT Live lesson schedule for HS students who choose 100% distance learning when hybrid in person learning is offered

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9:30		Bio Lab/Elective	APUSH/ELA 9	Anatomy Lab/ Art	Mentor Check-in and assigned office hours throughout the day.
9:30-11		ES Lab/Art	Physics/Human Geo/Elective	Wrld/ ELA 11/12	
11-12	Office Hour	Office Hour	Office Hour	Office Hour	
12-12:30					
1:00-2:30	Alg II/Geo/PE/Alg1	APES Lab/SP III		SP II/PE	
2:30-3:30	ELA 10/USH/PE	Stats/Alg II		Pre Calc/ Art	

Special Education:

Special Education Services for students with an Individualized Education Plan (IEP) will include increased time for continuity of learning engagement and student growth.

Model 1 – Academic Instruction via Distance Learning

- Families choosing a “Distance Learning” model will receive instruction and services delivered virtually.
- Services will be adjusted to support distance learning.
- Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools.
- Families choosing the “Distance Learning” model may be able to receive some services in-person”.
- Assessments may be completed in-person when necessary and appropriate.
- In-person services and/or assessments will take place on campus when it becomes safe.

Model 2 – Return to School for In-Person Instruction

- Instructional delivery will be designed to ensure the least restrictive environment (LRE) as required by their IEP.
- When necessary, virtual meetings will be used to convene special education procedural meetings, reevaluation, eligibility, IEP teams, etc.

Safety Protocols

Safety is of the utmost importance. Families will be educated about keeping their child(ren) home from school to decrease risks of spreading illness. School sites will ask families to update their emergency contact list prior to August 20st via the AERIES Parent Portal and have a plan for picking up ill students.

In working with the San Bernardino County Department of Public Health (SBDPH), the following safety considerations will be in place:

- ❑ Parents are highly encouraged to take their student's temperature prior to leaving home.
- ❑ All students, staff members, visitors and volunteers with a temperature of 100.4° F or higher will not be admitted onto campus.
- ❑ All students, staff members, visitors and volunteers will be screened each morning upon entering school and District sites, which will include the use of a non-contact thermometer to check for fever (100.4° F or higher), and a verbal pre-screening for symptoms related to COVID-19 (e.g. Per [CDC](#), symptoms include: Fever, cough, sore throat, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea or vomiting and diarrhea).
- ❑ All students, staff members, visitors and volunteers should remain home if they are showing signs of symptoms related to COVID-19.
- ❑ All students, staff members, visitors and volunteers should remain in self-quarantine at home at least ten (10) **school days** after symptoms first appear; the last three (3) days of this ten (10)-day self-quarantine must be fever-free, without the use of fever-reducing medications, and improved respiratory symptoms before returning to school.
- ❑ After recovery of COVID-19, students, staff members, visitors and/or volunteers should remain at home at least three (3) days, with a negative COVID-19 test or doctor's note. (Recovery means fever is gone for 72 hours without the use of fever-reducing medications and improved respiratory symptoms).
- ❑ An Isolation Room will be established for individuals who are displaying symptoms of COVID-19.
- ❑ Student emergency contact information must be updated in the Student Information System in AERIES with the most current information in the event a student must be picked up. Increasing the number of contacts may be useful in developing an emergency pick up plan.
- ❑ It is considered an excused absence for students who are self-quarantining.
- ❑ Parents may request for their students who are on self-quarantine to be placed on Independent Study (Short-Term RISE) or full distance learning.
- ❑ **Face Coverings**
 - o Requirements

- All students, staff members, visitors and volunteers will be required to wear a face covering upon entry to Grove and/or the Montessori in Redlands campus. (Per [CDPH Guidance for Face Coverings: https://www.cdph.ca.gov/](https://www.cdph.ca.gov/))
- Face coverings will be worn during periods of transition (in hallways, restrooms, bus rides etc.)
- **Requirements related to face coverings may change per order of the Governor or Public Health agency.**
- o Exemptions per CDPH Guidance
 - Persons aged two years or younger
 - Persons with medical condition (e.g. conditions that can obstruct respiration, or for individuals who are unconscious, incapacitated, and are otherwise unable to remove a face covering without assistance), mental health condition, or disability that prevents wearing a face covering
 - Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication
- o Alternative
 - Grove will make reasonable accommodations. Per CDPH guidelines, teachers can use face shields, if available, which enable students to see their teachers' faces and to avoid potential barriers to phonological instruction. Due to the COVID-19 pandemic, supplies of this nature are prioritized for use by health care providers. This equipment will be provided, as supplies are available.
- Hand sanitizer dispensers are available in all classrooms, and throughout the campus. All students, staff members, visitors and volunteers will be expected to sanitize their hands upon every entry into the classroom or learning space and as needed.
- Additional hand washing stations will also be provided near classrooms and restrooms.
- Social Distancing in classrooms and physical settings.
- Hand sanitizing solutions are kid-safe and EPA-approved.
- All students, staff members, visitors and volunteers are encouraged to bring water bottles.
- Windows and doors will be kept open in classrooms for maximum ventilation, when feasible.
- All HVAC filters used will have a rating of MERV-13 or greater.
- All AC will be programmed for more than 15% Air
- Physical Education (PE) will be limited to activities that do not involve physical contact or shared equipment.
- Extracurricular activities and club meetings will be held virtually.
- Field trips have been suspended until further notice.

- ❑ Per the San Bernardino County Department of Public Health [Order](#) issued on July 6th, 2020 youth sports have been suspended; this includes intramural and interscholastic athletics until further notice.
- ❑ On July 20th, 2020 CiF announced a two (2) season schedule with all sports in the winter and spring season. Grove will participate as possible.
- ❑ The sharing of electronic devices such as Chromebooks, clothing, toys, books, games and learning aids will be avoided to the extent practical.

Use of Isolation Space

There will be an identified space on campus to serve as an “isolation space,” to attend to students who display symptoms of illness while at school. A student displaying symptoms of illness will immediately be escorted to an isolation space.

The student will be temperature screened and their parent, guardian or emergency contact will be required to pick up the student if the student has a fever of 100.4° F or higher. In the event that a student has a fever of 100.4° F or higher, is exhibiting symptoms of COVID-19, and a parent, guardian or emergency contact is unable to pick up their child, emergency services may be called.

Please be advised, the Isolation Room will:

- ❑ Follow the guidelines of the CDC, as feasible.
- ❑ Be equipped with appropriate PPE.
- ❑ Follow strict disinfecting protocols after use.
- ❑ Protect confidential health information of students and staff.

Examples of Isolation Room Signage:

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

If you had close contact with a person who has COVID-19

- Stay home until 14 days after your last contact.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

If you are sick and think or know you have COVID-19

- Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after
 - 10 days have passed since your positive test.

If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Source: Center for Disease Control and Prevention (CDC)

Sanitation

The staff will work to sanitize all restrooms, drinking fountains, equipment, class rooms and commonly used areas and surfaces (door knobs, push handles, outside tables, chairs etc.) frequently throughout the day using EPA approved disinfectants.

- ❑ Students and staff will be required to wash and/or sanitize hands at the beginning of the day, prior to and after eating, after using the restroom, and upon entering and leaving the classroom or office, etc.
- ❑ Signage will be posted in all classrooms, restrooms, staff areas and sinks on the proper handwashing procedure.

Examples of Restroom Signage:



Source: Center for Disease Control and Prevention (CDC)

Training

- ❑ Staff members will be trained on COVID-19 related topics including:
 - ❑ How to identify symptoms and risk factors
 - ❑ How to reduce the risk of exposure by using the proper use of Personal Protective Equipment (PPE) (i.e., Putting on face coverings, masks, shields, gloves, and/or goggles).
 - ❑ The proper use of Non-Contact Thermometers.
 - ❑ Properly sanitizing their classrooms, work spaces and how to securely store cleaning agents.
 - ❑ Where to find the most credible news and information about the COVID-19 outbreak.
- ❑ Staff will also be trained on Social Emotional Learning (SEL) to better support students.
- ❑ Staff tasked with cleaning and disinfection will be provided with appropriate training.
- ❑ Staff will train students and emphasize the importance of Proper Hygiene (i.e., handwashing, using sanitizers, coughing/sneezing etiquette), the proper use of PPE, and social distancing.

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19, in the context of community transmission. CDC recommends that you:

- Stay at home as much as possible.
- Practice social distancing (remaining at least 6 feet away from others).
- Clean your hands often.

