<center>**Reopening & COVID-19 Mitigation Plan Template**</center>

School / District: IVYTECH CHARTER SCHOOL – MOORPARK USD AUTHORIZER

The health and safety of our community comes first, and after listening to our parents, students, and staff, through survey and conversation, along with the rising public health concerns in California, we have decided the options listed below are possible considerations for the 2020-21 school year.

Hybrid - Onsite* - Grades 9-12; Meet 3 days/week (Tu/We/Th)
The program runs from 8:30 am to 2:30 pm (depending on a student's class schedule), focusing on both core subjects and onsite electives. Availability of onsite electives will be determined by interest and our ability to safely execute the course. Students complete the majority of assignments onsite with some work completed independently. Students will work in small groups of no more than 6 (for COVID requirements). **Please note*: *When there is an individual with a confirmed COVID-19 test*, *IvyTech will coordinate with VCPH to determine who should be considered as a close contact*. *A close contact is someone who was within 6 feet of an individual for a sustained period of time* (10-30 *minutes*). *If the school needs to close for a period of time*, *all students in the hybrid courses will move to the synchronous program*. *We encourage families to prepare work stations at home that will enable students to learn*.
Program emphasizes:
- Collaboration
- Inquiry-based learning
- Projects
- Real-world learning
- communication

Synchronous Hybrid - Onsite- Grades 9-12; Meet 3 days/week (Tu/We/Th)
This program runs on the same schedule as the hybrid-onsite option, focusing on core subjects and taking online electives. Students join the onsite students virtually through Zoom Rooms and "attend" the same classes and do the same work, although they are not on campus.

Benefits include:
- Access to onsite program, from home
- More structure with scheduled classes
- Flexibility of completing both onsite and independent study courses

Independent Study (***Traditional***)- Grades 7-12

Students meet weekly with an advisor to check their progress and set goals. Subject-specific teachers grade and monitor student work and can set up appointments with students for additional support. Students can access and work on their courses 24 hours a day, 7 days week through this option. Everything students need is generally accessed through our online learning management system.

Benefits include:
- More individualized course schedule
- Flexibility for when and where schoolwork is completed
- Access to teacher support and opportunities to collaborate with other independent study students

Homeschooling - Grades 7-12

ITCS supports families who want more flexibility and choice over the curriculum used to meet grade level requirements. Parents and students meet with an advisor to create an academic plan. Students and their parent(s)/guardian(s) meet with the advisor once every learning period (21 days) to check progress and set goals.

Benefits include:
- Parents/guardians have more involvement in their student's education
- Families have the support and resources of ITCS
- WASC accreditation and access to accredited transcripts
- Curriculum meets state standard requirements
- Opportunities for participation in ITCS programs

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
Diana Conner	Registrar/Office	Moorpark	msconner@ivytechcs.org	(805) 222-5188
Geoff Frankl	Teacher/Admin Designee	Moorpark	mrfrankl@ivytechcs.org	(805) 222-5188/(805) 750-7333

IvyTech is aware of the importance of school hygiene and sanitation for their students. An example of this is how we utilize space onsite from outdoor options to quarantine areas, and how we respond to a student or staff member who has been diagnosed with COVID-19.We are working hard this summer to ensure procurement of PPE and written protocols and policies in place to ensure high standards for health and safety.

Promote Healthy Hygiene Practices		
Describe your plan to: 1. Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) 2. Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene		
Plan: IvyTech is aware of the importance of school hygiene and sanitation for their students. The following actions are commitment to the promotion of hygiene: 　1. Educate students and their families on proper personal hygiene and sanitation, 　**General Information**: 　***Stop the Spread of Germs*** 　***Cover Your Cough*** 　**Wearing a Face Covering:** 　Per VCPH guidelines, students/staff/visitors on IvyTech Charter site, or working with our students in grades 7-12 must wear a face covering. The face covering: 　● Must cover nose & mouth, be secured with ties/ straps or wrap around the lower face to cover the chin. 　● Must be worn indoors if less than 6 feet apart. 　● Must be worn outdoors if less than 6 feet apart.	**Person(s) responsible** Administration Counseling Teachers Aides	**Date of Implementation** Fall 2020

