



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 7/29/2020

Under ODE's **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school's plan to the local school board and make the plans available to the public. This form is to be used to document a district's, school's or program's plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	City View Charter School, Hillsboro School District
Key Contact Person for this Plan	Nicole Kopacz
Phone Number of this Person	503-844-9424
Email Address of this Person	nkopacz@cityviewcharter.org
Sectors and position titles of those who informed the plan	Travis Reiman - Assistant Superintendent Michelle Brady, Hillsboro Safety and Emergency Preparedness Manager Nicole Kopacz – Executive Director Stefanie Baker – City View Instructional Guide/Leadership Team Shannon Johnson – Arts Leader & Leadership Team Melissa Stark – City View Board President Kimberlee Reitmeier – SPED Case Manager Laurie Wold & Becky Mills – Office Managers Tasha Inafuku – 1 st grade teacher Kerry Daimon – 3 rd grade teacher Anthony Wynne – Middle School math and science Miranda Trullench – Elementary Counselor Paul Laue – Middle School Counselor

¹ For the purposes of this guidance: "school" refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, "school" will be used inclusively to reference all of these settings.

² For the purposes of this guidance: "district" refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Local public health office(s) or officers(s)	Samantha Schafer MPH, CHES, Senior Program Coordinator, Immunizations & Access to Care, Washington County Department of Health and Human Services
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Nicole Kopacz – Executive Director
Intended Effective Dates for this Plan	September 14 th – January 29th
ESD Region	Northwest Regional ESD (NWESD)

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

City View Charter School surveyed parents, students and staff about school models that included childcare options. Parent informational sessions updated the school community throughout the process. The Blueprint planning task force created a parent group to provide input and several sections of the blueprint document. The corresponding demographics are based on 270 student counts for the 20-21 school year.

Demographics for student population (include percentages below):

18 % Free and Reduced Lunch

2 % Identify as students of color

14 % Experience special needs

2.6 % Require accommodations from 504 plan

2.6 % English Language Learners

3. Indicate which instructional model will be used.

Select One:

☐ On-Site Learning ☐ Hybrid Learning ☒ Comprehensive Distance Learning

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-16 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 17, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the **Ready Schools, Safe Learners** guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

Due to the Governor's Executive Order 20-29, and based on input from local health authorities regarding the state of COVID-19 in Washington County, City View Charter School has made the decision to begin serving students with comprehensive distance learning beginning September 14th, continuing until the end of first semester on January 30th, 2021. We will continue to monitor actions by the Governor as well as State and local health authorities in order to determine when and how students will be able to safely return to school for hybrid and/or in-person learning.

In completing this portion of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. [Here is a link to the overview of CDI Requirements](#). Please name any requirements you need ODE to review for any possible flexibility or waiver.

As part of our City View Charter School's blueprint planning teams, we have utilized the Comprehensive Distance Learning Guidance created by ODE as a planning document for the 2020-2021 school year. In addition to our blueprint design teams, school based leadership, instructional and counseling teams will continue to collaborate with HSD district departments in creating systems for all required elements of the guidance in addition to many of the recommended components in the following categories:

City View will begin the school year on Monday, September 14th, 2020. The week of September 8th -11th teachers will facilitate a needs assessment with families as well as help train students and parents to the programs used.

1. Framing Values and Understanding Distance Learning

City View has shifted its instructional model, EL Education digitally through Open Up Resources.

Our design team has created an anchoring values document that combines City View values with our community stakeholders HSD and EL Education [CVCS Values for a Strong and Welcoming Start](#)

- Student services under ESSA, ADA, and IDEA instruction will be provided synchronously
- School work will be balanced between teacher facilitated and applied learning; work will be offered in online and hard copy formats
- Plans for IEPs, 504's and TAG students will be reviewed and adjusted to meet student needs

2. Academic Conditions for Comprehensive Distance Learning

- Interim Benchmark assessment with NWEA/MAPs: MAPS math accelerator
- Digital EL Education Curriculum-Open Up Resources
- Social Emotional Learning via ASCA models, EL Education embedded crew
- Bridges 2nd Ed math curriculum K-5 and CPM Math curriculum 6-8 taught synchronously
- EL Education Reading Skills Assessment for K-3 and IRLA fluency and comprehension assessment for 3-8