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they do not have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered.
- The covering fits snugly against the sides of the face so there are no gaps.
- You do not have any difficulty breathing while wearing the cloth face covering.
- The cloth face covering can be tied or otherwise secured to prevent slipping.

Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to <https://www.cdc.gov/coronavirus/2019-ncov/protect-getting-sick/how-to-use-cloth-face-covering.html>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

Source: Center for Disease Control and Prevention (CDC)

Campus Arrivals

Student Wellness Checks

- ❑ Upon arrival at school, Grove staff will conduct a wellness check for each child before they enter the building. Staff will:
 - ❑ Take the child's temperature with a no-touch thermometer
 - ❑ Ask the parent if anyone in the household has been exposed to someone with suspected or confirmed COVID-19
 - ❑ Ask the parent if anyone in the household has a cough, sore throat, shortness of breath, feel tired, or have body aches
 - ❑ Visually assess the child for symptoms such as flushed cheeks, rapid or difficulty breathing, or fatigue

- ❑ For the health and safety of our community, classroom and campus access is limited to only students and staff during the COVID-19 pandemic. Parents and visitors will have access to the Grove campus through the main office only.

- ❑ In the case of an early pick up or late drop off, families should come to the main office for a wellness check before going to their classrooms.
Guidelines for campus access:
 - ❑ Parents MUST check in at the office upon arrival.
 - ❑ All adults and students must wear a face mask while on campus (including inside your car when speaking with staff).

- ❑ If it is necessary for a visitor to come onto campus, they will be asked the following questions upon arrival:
 - ❑ Have you or anyone in your household had respiratory or influenza-like symptoms within the past 14 days? If yes, the school asks that you reschedule your visit for when you have been symptom free for 14 days.
 - ❑ Have you or anyone in your household had a temperature of 100.4 or higher in the past 72 hours?
 - ❑ Have you followed CDC directions for returning from international and domestic travel?
 - ❑ If any answers present a health concern, the school may ask the visitor to reschedule their visit. If no health concerns arise, visitors will be asked to wash their hands upon arrival in the office and to wear a mask while on campus. Masks will be kept in the Grove office if one is needed.

- ❑ Curbside Drop-off and Pick-up

All students who are dropped off and picked-up will participate in curbside drop-off and pick-up and a wellness check. Location for curbside drop-off and pick-up will be Heritage Park parking lot on Orange Ave.

- Regular drop offs occur between 7:30 and 8:15 am.
 - Regular pickups must occur between 2:30 and 3:30
 - Any pick-ups, drop offs or other student arrivals at any other time must go through the middle school campus office located in the Farmhouse or the high school office, depending upon location of in person instruction.
 - Vehicles dropping off students should wait until students have passed through the wellness check before leaving.
 - Students are to adhere to six feet physical distance while waiting to go through a wellness check.
-
- Staff Safety precautions
 - Grove staff should have a walkie- talkie and hand sanitizer with them while working curb. Staff should have additional pens in case one is shared.
 - Grove staff will wear face masks. Gloves are optional.
 - Only staff members should touch the clipboard and recording sheets.
-
- Staff instructions
 - Staff can park in the lot off of Iowa street reserving BSH lot for drop off.
 - Admin will open buildings prior to 7:30 am and ready Heritage Park parking lot for drop off.
 - Admin will ready the parking lot for pick up prior to 2:30.
-
- Students arrive without parent or guardian:
 - All students will enter the school at the checkin points.
 - Students who enter campus without completing a wellness check will be directed to the office.

Breaks and Transitions

- Block schedules will be implemented to limit the number of transitions in a day.
- Students will be expected to maintain appropriate social distance from one another, when feasible.
- The number of students in the restroom at one time will be limited.
- Students will observe and adhere to floor markings and traffic patterns.
- Face coverings will be worn during transitions (hallways, restrooms, etc.)

Student Meals

Lunch meal service will continue. Students who qualify for Free and Reduced Meals will receive meals at no cost. Families who wish to purchase meals for their students may do so. Students who wish to bring their own lunch may do so.

- Students will be expected to routinely sanitize their hands prior to proceeding to meal service.
- Students will be expected to wash and/or sanitize hands prior to and after eating.
- Staff is expected to wash and/or sanitize their hands prior to and after handling food.
- Staff is expected to maintain social distancing during meal preparation and distribution, as feasible and whenever practical.
- Restrooms, break rooms and food preparation areas will be cleaned and disinfected daily.
- Kitchen staff must wear a mask and disposable (single use) gloves at all times while working in the central kitchen and while distributing and preparing meals.
- Sharing of foods and drinks amongst students is not permissible.
- Distance Learning Meal Service
 - Grab and Go Service will continue.
 - Grab and Go Service will be distributed at a to be determined time and location.

Technology

- Chromebooks will be available to students to take home for Distance Learning.
- Grove is working to obtain a limited number of Hotspots to make available to families in need.

Grove students will:

- Abide by all Grove technology usage standards as outlined in the Technology Acceptable Use Policy document signed at the start of each school year.
- Have access to connectivity and devices adequate to participate in the education program and complete work.

Device Usage and Care

- Keep Chromebook plugged in when not in use.
- If the battery will not recharge, Chromebook will need to be plugged in while working.
- DO NOT USE BLEACH solutions as they will damage the Chromebook.
- Clean using a damp, soft rag prior to disinfection.
- Isopropyl alcohol is recommended for disinfection.
- Use alcohol solutions with at least 60% alcohol.
 - Absorb some isopropyl alcohol on a lint-free soft cloth.
 - Squeeze out excess liquid.
 - Gently wipe the keyboard surface, ensuring no liquid drips on or between the keys.
 - Allow to dry.
- It is safe to use wipes designed for home/office use. Please check that they do not contain BLEACH. Some medical grade wipes could cause damage or discoloration.
- ONLY CLEAN THE SCREEN WITH A LINT FREE CLOTH (DO NOT USE ANY PAPER TOWELS, KLEENEX OR LIQUID ON THE SCREEN).

Student/Parent Support

- Teachers will share clear expectations for which technology platforms will be used for communication and participation.
- Parents will have access to training for technology platforms in order to best support their students participating in Distance Learning via the Grove School web page. Communication will go out when this training is made available
- Students/Families in need of device support or to report damaged or lost devices will need to contact the Grove School email **info@thegroveshcool** or call **(909) 798-7831** and leave a detailed message including a callback number so the device can be serviced or replaced if needed.
- The cost of damaged or lost devices may be the responsibility of the parents

Exhibit A

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



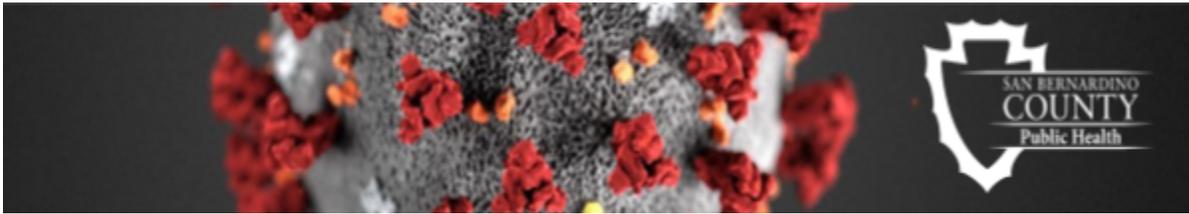
ALL YES

OPEN AND MONITOR



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Exhibit B



Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure

The purpose of the guidance is to help employers and community members determine next steps when being notified that a person has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19. This guidance is not intended to replace medical evaluation or any other recommendations by the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) or the [California Department of Public Health \(CDPH\)](#).

All information is subject to change.

BACKGROUND

Coronavirus Disease 2019 (COVID-19) is an infection caused by a virus that can spread from person to person through respiratory droplets when a person coughs or sneezes. While it is primarily spread by coming into close contact (about 6 feet) of a person who is infected with COVID-19, it may also be spread by touching a surface with the virus on it and then touching your mouth, nose, or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. This includes staying home as much as possible, avoiding close contact with others, cleaning and disinfecting frequently touched surface, and washing your hands with soap and water or using an alcohol-based hand sanitizer.

[EPA-approved disinfectants](#) can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Bleach solutions (for example 1/3 cup bleach added to 1 gallon of water) and 70% alcohol solutions are also effective alternatives if the EPA-approved disinfectants are in short supply.