- May be removed if eating/exercising if 6 feet apart
- Acceptable mask alternative such as face shield with drape on the bottom edge
- IvyTech Charter will provide face coverings as needed

Video: How to Wear, Remove, and Wash a Face Covering
How to Safely Wear and Take Off a Cloth Face Covering
Face Coverings Protect the Community

Hand Hygiene:
Students, staff, and visitors on IvyTech campus must engage in frequent hand washing.
- Wash hands with soap and water (warm or cold), rub thoroughly for 20 seconds, use paper towels to dry hands thoroughly
- Use fragrance-free hand sanitizer when handwashing is not practicable (rub sanitizer into hands until dry)
- Must wash hands with soap and water after using the restroom, before eating, and when hands are visibly dirty
- All individuals should wash hands at home before going to a ITCS site and after returning home
- Refer to Wash Your Hands document for guidance

Wash Your Hands
Video:How Soap Kills Coronavirus

2. Most classrooms include a bathroom with sinks, soap, and paper towel dispensers to ensure that students have access to hand washing facilities throughout the day. Instructional areas without a bathroom are equipped with a portable handwashing station supplied with warm water, soap, and towels.

   Students and staff will also find free-standing hand sanitizing stations throughout the campus. These stations dispense sanitizer without the need to touch the device.

Intensity Cleaning, Disinfecting, and Ventilation		
Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of the area during cleaning.		
Plan:	Person(s) responsible	Date of Implementation
- Limit sharing of objects and equipment to the extent practicable - where allowed, clean and disinfect between uses - When choosing cleaning products, use those approved for use against COVID-19 on the EPA approved list - Ensure proper ventilation during cleaning disinfecting **School-Wide Measures:** - Sparklett stations are available to fill personal water bottles. Hand sanitizer will be provided nearby if contact is required. - During lunches we will promote 6 feet social distancing at tables. - Outdoor Mobile Hand-Washing Stations will be available onsite. - Shade structures will be used outside when possible to promote social distancing and improved ventilation. **Office Measures:** - Have students/visitors use hand sanitizer when entering the office - Remind students to social distance while waiting to see staff - Create outdoor waiting area if possible - Regularly clean waiting area **Classroom Measures:** - Open before class begins and at the end of class to limit touching of doorknob - Doorstops are installed and in working order - Open doors and windows to improve ventilation when possible - Wear face covering in classroom at all times (clean cloth mask daily) - Have students use hand sanitizer or wash hands upon entering classroom **Cleaning Measures:** - Clean and disinfect lunch areas after each use (If onsite). - Disinfect all rooms and restrooms every night.		Fall 2020

● Focus cleaning/disinfecting of "high touch" points such as light switches, doorknobs, handles, desks/tables, counter tops, dispensers, faucets, sinks and toilets. ● Clean/replace HVAC filters according to manufacture guidelines		

Implementing Distancing Inside and Outside the Classroom

Describe your plan to:
1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student /educator cohorts to minimize contacts. (*Include school / district bell schedules.)*
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*
> * *Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

During School Arrival and Departure IvyTech will:	**Person(s) responsible**	**Date of Implementation**
● Attempt to maintain a 6-feet of distance between individuals using staggered arrival and departure times in effort to limit gatherings near school entrances and parking lots. ● Parents will be asked to minimize their contact at school with students, staff, and other families during this time of day. ● Students will be instructed to enter school through designated routes of entry and exit using as many entrances and exits as feasible with the intent to limit direct contact with others as much as practicable. ● Front office desks will be equipped with acrylic screens (stands) to ensure there is a protective separation along with social distancing when conducting school business with staff, students, and community. Classroom Space Plan: ● The number of students and staff in a classroom is determined by the classroom size (square footage) while maintaining physical distancing of at least 6 feet between all individuals ● To the extent possible and as recommended by the CDC, attempt to create smaller student/educator cohorts to minimize the mixing of student groups	Administration Counseling Teachers Aides	Fall 2020

throughout the day - minimize movement of students, educators, and staff as much as possible.
- Maximize space between seating and desks - consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, partitions between desks, markings on classroom floors, etc.
- Students should be encouraged to use cloth face coverings - cloth face coverings are most essential in settings where physical distancing cannot easily be maintained.
- Ensure staff develops instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor space that are easy for students to understand and age appropriate.

