



Baypoint Preparatory Academy-San Diego

COVID-19 Safe School Re-Opening and Prevention Plan 2020-21

School Name: **Baypoint Preparatory Academy-San Diego** (“BPA”, “Baypoint”)

School Address: 520 E Carmel Street
San Marcos, CA 92078
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BPA’s COVID-19 Reopening/Prevention Plan (“the Plan”) is based on a comprehensive risk assessment of all work areas and work tasks, and available to view on the school’s website at www.baypointprep.org.

The person responsible for implementing the Plan and maintaining contact with Public Health Services (619-692-8499) is:

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Last date of the review and the effectiveness of the Plan: January 2022



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Introduction

Baypoint's leadership team has worked closely with the Governing Board, teachers, and parents to develop the Plan and educational programs with a focus on getting our students back in school while adhering to compliance requirements.

The Plan was developed in consultation with the County of San Diego Health and Human Services Agency, California Public Health Services (CDPH), and CDE Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

All Staff shall adhere to All current state/county mandates regularly:

- [Covid-19 Guidelines](#)
- [Reopening In-Person K-12 Schools Learning Framework](#)
- [Face Covering Guidelines](#)
- [Decision-Tree](#)
- [FAQ](#)
- [Small-groups-child-youth FAQ](#)
- [Outbreak Management](#)
- [Guidance on Schools and Cohorting](#)

Additional guidance: [California Of Public Health](#)

General Measures

BPA's plan to train and communicate with staff on the COVID-19 Prevention Plan was administered through CharterSAFE: [SafeSchools Training System](#). The training is informative and helpful towards maintaining a safe learning environment for students, parents, and staff.

All employees have been provided with a basic package of Personal Protective Equipment ("PPE") to be used in accordance with current federal, state, and local mandates.

BPA will regularly evaluate the Plan and workplace for compliance with CDPH guidelines.

- BPA will update the Plan as needed to prevent further cases.
- BPA will implement the necessary processes and protocols when the workplace has an outbreak, in accordance with CDPH guidelines.
- BPA will Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection.
- BPA is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility become ill with COVID-19.



Screening At Home

All staff (*), students, and families are asked to self-screen for symptoms and take temperatures daily prior to making the decision as to whether or not to come to school or report to the school administration.

Students and staff should not attend school/report to work if they:

- Have had direct, close contact with anyone who has tested positive for COVID-19 for more than 15 minutes (with or without a mask), within 24 hours of the individual experiencing symptoms and/or testing positive, the must quarantine:
- [Decision-Tree](#)
- Have a fever of 100 degrees Fahrenheit or more.
- Are experiencing symptoms including a persistent cough, shortness of breath, or runny nose.

*The staff will be asked to record the results and share the findings with the site administrator before entering the site.

Organization of Facility/Teaching Spaces

In order to limit exposure, students will be divided into groups/cohorts for school activities (snack/lunch-time, etc.)

Group 1	TK/K-2
Group 2	3-5
Group 3	5-6
Group 4	7/8

No students will be permitted to freely congregate in any space on site.

Arrivals and Departures

Students, parents, staff, visitors:

- Please do not come on-site if you are sick; avoid entering the facility if you have a cough or fever.
- Please wear facial coverings, maintain a minimum six-foot distance from one another, and do not shake hands or engage in any unnecessary physical contact.
- Any individual with symptoms or a temperature of 100 degrees or more, will not be permitted to enter the site.



- It is highly encouraged for students to bring their own face covering. Personal face coverings will be allowed by students that are in compliance with dress code policies.
- Baypoint will provide face covering for any student who needs one for temporary use.
- It is imperative that the face covering be worn properly, including completely covering the nose and mouth.
- BPA will review existing student health plans to identify students who may need additional accommodations:
 - BPA will further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19
 - BPA will engage with families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed.
 - If a student comes on site with symptoms caused by chronic condition(s), such as allergies or asthma, the parent/guardian must provide written verification from the health care provider, confirming the diagnosis and explaining how the symptoms are not related to COVID-19.

If the student has a medical need or other vulnerability, parents will enter the site after 8:__(time).

A visual summary of the CDPH and the copy of the COVID-19 Safe Reopening Plan will be posted at every entrance to the facility.

Signage throughout the school will assist students and staff with reminders to wear masks, stay socially distant, and observe designated routes and hand-washing protocols. Procedures and signage are posted at the front of the school for adults who need to check out their students, in order to minimize “lingering/waiting” around office staff.

Upon entering school, students and staff will be asked to use a hand sanitizer.

- Health screenings of students and staff upon arrival will include questioning for Coronavirus symptoms.
- Students and Staff will: wear masks at all times, wash hands with soap regularly, and maintain social distancing as much as possible.
- BPA will identify individuals who have been in close contact with an infected person and take steps to isolate COVID-19 positive person(s) and those in close contact.

BPA staff will clean and disinfect frequently touched surfaces at school daily and as practicable:

- While on-site every staff member will have a responsibility to disinfect any surface before and after use (desks, tables, chairs, printer, table, etc.).
- At the end of the day, the office space will be thoroughly sanitized (surfaces: desks, tables, chairs, printer, door handles, light switches, sink handles, bathroom surfaces, etc.)



- Use and sharing of objects and equipment, such as office/classroom supplies, games, art supplies and playground equipment will be thoroughly cleaned and sanitized to the extent practicable.
- Environmental Protection Agency (“EPA”)- disinfectant against COVID-19 approved products will be purchased and used in accordance with the instructions.

COVID-19 Exposure Action & Communication Steps: [Decision-Tree](#)

If **communication** is deemed necessary through the decision process, all communication will be distributed through **Parent Square**.