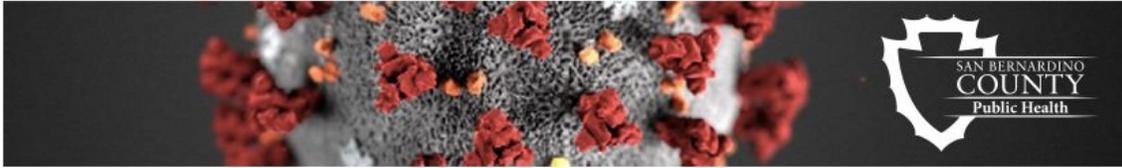
Anyone who is ill should stay home. Symptoms of COVID-19 include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever (generally defined as 100.4 °F)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

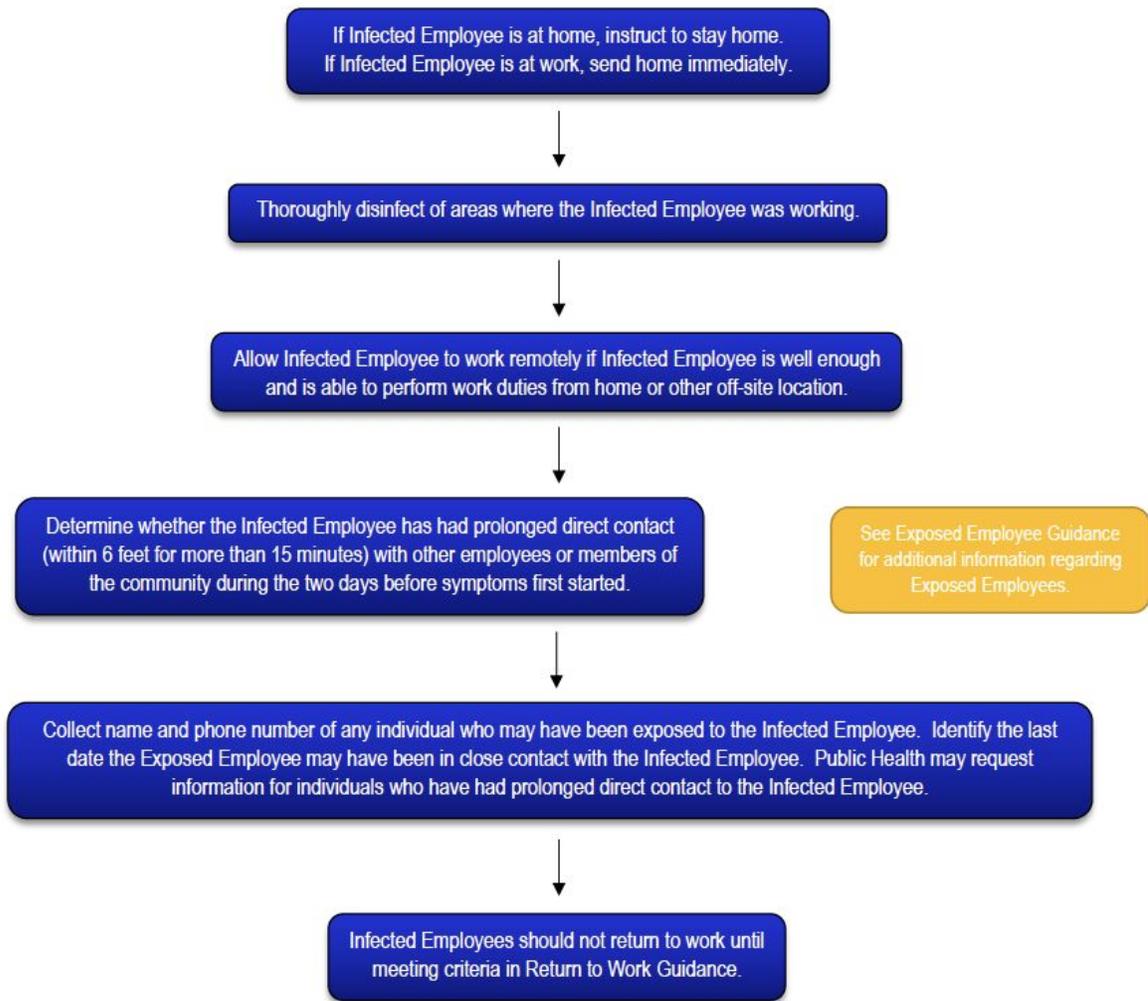
Everyone is at risk of getting COVID-19, but some people are at higher risk for more severe illness, including hospitalization and death. Persons who are at higher risk include those who are over 65 years of age and people with [serious underlying medical conditions](#), particularly if not well controlled. More details regarding people who may be at higher risk can be found online at

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>.

Please contact the San Bernardino County Department of Public Health at (800) 722-4794 if you have questions regarding this guidance or other questions about COVID-19 in San Bernardino County. Visit the San Bernardino County Public Health [COVID-19 website](#) at <https://sbcovid19.com/> for additional resources.

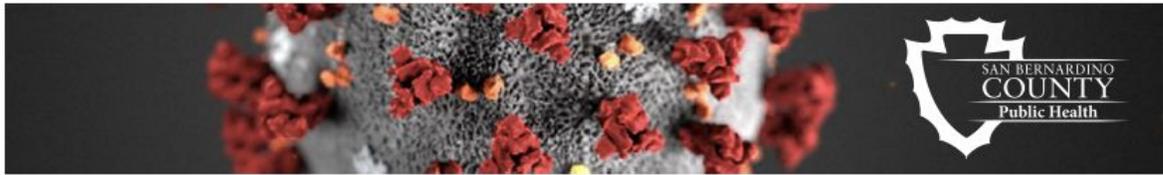


If an Employee tests positive for COVID-19

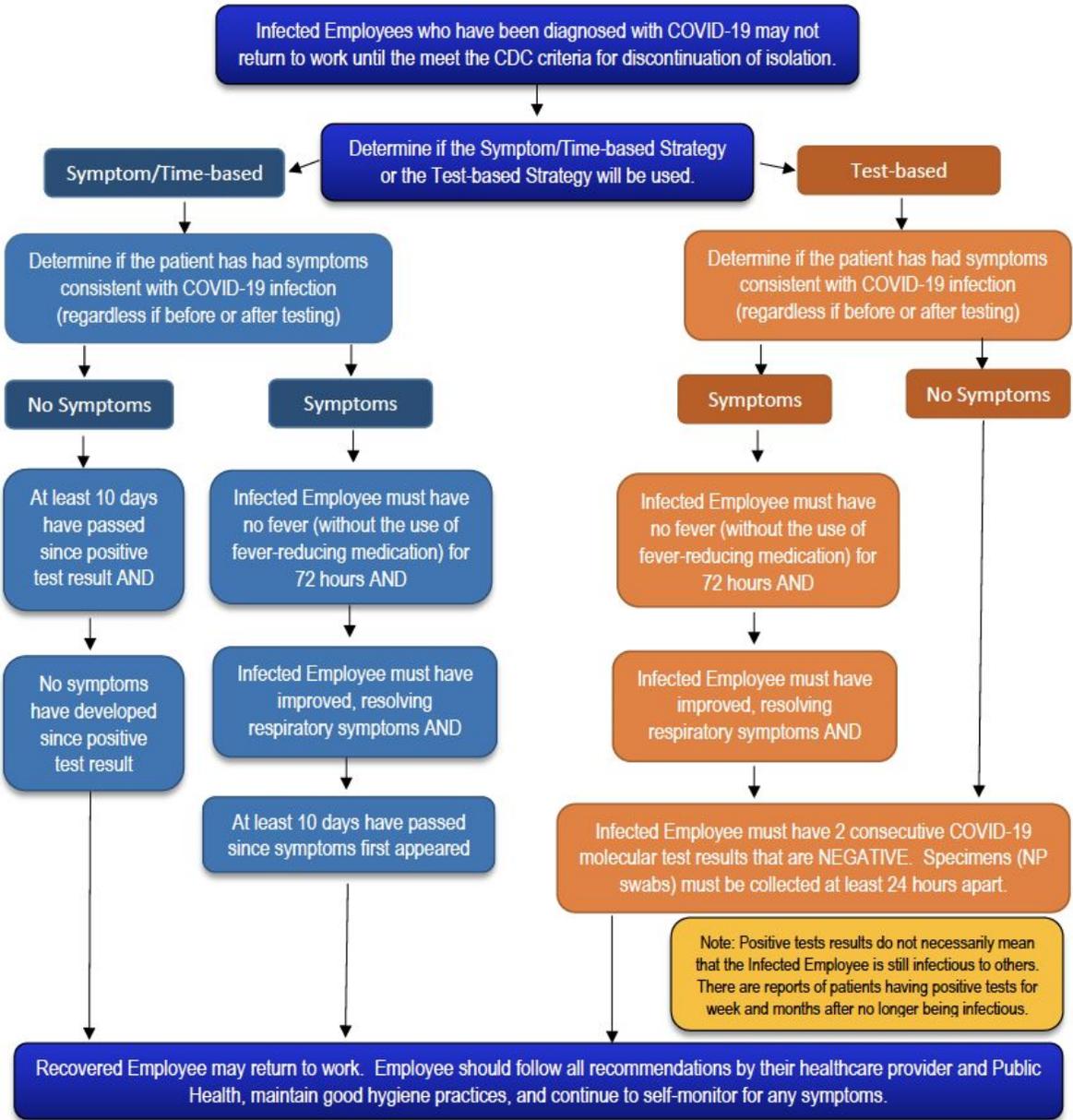


Based on the CDC's [Return to Work Criteria for Healthcare Personnel](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html) and [Discontinuation of Home Isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html)