Non-Classroom Spaces Plan:
- Limit nonessential visitors, volunteers, and activities involving other groups during school hours.
- Limit facility use and communal activities where practicable. If this is not possible, after the event or gathering occurs, the space will be disinfected before students or staff are allowed to return.
- Use non-classroom space for instructions and enrichment activities which may include outdoor spaces if weather permits.
- Minimize congregate movement through hallways as much as possible. Staff will stagger student's movements through common spaces by attempting to use different entrances and exits minimizing passing or congregating of students.
- Ensure students eat meals inside their "home base" or classroom spaces. If other locations can support social distancing requirements, then staff may permit students to use this space for lunch.

Limit Sharing

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)		
Plan: ● Students and staff will not share food. ● Assign supplies to individual students (pens, pencils, paper, manipulatives, etc.) ● Limit use of shared equipment and disinfect between use. ● Students will not share chromebooks or phones. ● Student work to be turned in electronically when possible. ● Use electronic documents instead of handouts when possible.	**Person(s) responsible**	**Date of Implementation**
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Train all Staff and Educate Families

Describe your plan to:
1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness
2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

IvyTech will train staff on safety precautions necessary to reduce the likelihood of contracting COVID-19. Staff will receive training that will include IvyTech's internal procedures on protecting students and staff from illness. Additionally, this Information will be made available to parents and the community. ● Train all staff and provide educational materials to families in the following safety actions: enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, and COVID-19 specific symptom identification. ● Training and education available virtually, or, if in-person ensure distancing is maintained. ● Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings.	**Person(s) responsible**	**Date of Implementation**
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- Establish a COVID-19 coordinator or team. The COVID-19 coordinator/team serves as a resource to the health department and the workplace as the primary point of contact for coordinating all COVID-19 activities.
- Create and implement a preparedness, response, and control plan. This plan will be used to evaluate the risk and decide on actions to prevent the spread of COVID-19 in the school. Having the plan will also allow staff to rapidly gather employee and workplace records, when needed, to assist possible health department-initiated case investigations and contact tracing.
- Collect information about the workplace such as, potential workplace contacts, and operations, without revealing confidential personnel records or student information in accordance with HIPAA-FERPA guidelines.

Links to access information for training staff and IvyTech families:
- ❖ [Handwashing and Age-Appropriate Information on Handwashing and Coughing (CDC)](#)
- ❖ [Schools and Childcare Information on COVID-19 - Center of Disease Control (CDC)](#)
- ❖ [Parent Checklist and COVID-19 - Center of Disease Control (CDC)](#)
- ❖ [Guidance for Face Coverings - California Department of Public Health](#)
- ❖ [Ventura County Coronavirus Information Center](#)

Check for Symptoms - Screening Staff, Students, and Visitors		
Describe your plan to: 1. Screen all students, staff, and visitors entering school facilities 2. Monitor students and staff throughout the day for signs of illness 3. Support ill students and staff to remain at home without fear of reprisal		
Upon arrival to school each morning, students will be screened in the parking lot for a temperature. The screening will take place by a trained staff member using a non-touch temperature device. If students appear to be exhibiting symptoms or temperature exceeding 99.5 degrees (taken by no-touch method), they will be asked to enter a separate area discreetly away from others in order to hydrate and receive a secondary temperature screening.	**Person(s) responsible** Administration Counseling Teachers Aides	**Date of Implementation** Fall 2020