Baypoint closure may be appropriate when there are multiple cases in multiple cohorts at the site are within a 14 day period, depending on the size and physical layout of the school.

Baypoint may reopen after 14 days and the following has occurred:

- Cleaning and disinfection.
- Consultation with the local public health department.

Healthy Hygiene Practices

Baypoint students and staff will follow each of those described below:

- Wash their hands frequently (at staggered intervals) throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, etc., and before and after using the restroom.
- Wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Use fragrance-free hand sanitizer, when hand washing is not practicable.
- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

Children under age 9 will use hand sanitizer under adult supervision.
(Poison Control if consumed: 1-800-222-1222).

Adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer will be provided at all times.

BPA provides and ensures students and staff use face coverings in accordance with CDPH guidelines and all required protective equipment.



- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.
- Staff must return to wearing a face covering outside of the classroom.

In order to comply with this guidance, BPA will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. BPA will offer alternative educational opportunities for students who are excluded from campus.

PPE will be provided at a level appropriate to employee job duties:

- Staff will be equipped with proper protective equipment, including gloves, eye protection, mask, and other appropriate protective equipment as required by the product instructions.
- All products will be kept out of students' reach and stored in a space with restricted access.
- Cleaning and disinfecting will take place daily to the extent practicable.
- Proper ventilation will be practiced during cleaning, disinfecting, and use of the site/office space, (open windows where practicable, etc.).

At the end of the school day, students will be asked to use the hand sanitizer before leaving school.

Movement Around the School

- All non-essential movement around the school should be avoided.
- Some areas of the school will become one-way (signage).
- If groups of students are moving during lessons, the staff will supervise and ensure that they use the shortest route possible.

Site Map:

Resource Support Assistants

- Resource support in the classroom will maintain social distancing from the student they support.
- If a student requires close medical or intimate care, PPE will be worn.



Break Time

- Students will have staggered break times.
- Students will go outside for breaks and maintain social distancing.
- A face covering or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.
- Only 3 students will be allowed to sit (per bench) in the outside area.
- Students will not be permitted to be in the building during break time.
- All benches will be wiped down with disinfectant continuously before, during, and after the break period.

Lunch Time

(The menu will offer quick-grab items).

- Students will be asked to wash hands with soap before and after having lunch.
- Students will queue in compliance with social distancing guidance.
- A face covering, or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.
- Only 3 students will be allowed to sit (per bench).
- Students will not be permitted to be in the building during lunchtime.
- All benches will be wiped down with disinfectant continuously before, during and after the lunch period.

Staff

- Catering staff (preparing food) will maintain social distancing as much as possible.
- Catering staff will wear catering garments.
- A separate bin will be used to discard catering garments.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- All food items will be served on disposable plates.

Sanitation

- Staff will wear PPE and disinfect/wipe down all surfaces during (in-between cohort movements) and after school hours.
- Staff will disinfect and wipe down all surfaces in restrooms, classrooms, offices, lunch areas, breakrooms.



- Use and sharing of objects and equipment, such as office/classroom supplies, games, art supplies and playground equipment will be thoroughly cleaned and sanitized to the extent practicable.

Offices/Workrooms

- Staff will use office/workroom spaces if they are able to socially distance themselves from each other.
- Staff will use a hand sanitizer when entering and leaving the workroom and wipe down common use equipment before and after each use.

Expectations in the Classroom

- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable. The goal will be to keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Students and staff will use hand sanitizer each time they enter the classroom.
- Teachers will wipe used surfaces frequently throughout the day (tables, keyboards, etc.)
- All classrooms will have socially distant to the extent possible
- Stationery and equipment should not be shared.
- Group activities and any close contact between individuals should be avoided
- Staff will prioritize the use and maximization of outdoor space for activities where practicable.

Student Expectations

- Attend school if a member of the household does not have COVID-19 related symptoms.
- While on-site, follow the guidelines that will help to maintain the health and well-being of everyone in the school and the wider community
- Arrive at school and leave school at the designated time.
- Do not congregate in school at the end of the day.
- Use a sanitizer to disinfect hands on entering and leaving school and each lesson within the day.
- Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands, etc.
- Do not move the table or chair.
- Wipe the keyboard and mouse at the start of each instruction time.
- Maintain a safe distance from others between and during lessons.
- At breaks and lunchtimes, go outside or to designated areas when weather permits.
- Maintain a safe distance from others at breaks and lunchtimes.
- Do not use social spaces on-site without permission.
- Do not share personal belongings (stationary, food, etc.) with others.
- Only enter the restroom if there is a free cubicle.



Extracurricular Activities

Baypoint will:

- Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- Limit communal activities where practicable.
- Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-classroom space for instruction, including regular use of outdoor space.

Visual wellness checks of all students by the staff will take place throughout the day.

BPA will document/track incidents of possible exposure and notification of local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under Family Educational Rights and Privacy Act (“FERPA”) and state law related to privacy of educational records.

General Measures II

BPA will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees or higher, cough, or other COVID-19 symptoms.

BPA will designate an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

For serious injury or illness, BPA will call 9-1-1 without delay. BPA will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

BPA will notify local health officials immediately of any positive case of COVID-19, and staff and families who have potentially been exposed, as relevant while maintaining confidentiality as required by state and federal laws.

BPA will advise sick staff members and students not to return until they have met Centers for Disease Control and Prevention (“CDC”) criteria to discontinue home isolation: [Decision-Tree](#)

BPA will offer Independent Study (IS) program based on the unique circumstances of each student who would be put at risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabituate or regularly interact with high-risk individuals, or are otherwise identified as at-risk by the parents or guardian, are students whose circumstances merit offering IS.



BPA will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. BPA will then update protocols as needed to prevent further cases.

Considerations for Reopening and Partial or Total Closures

BPA will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.