Updated 06/11/2020

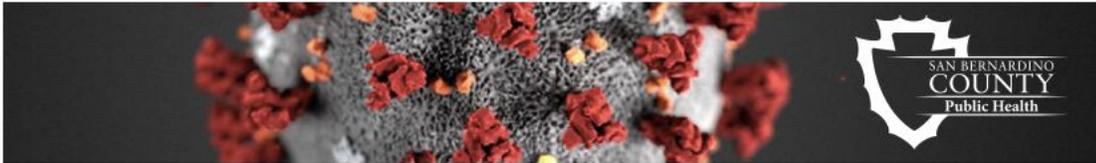


Returning to Work

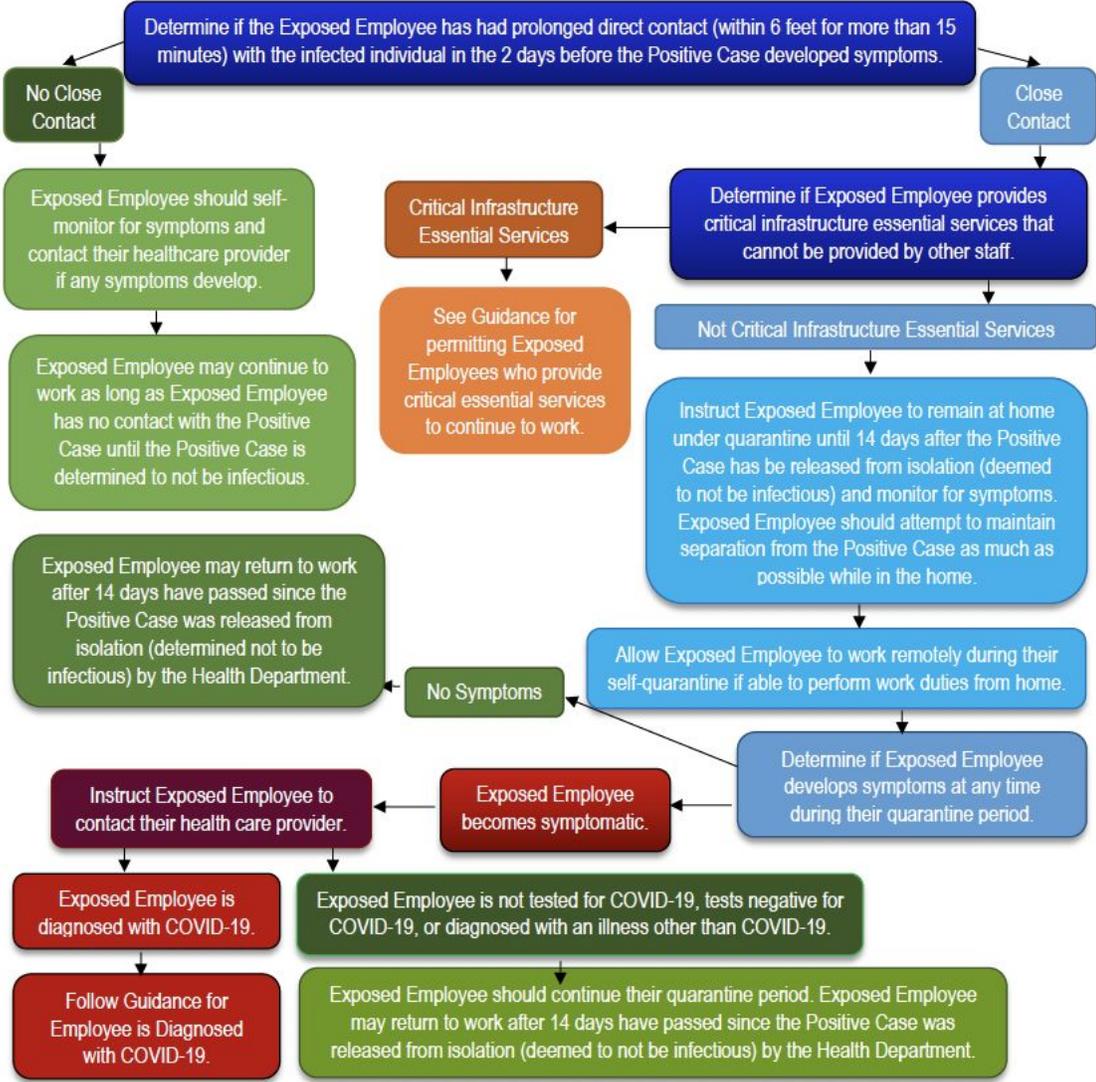


Based on the CDC's [Return to Work Criteria for Healthcare Personnel](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html) and [Discontinuation of Home Isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html)

Updated 06/11/2020

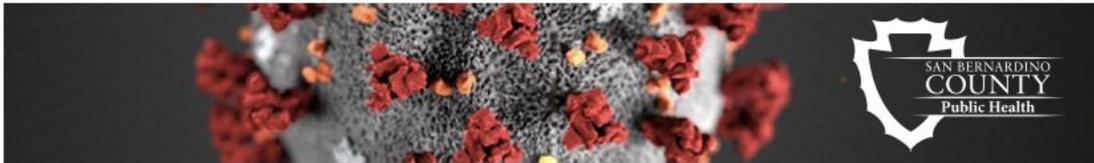


If an Employee's family member or household member tests positive for COVID-19 and Employee has ongoing exposure