- Implement screening procedures for all staff and students entering the school or District Office. - Monitor staff and students throughout the day for signs of illness sending home students and staff with a fever greater than 99.5 degrees or higher (taken by no-touch method) or who are exhibiting symptoms of COVID-19. - Not penalize students or staff who miss class or work due to having or quarantining as a result of the COVID-19 virus. Screening Options (based upon local and state recommendations) *Passive Screening* – instruct parents to screen students and staff to self screen prior to leaving for school (check temperature to ensure temperature below 100.4 degrees, taken orally, or 99.5 degree is taken by a no-touch method and observe for symptoms outlined by public health officials). *Active Screening* – engage in symptom screening as students and staff enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers. Video:Daily Self-Screen for Covid19		

Plan for When a Staff Member, Student, Visitor Becomes Sick		
Describe your plan to: 1. Include health office procedures for ill students 2. Involve HR for ill staff and visitors 3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email		
Plan:	**Person(s) responsible**	**Date of Implementation**
	School district VCPH liaison	Fall 2020

- Ventura County Public Health encourages schools to have a separate health office or space where routine health related procedures for students should take place and an additional health office or space for sick children to be evaluated. - Students, staff and visitors with Covid-19 like symptoms will be sent home and recommended for testing. - VCPH clarifies that sick staff members and students with ***confirmed COVID-19*** should not return until they meet CDC criteria to discontinue home isolation which would be determined by VCPH - Students while remaining at home awaiting test results, should continue with 100% distance learning		

Maintain Healthy Operations - Surveillance and Reporting

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

Plan:	Person(s) responsible	Date of Implementation
- IvyTech should conduct daily absence verification of symptoms to enter into their respective School Information System and report weekly COVID-19 or influenza-like illness absenteeism for staff and students utilizing VCPH surveillance surveys. - Report absenteeism rates immediately to VCPH if more than 10% staff and students are out in a single day at any school site - Designated school district liaisons will be required to work with the VCPH PHNs on contact tracing for confirmed COVID-19 in a student, teacher, or staff member in their district - training will be provided by VCPH	School district VCPH liaison	Fall 2020

Consideration for Partial or Total Closure

Describe your plan to:
1. Communicate with VCPH prior to any school closure*
2. Communicate school closures with families and staff
3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction*

Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH		
Plan:	**Person(s) responsible**	**Date of Implementation**
- Students and staff that present to the school health offices with a fever above 100.4 (taken orally or 99.5 degree taken with no-touch method) and a cough, and/or shortness of breath, and/or gastrointestinal illness should be considered a suspected COVID-19 case and referred for testing. - Students while at home awaiting test results, will continue to have access to all school work through IvyTech's online Learning Management System (LMS). - When there is an individual with a ***confirmed COVID-19*** test, IvyTech will coordinate with VCPH to determine who should be considered as a close contact - a close contact is someone who was within 6 feet of an individual for a sustained period of time. - In most cases, entire schools will not be required to close even when there is a confirmed case in a staff member or student - closure of a classroom or multiple classrooms may be necessary. - Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.	School district VCPH liaison Administration	Fall 2020
Strategic Recovery Planning Team (Optional)		
Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.		
Plan:	**Person(s) responsible**	**Date of Implementation**
IvyTech will continue to be guided by the following entities and update reopening procedures as necessary: **VENTURA COUNTY GUIDANCE:** Ventura County Public Health Guiding Principles and Communication for School Districts Public Health Officer Orders - Current Stay Well Ventura County Orders **CALIFORNIA STATE GUIDANCE:**	Administration Counseling	Fall 2020

Assembly Bill (AB) -77 Education finance omnibus budget trailer bill *(Amended in Senate June 23, 2020)* Guidance for the Use of Face Coverings - California Department of Public Health *(Release Date June 18, 2020)* COVID-19 Industry Guidance: Schools and School-Based Programs - California Department Public Health *(Release Date: June 5, 2020 - Recommended effective date no sooner than June 12, 2020)* "Stronger Together: A Guidebook for the Safe Reopening of California Public Schools" - California Department of Education *(Release Date: June 8, 2020)* **FEDERAL GUIDANCE:** Center for Disease Control and Prevention - Childcare, Schools, and Youth Programs		

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date).

COE Internal:
Date Received: _____ Date Reviewed: _____
Date sent to VCPH:
Date of confirmed receipt by VCPH:

This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org *and Antonio Castro* acastro@vcoe.org.