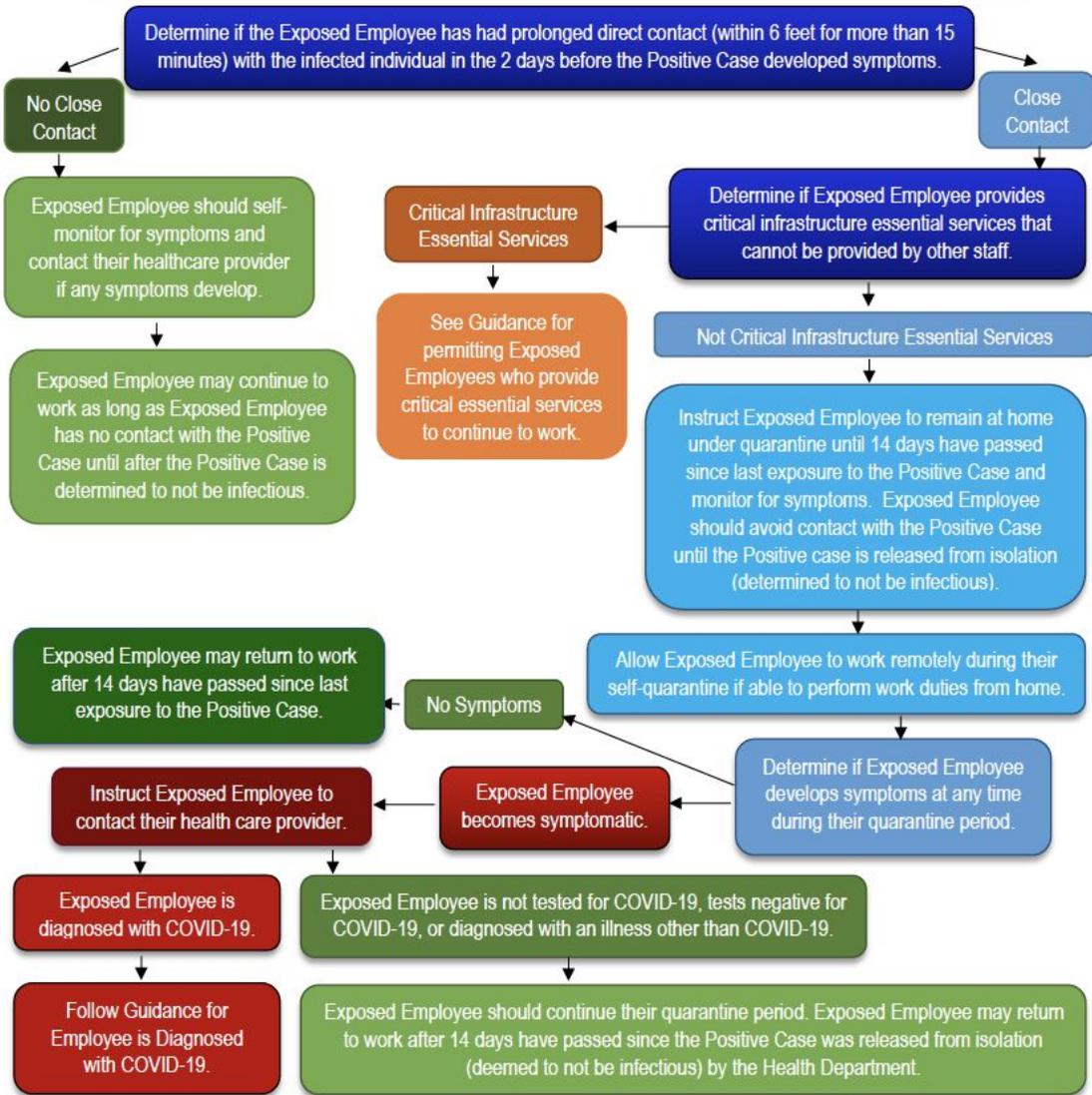


Based on the CDC's [Public Health Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)

Updated 06/11/2020

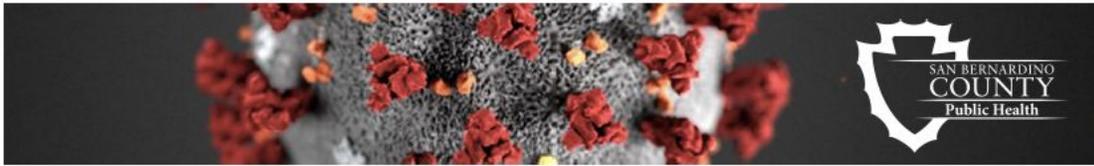


If an Employee's close contact tests positive for COVID-19, but Employee does not have ongoing exposure

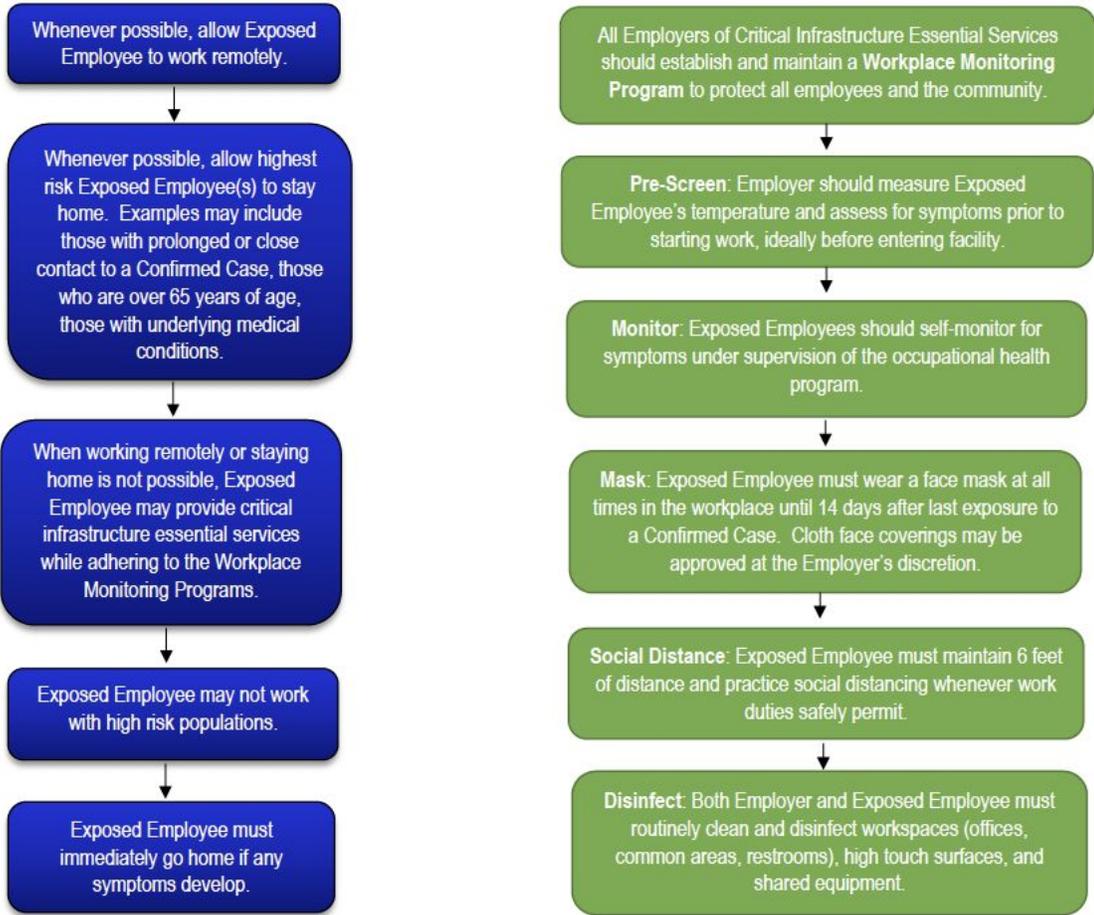


Based on the CDC's [Public Health Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)

Updated 06/11/2020



If an Exposed Employee provides critical infrastructure and/or essential services



Based on the CDC's [Safety Practices for Critical Infrastructure Workers Exposed to COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html)
<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
 Industry-specific guidance may be available at CDC's [COVID-19 Website](https://www.cdc.gov/coronavirus/2019-ncov/community/index.html)
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Updated 06/11/2020

Exhibit C

Photo Examples of Essential Protective Gear (EPG) and Personal Protective Equipment (PPE)

Actual equipment provided by the district may vary in appearance and design.

Due to the pandemic, safety gear and equipment is in high demand and is prioritized for medical hospitals and their personnel. The Grove School will provide gear and equipment as it is available.

Essential Protective Gear (EPG)

Face Coverings

			
Cloth Mask	Cloth Scarf	Disposable Mask	Face Shield with Drape

Personal Protective Equipment (PPE)

			
Face Shield	N95 Respirator	Disposable Gown/Suit	Disposable Gloves

Exhibit D- Draft Plan for Hybrid Learning Model

DRAFT Explanation of Schedule with Students on Campus 1 Day a Week

In order to achieve the recommended 6ft of distancing between students a schedule and model for in person classes was developed.

Within this model all curriculum will be available through online learning platforms. Students will attend school to engage in person with key lessons, mentoring, additional support, small group meetings, participate in key experiences, and elective classes. Not all elective classes will be made available through distance learning due the nature of some elective classes.

Students will be assigned to cohorts of 55 or less, and attend school one day per week. They will have key lessons for selected classes each week and rotate through all of the classes in three week periods. When not attending class, students will have the opportunity to receive additional support from teachers on curricular assignments, meet with teachers in small groups, and participate in electives.

All cohorts will meet at the Barton School House allowing for the farm house and high school building to be utilized for small group meetings and staff work space.

In this model the academic calendar has been switched to semesters and the weekly schedule has been adapted to accommodate the three week learning periods and include key experiences such as orientation, place study, and project time. Additionally it includes weeks where students and staff are dedicated to distance learning allowing for direct intervention for students who need additional support.

There are still many details to work out including when specific classes will be held, online teaching expectations, hours on campus, and total effect on calendar. This schedule creates a framework for those decisions to be made. .

Details and Examples

1. All assigned student meetings will take place in the Barton School House.
2. Students will be assigned to a cohort.
 - a. There will be
 - i. Two Middle School Cohorts (7th and 8th grade)
 - ii. Three High School Cohorts (9th-12th grade)
 - b. Each Cohort will be assigned to be on campus 1 day a week.
 - c. Cohorts will be formed by mentor groups, and which classes students are enrolled in.
3. [Weekly Schedule Draft](#) shows the weekly rotation (week A, B, C) as well as time for Key Experiences.
4. Special Education services will be provided during in person lessons as well as through small group meetings online and when the student is on campus.

DRAFT Example of Cohorts on Campus:

Day on Campus	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort	HS 1	MS 1	HS 2	MS 2	HS 3

5. Students will be allowed to be on campus for their assigned cohort day. Students may be invited on campus on non-cohort day to receive special services, academic intervention, or for experiential learning activities (farm work, Culinary help, etc)

Example of High School Rotation Schedule and Lesson time Grades 9-12

		Week A	Week B	Week C
Block 1	8-9:30	ELA 10/USH/PE	APES Lab/SPIII	SP II/PE
Block 2	9:30-11	Alg II/Geo/PE/Alg 1	Stats/Alg II	Pre Calc/ Art
Block 3	11-12	Mentoring	Mentoring	Mentoring
	12-12:30	Lunch	Lunch	Lunch
Block 4	12:30-2	ES Lab/Art	APUSH/ELA 9	Wrld/ ELA 11/12
Block 5	2-3:30	Bio Lab/Elective	Physics/Human Geo/Elective	Anatomy Lab/ Art

6. High School Courses meet in a 3 week rotation, with each class within a cohort once every three weeks.
 - a. Teachers will have an opportunity to schedule small group meetings with students from classes during the day that cohort is on campus.
 - b. Electives will be scheduled throughout the day.

7. The daily schedule for high school in person learning cohorts will be broken into five 90 minute blocks for subject specific lessons per block held in rooms BSH 3 and 4.
 - i. Students not attending subject specific lessons will be in BSH 1 and 2 (open wall and combined)
 - ii. Teachers not teaching subject specific lessons will be scheduled to support students in BSH 1 and 2, conduct online learning for other cohorts, and other duties as assigned.

Middle School Rotation Schedule - students have classes twice every three weeks. Class size of 12 Middle School courses will meet bi-monthly with each cohort. This includes elective courses.

	Week A	Week B	Week C	
8:00-9:30	Science	Math	8:00-9:00	Science
9:30-11:00	Social Studies	ELA	9:00-10:00	ELA
11:00-12:00	Mentoring	Mentoring	10:00-11:00	Math
12:00-12:30	Lunch	Lunch	11:00-12:00	Social Studies
12:30-1:30	Elective	Elective	12:00-12:30	Lunch
1:30-2:30	Elective	Elective	12:30-1:30	Mentoring
			1:30-3:00	Elective

Note: Week C for MS would be 1 hour long classes and all students would meet with all core teachers, and one elective. Middle school cohorts will be broken into 4 different groups within the cohort.

8. During times when staff is not teaching in person lessons, they will provide live distance learning and support to the students enrolled in 100% distance learning and those cohorts not on campus.
9. DRAFT Distance Learning schedules for students who choose 100% distance learning when in person learning is offered.

DRAFT Schedule of Middle School Live lessons for students who choose Distance learning option in person learning is offered.

Rotation Schedule - students have live lessons for core classes twice every week

	Monday	Tuesday	Wednesday	Thursday	Friday
12:30-1:30	Science	Math	Science	Math	Elective
1:30-2:30	Social Studies	ELA	Social Studies	ELA	
2:30-3:30	Science/Social Science Office Hours	Math/ELA office Hours	Science/Social Science Office Hours	Math/ELA office Hours	

DRAFT Live lesson schedule for HS students who choose 100% distance learning when in person learning is offered

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9:30		Bio Lab/Elective	APUSH/ELA 9	Anatomy Lab/ Art	Mentor Check-in and assigned office hours throughout the day.
9:30-11		ES Lab/Art	Physics/Human Geo/Elective	Wrld/ ELA 11/12	
11-12	Office Hour	Office Hour	Office Hour	Office Hour	
12-12:30					
1:00-2:30	Alg II/Geo/PE/ Alg 1	APES Lab/SPIII		SP II/PE	
2:30-3:30	ELA 10/USH/PE	Stats/Alg II		Pre Calc/ Art	

Exhibit E- Draft Plan for 100% Distance Learning Model

Draft 100% Distance Learning Plan

This distance learning plan was developed with input from Grove families through the June 2020 distance learning survey, staff input, and best practices shared by the California Department of Education. In the development of this plan, emphasis was put on helping students achieve the Grove School's five outcomes and staying true to our mission to guide adolescents in their work of self construction to become engaged and peaceful world citizens. This plan is also designed to meet state requirements as established by California Assembly Bill 77 and State Senate Bill 98. This legislation requires that distance learning programs for the 2020-2021 school year provide 240 minutes of instruction. This instruction will be a combination of assignments students complete independently and least 1 hour of "live" instruction.

Teaching staff will maximize live instruction by providing students with the opportunity to explore material deeper, present findings, and participate in engaging activities which allow them to share thoughts and ideas with peers. Daily attendance will be measured by completion of independent work, and presence and participation during live instruction. The Grove school is exploring adopting an online curriculum to help support teachers and ensure a rigorous curriculum.

Scheduled Live Instruction- 9 to 12 am DRAFT

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9-10	Period 1	Period 3	Period 5	Period 2	Period 4
10-11	Office Hours	Office Hours	Period 6	Office Hours	Period 5
11:00-12:00	Period 2	Period 4	Period 1	Period 3	Period 6
12-12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:45-2	Office Hours	Mentoring	Office Hours	Mentoring	Office Hours
2-4	Small Group Intervention: Science and History	Small Group Intervention: Math and ELA	Mentor one on one check ins	Small Group Intervention: Art, spanish, elective	Small Group Intervention

- Student live instruction schedules will be created by the school Counselor.
 - High School schedules (grades 9-12) will be based on student preference and graduation requirements.
 - Grades 7 and 8 Schedule will include math, English Language Arts, Social Studies, Science, and an Elective (drama, music, business)
 - Schedules will be available the week before school starts on August 24th.
- Office Hours are opportunities for students to contact staff about specific questions, for staff to hold virtual club meetings, and for staff to contact families and students.
- Students may be assigned to Small group intervention based on need, request and academic performance. These small groups will allow students extra time with teachers to receive targeted assistance.

- Mentoring will continue to serve as an opportunity for students to work on Goal setting, participate in Social Emotional Lessons, and connect to the school community.
- Special Education Services will be provided during live instruction and through online small groups and consultation. If it is safe to do so, students may be brought on campus for some special education services.

Exhibit F- Additional Safety Measures

The health and safety of our community is our highest priority. The Grove School will follow all guidelines from the CDC, WHO, and California and San Bernardino County Departments of Public Health.

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. For more information, visit the [CDC website](#).

students and COVID-19

The symptoms of COVID-19 are similar in students and adults. However, students with confirmed COVID-19 have generally shown mild symptoms. Reported symptoms in students include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene.

Talking with students about COVID-19

As public conversations around coronavirus disease 2019 (COVID-19) increase, students may worry about themselves, their family, and friends getting sick with COVID-19. Grove staff can play an important role in helping students make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear. CDC has created the following guidance to help adults have conversations with students about COVID-19 and ways they can avoid getting and spreading the disease.

General principles for talking to students

- Remain calm and reassuring: Remember that students will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- Make yourself available to listen and to talk: Make time to talk. Be sure students know they can come to you when they have questions.
- Avoid language that might blame others and lead to stigma: Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.

- Provide information that is honest and accurate:
 - Give students information that is truthful and appropriate for the age and developmental level of the child.
 - Talk to students about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.
- Teach students everyday actions to reduce the spread of germs:
 - Frequent hand washing for at least 20 seconds is very important.
 - Remind students to keep their distance from people who are coughing or sneezing or sick.
 - Remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
 - Discuss any new actions that may be taken at school to help protect students and school staff. (e.g., increased handwashing, cancellation of events or activities)

Facts about COVID-19 for discussions with students

Try to keep information simple and remind them that health and school officials are working hard to keep everyone safe and healthy.

What is COVID-19?

- COVID-19 is the short name for “coronavirus disease 2019.” It is a new virus. Doctors and scientists are still learning about it.
- Recently, this virus has made a lot of people sick. Scientists and doctors think that most people will be ok, especially young people, but some people might get pretty sick.
- Doctors and health experts are working hard to help people stay healthy.

What can I do so that I don't get COVID-19?

- You can practice healthy habits at home, school, and while socializing to help protect against the spread of COVID-19:
 - Cough or sneeze into a tissue or your elbow. If you sneeze or cough into a tissue, throw it in the trash right away.
 - Keep your hands out of your mouth, nose, and eyes. This will help keep germs out of your body.
 - Wash your hands with soap and water for at least 20 seconds. Follow these five steps—wet, lather, scrub, rinse and dry. You can sing the “Happy Birthday” song twice.
 - If you don't have soap and water, use hand sanitizer.
 - Keep things clean. Students can help adults at home and school clean the things they touch the most, like doorknobs and light switches.
 - If you feel sick, stay home. Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.

What happens if you get sick with COVID-19?

- COVID-19 can look different in different people. For many people, being sick with COVID-19 would be a little bit like having the flu. People can get a fever, cough, or have a hard time taking deep breaths. Most people who have gotten COVID-19 have not gotten very sick. Only a small group of people who get it have had more serious problems. From what doctors have seen so far, most young people don't seem to get very sick. While a lot of adults get sick, most adults get better.

- If you do get sick, it doesn't mean you have COVID-19. People can get sick from all kinds of germs. What's important to remember is that if you do get sick, the adults at home and school will help get you any help that you need.

Grove Illness Policies for Parents

California State law requires that Grove shall be responsible for ensuring that students with obvious symptoms of any illness do not attend school. Obvious symptoms include: productive cough, runny nose, sneezing, fever, rash, eye inflammation, vomiting, diarrhea, or sore throat.

We cannot admit your child to school if one or more of the following exists:

- Illness that prevents the child from participating comfortably in normal school activities including physical expression (PE).
- Illness or injury that results in a greater need for care than teachers can provide without compromising the health, safety, and supervision of the other students in the class.
- A temperature of 99.9 (under the arm) or 100.4 (oral or in the ear) degrees or higher.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, or behavior changes that indicate severe illness.
- A communicable disease without medical documentation to indicate that the child is no longer contagious.

Parents will be called if a child develops symptoms of illness at school, and we will require that you pick up your child(ren) immediately. Sick students will be kept comfortable until you or your authorized representative comes to pick them up.

During the COVID-19 pandemic, students who have had a fever must be kept out of school until they have been fever free without the use of medication for 72 hours. This policy dramatically reduces the incidence of illness in students schoolwide.

School Attendance

We will be collecting and maintaining symptoms and diagnostic information for our community. Parents of other students in the class will be notified of all communicable diseases (confidentiality will be maintained).

1. If your child will be absent from school or has any type of contagious disease, please call, email or use the attendance form to notify the office immediately.
2. Parents should screen themselves and their child daily, prior to coming to Grove.
3. students must stay home when they are sick.
4. Parents must notify the school if a child has had any fever reducing medications in the prior 72 hours.
5. If anyone has a temperature of 99.9 (under the arm) or 100.4 (oral or in the ear) degrees or higher, they will be excluded from attending school.
6. Families must follow CDC directions for returning from international/domestic travel.

Wellness Checks

By closely monitoring the health of our students, selves, and families, we can all prevent illness at school.

Student Wellness Checks

Upon arrival at school, Grove staff will conduct a wellness check for each child before they enter the building. Staff will:

- Take the child's temperature with a no-touch thermometer
- Ask the parent if anyone in the household has been exposed to someone with suspected or confirmed COVID-19
- Ask the parent if anyone in the household has a cough, sore throat, shortness of breath, feel tired, or have body aches
- Visually assess the child for symptoms such as flushed cheeks, rapid or difficulty breathing, or fatigue

If Student Symptoms Begin at School

1. Classroom staff will ask the office to contact the family for pick up
2. Students will be kept in a comfortable yet separate location until family arrives. Optional locations include:
 - a. Outside the Barton School house where the child can still be monitored by classroom staff
 - b. Farmhouse monitored by Grove administrative staff
 - c. High School building monitored by administration
3. Once the child is removed, classroom staff will clean and disinfect all areas used by the child, especially high touch points (tables, chairs, door handles, faucets, sinks, counters, etc.).
4. If a sick child has been isolated away from the classroom, clean and disinfect surfaces in the isolation area after the sick child has gone home.

Staff Wellness Policy

Each classroom or work space will have a clipboard to record a temperature check. A staff member will:

- Take their own temperature with a no-touch thermometer, and initial the form.
 - If their temperature is 100.4 or above, they will need to leave the building, and contact HR about their situation.
- Report to HR if the staff member, or anyone in their household, have been exposed to someone with suspected or confirmed COVID-19.
- Report to HR if the staff member, or anyone in their household, have a cough, sore throat, shortness of breath, feel tired, or have body aches.
- Staff must follow CDC directions for returning from international and domestic travel.

If any of these apply, the staff member may be excluded from campus for 14 days from the day of their last exposure.

Staff Absenteeism

The school will reinforce the importance of staff staying vigilant for symptoms and notifying Human Resources if, or when, they start to feel sick. The HR Manager and administrative team will develop plans to cover classes in the event of staff absences.

The HR Manager and administrative team may recommend that staff members at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) consult with their medical provider to assess their risk and determine if they should stay home if there is a positive diagnosis within our school community.

- Staff members who have been out sick with no COVID-19 symptoms should follow regular Grove's sick leave policies.
- Staff members who have been out sick with COVID-19 symptoms may return to work based on the CDC's [Return to Work Criteria](#).

Physical Distancing

Physical distancing is recommended by public health officials to slow down the spread of disease.

Group Size

Students will be grouped in cohorts to minimize amount of contact

Important notes about group size:

- Group sizes do not include the teacher.
- Classrooms will only be accessible to the group assigned there. Parents, volunteers, or visitors will not have classroom access.
- students from the same family will be placed in the same group, whenever possible.
- Groups will operate independently of others and will remain separate during the entire school day.
- There will be no large group gatherings or combined group activities.

Physical Distancing within Groups

- Staff will prepare the classroom environment with individual work spaces 6-feet apart when possible.
- Students should remain in their designated and separate work space whenever possible.
- Groups may use outdoor extensions to offer a variety of work spaces and additional distancing.
- Indoor and outdoor times will be staggered and schedules adjusted to reduce the number of students in the same area.
- Staff will help students understand the need for social distancing by:
 - Modeling social distancing when interacting with students, families, and staff.
 - Demonstrating the recommended distance.
 - Offering frequent verbal reminders.
- **Outdoor games and recreation:** Facilitate activities that promote 6 feet separation between individuals.

Campus Access and Visitors

For the health and safety of our community, classroom and campus access is limited to only students and staff during the COVID-19 pandemic. Parents and visitors will have access to the Grove campus through the main office only.

There will be no outside (non-Grove enrolled students) volunteers on campus.

In the case of an early pick up or late drop off, families should come to the main office and Grove staff will take students to and from their classrooms outside of the scheduled arrival and departure times.

Guidelines for campus access:

- Parents MUST check in at the office upon arrival.
- All adults and students must wear a face mask while on campus (including inside your car during drop off and pickup).

If it is necessary for a visitor to come onto campus, they will be asked the following questions upon arrival:

- Have you or anyone in your household had respiratory or influenza-like symptoms within the past 14 days? If yes, the school asks that you reschedule your visit for when you have been symptom free for 14 days.
- Have you or anyone in your household had a temperature of 100.4 or higher in the past 72 hours?
- Have you followed CDC directions for returning from international and domestic travel?

If any answers present a health concern, the school may ask the visitor to reschedule their visit. If no health concerns arise, visitors will be asked to wash their hands upon arrival in the office and to wear a mask while on campus. Masks will be kept in the Grove office if one is needed.

Curbside Drop-off and Pick-up

All students who are dropped off and picked-up will participate in curbside drop-off and pick-up and a wellness check. Location for curbside drop-off and pick-up will be Heritage Park parking lot on Orange Ave.

- Regular drop offs occur between 7:30 and 8:15 am.
- Regular pick ups must occur between 2:30 and 3:30
- Any pick-ups, drop offs or other student arrivals at any other time must go through the middle school campus office located in the Farmhouse.
- Vehicles dropping off students should wait until students have passed through the wellness check before leaving.
- Students are to adhere to six feet physical distance while waiting to go through a wellness check.

Staff Safety precautions

- Grove staff should have a walkie- talkie and hand sanitizer with them while working curb. Staff should have additional pens in case one is shared.
- Grove staff will wear face masks. Gloves are optional.
- Only staff members should touch the clipboard and recording sheets.

Staff instructions

- Staff can park in the lot off of Iowa street reserving BSH lot for drop off.
- Admin will open buildings prior to 7:30 am and ready Heritage Park parking lot for drop off.
- Admin will ready the parking lot for pick up prior to 2:30.

Students arrive without parent or guardian:

- All students will enter the school at the checkin points.
- Students who enter campus without completing a wellness check will be directed to the office.

Heritage Parking Lot		
Main Campus Morning: 7:30-8:15am	S1	S2
Admin Curb Floater: <ul style="list-style-type: none"> • Provide support and assistance to staff 		
Wellness Check - located by front of Barton School House: <ul style="list-style-type: none"> • Ask questions, take temperature • If concern arises: your student is unable to come to school, if there are questions, ask the family to park their car, and radio for administration. 		
Clipboard Manager: <ul style="list-style-type: none"> • Record attendance and completion of Wellness check 		
On Campus Supervision: <ul style="list-style-type: none"> • Supervise students once they have entered campus 		
All other Classroom Staff: <ul style="list-style-type: none"> • 7:45am: In classrooms to receive students 		

Healthy Habits

Grove will teach, model, and reinforce healthy habits and skills at school.

Hand washing

Staff and students will follow CDC recommendations for thorough hand washing upon arrival and every two hours. School staff and students will wash their hands with soap and water for a minimum of 20 seconds. Teaching the students a popular song or counting to 20 is an option to encourage the correct length of time. Students should use a paper towel to turn off the faucet after washing hands.

All students and staff will wash hands at the following times:

- Immediately upon arrival and after staff breaks.
- After working with each student, and before working with another student
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet

- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- Before and after playing outdoors
- After handling garbage
- Posters describing handwashing steps will be posted near sinks.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise the use of hand sanitizer for students.

Respiratory Etiquette

Staff will support students in practicing responsible respiratory etiquette for coughing or sneezing. This includes:

- Demonstrating how to cough or sneeze into your elbow
- Students will be encouraged to not touch their face

Face Masks

Student Face Masks

Currently, Grove is asking all students to wear face masks while on campus. The County of San Bernardino currently requires all schools to wear face masks. The school requests these students wear masks, and also understands it will be difficult for this to be a completely consistent practice as we are aware that students are not accustomed to face masks and we anticipate that regular “mask breaks” will be a part of our daily schedule. We will provide education and support to encourage their use. The staff will guide the students in wearing masks with regard to each individual and their development.

Students are encouraged to wear a favorite mask from home and the school will provide masks to students if they don't have one or need another one. Students will not share their mask and all face masks will be laundered between users. Students may be given an opportunity to take a mask break while playing outside where it could be easier to enforce social distancing.

Adults Face Masks

Masks are required for staff caring for students and interacting with parents to the extent possible and as long as it doesn't impact the health of the wearer.

Parents are asked to wear face masks when dropping off and picking up your student.

General

The use of simple cloth face coverings is advised to slow the spread of the virus and to help people who may have the virus, even if they do not know it (asymptomatic), from transmitting it to others. Wearing a non-medical mask protects others by reducing the droplets and viral particles that spread between people as we talk and interact -- especially in situations where a physical distance of 6 feet cannot be maintained.

Masks/Cloth face coverings will not be required in the following reasons:

- If a student or staff member has a chronic respiratory disorder that precludes the use of a face mask.

- students younger than 2 years of age.
- While eating and drinking.

Staff Protective Coverings

- Face coverings: Staff will wear cloth face coverings while at school. In public, staff members are required to follow local government orders regarding face masks.
- Staff will wear gloves for cleaning surfaces and treating injuries. Staff may choose to wear gloves when working with students, but must wash hands with gloves or use hand sanitizer on gloves between each student.

Lunch

- While eating, students will sit at tables ideally 6 feet apart from each other.
- Students will wash hands prior to and immediately after eating.
- Tables will be cleaned and disinfected after meals.

Personal Items

- During the COVID-19 pandemic, personal items for sharing should be left at home.
- Students will be encouraged to put all items for home and completed work in their individual containers or backpacks.

Cleaning and Disinfecting

All Grove staff members are responsible for keeping our environments clean and healthy. One designated cleaner will assist the classroom staff by cleaning each classroom while the classroom staff and students are out of the classroom. Whenever possible, open windows to ventilate facilities before and after students arrive.

Staff will wear masks and disposable gloves for all tasks in the cleaning process, including handling trash. The infection prevention guidelines require us to clean materials and equipment regularly and between groups, but they do not say that cleaning needs to be done between each time a student uses a material. The most important thing is good hand hygiene.

To simplify cleaning, classroom staff should reduce the number of available materials on the shelf. Each student can be assigned their own supply box (pencils, scissors, etc.).

Cleaning Schedule	
Classroom tables and chairs	After each use
Countertops	After each use
Adult toilets, bathroom paper towel dispensers	Before and after each use, by the user

Classroom materials	2x a day: while students are outdoors and at the end of the day
Handwashing stations and non-bathroom sinks	2x a day: while students are outdoors and at the end of the day
Door handles	2x a day: while students are outdoors and at the end of the day
Light switches	2x a day: while students are outdoors and at the end of the day
Touch screens	2x a day: while students are outdoors and at the end of the day
Keyboards and phones	1x a day: at the end of the day

Cleaning and Disinfection Protocols

During cleaning and disinfection, Grove staff will wear gloves and a face mask and use products in a well ventilated area.

1. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
2. Spray the surface with Lysol Clean & Fresh Multi-surface cleaner until wet and wait 6 minutes before wiping. Lysol Clean & Fresh is listed on the EPA COVID-19 approved list of products.
3. For surfaces that come into contact with food, rinse thoroughly with water after 6 minutes.
4. After cleaning, remove gloves, and wash hands.

All cleaning materials will be kept secure and out of reach of students. Cleaning products will not be used near students, and staff should ensure that there is adequate ventilation when using these products to prevent inhaling fumes.

Soft surfaces

For soft surfaces such as carpeted floor, and rugs:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
 - Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with Lysol Clean & Fresh according to the instructions listed above.

Electronics

For electronics, such as tablets, touch screens, keyboards, and phones:

- Use alcohol-based wipes containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Sanitizing Materials

- Materials that cannot be cleaned and sanitized should not be used.
- Machine washable cloths should be used by one individual at a time or should not be used at all. Cloths should always be laundered before being used by another student.
- Do not share materials with other groups of students, unless they are washed and sanitized before being moved from one group to the other.
- Set aside materials that need to be cleaned.

- Books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Outdoor Areas

- Outdoor areas, such as classroom extensions or playgrounds, generally require normal routine cleaning, but do not require disinfection.
- Do not spray disinfectant on outdoor equipment- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19.
- High touch surfaces made of plastic (sand toys, picnic tables) or metal (grab bars, railings, and tools) should be sprayed with Lysol 2 times a day.
- Cleaning and disinfection of wooden surfaces (structures), or groundcovers (mulch, sand) is not recommended.

If COVID-19 is confirmed in a student or staff member

Grove might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread:

- Grove administration will contact the San Bernardino County Health Department at (909) 387-3911, and Community Care Licensing at (951) 782-4200 to report the case.
- The County Public Health Officer and/or Community Care Licensing may consider whether school closure is warranted and determine the length of time based on the risk level within the school.
- The school will prepare students for immediate curbside pick up.
- Grove will dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope (e.g., a single classroom, level, or whole school) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During the school dismissal, Grove will cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, meetings, field trips, and carnivals).
- During closure, staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a park, or a favorite restaurant.

Communication

Grove will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- The school will provide this communication to parents, the Grove School, and the community via email and text.
- The communication will include messages to counter potential stigma and discrimination.
- The school will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Cleaning and Disinfecting

- The school will close off the areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Grove staff and the school janitorial service will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- To disinfect the area, use Lysol Clean & Fresh Multi-surface cleaner. Lysol Clean & Fresh is listed on the EPA COVID-19 approved list of products. Cleaning staff will wear gloves and face masks and open doors and windows to increase ventilation.

School Closure Guidelines

In consultation with San Bernardino County Health and Community Care Licensing, school administration will determine the timing for students and staff to return to campus, and any additional steps that may be necessary.

- During school dismissals (after cleaning and disinfection), the school may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- School administrators will work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Grove is not expected to make independent decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
- If a campus closure becomes necessary, Grove will ensure continuity of education for Grove students.