3. Operational Conditions for Comprehensive Distance Learning

- Students meals will be provided weekly by Fresh n' Local and HSD
- Attendance will be daily check ins with engagement criteria
- Clubs or extracurricular activities will remain virtual until further notice

4. Student and Family Support for Comprehensive Distance Learning

- Family, staff and student needs assessment surveys are created to devise supports
- Counseling staff have created self care PD monthly
- Equity, Diversity and Inclusion team has collaborated on auditing school wide practices and curriculum; partnership with school board committees
- Virtual home visits will begin September 8-11 to build stronger partnerships with parents
- Staff office hours will be posted for consistent feedback opportunities

5. Digital Learning Needs for Comprehensive Distance Learning

- All purchased digital programs are FERPA, COPPA, CIPA and OSIPA compliant
- Staff and students will be offered internet services and devices
- LMS program will be Canvas

6. Preparing for Comprehensive Distance Learning

- Students in grades 1st-8th will have 1:1 chromebooks
- Students in Kinder will have iPads

The following are tools we will use to create consistent user experience for teachers, students, and families this school year:

- Canvas (LMS program)

- Zoom (Video Conferencing)
- Screencastify (Video Recordings)
- Google Voice and Remind (Student/Family Communication Tools)
- Apps: Flip grid, Dreambox, Jamboard, Nearpod(Content Delivery & Collaboration)

City View Charter School meets all of the required standards, without accommodations, set forth by the Comprehensive Distance Learning Guidance.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

Due to the Governor's Executive Order 20-29, and based on input from local health authorities regarding the state of COVID-19 in Washington County, City View Charter School has made the decision to begin serving students with comprehensive distance learning beginning September 14th, continuing until the end of first semester on January 29th, 2021. When county metrics are met, we will begin in person instruction during comprehensive distance learning for two small cohorts of 10 students. We will continue to monitor actions by the Governor as well as State and local health authorities in order to determine when and how students will be able to safely return to school for hybrid and/or in-person learning.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting. <input type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. <input type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. <input type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan. <input type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the <i>Ready Schools, Safe Learners</i> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible. <input type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. <input type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. <input type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students. <input type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.	<p>Until January 29th staff may enter City View for work purposes. The below procedures are in place to ensure a safe and trackable entry for staff.</p> <p>If and when Washington County metrics are met, we will bring students in a cohort of 10 or less to campus to deliver specialized instruction for two hours at a time or less. .</p> <p>City View will follow the City View Communicable Disease Management Plan procedures as well as the following policies: Policy - GBEB Communicable Diseases - Staff - approved 8/13/2020 Policy - GBEB AR Communicable Diseases - Staff - approved 8/13/2020 Student policy - JHCC and JHCC AR Communicable Diseases - Students - approved 8/13/2020</p> <p>In addition, emergency procedures will follow: City View Emergency Handbook 20-21</p> <p>Designated person(s) are Nicole Kopacz, Executive Director and City View Leadership Team, Stefanie Baker and Shannon Johnson. In collaboration with: WCDHHS - Sue Liong RN/Sam Schaefer RN HSD - Lead District Nurse - Tracy Eversselleck RN/Emergency Manager - Michelle Brady RN / District Nurses - Denise Siems RN, Shelley Binoeder</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others. <input type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. Sample logs are available as a part of the Oregon School Nurses Association COVID-19 Toolkit. <ul style="list-style-type: none"> • If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the Ready Schools, Safe Learners guidance), the daily log may be maintained for the cohort. • If a student(s) is not part of a stable cohort, then an individual student log must be maintained. <input type="checkbox"/> Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> • Child's name • Drop off/pick up time • Parent/guardian name and emergency contact information • All staff (including itinerant staff, district staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student <input type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. <input type="checkbox"/> Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site. <input type="checkbox"/> Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19. <input type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the Ready Schools, Safe Learners guidance). 	<p>Contact information for local authorities will be posted in all main buildings. Washington County LPHA contact information</p> <p>City View staff training will be provided by City View leadership teams, as well as a collaboration with the Hillsboro School District and Safe Schools.</p> <p>Training to provide information on Infectious control measures to limit the spread of COVID will occur in these areas:</p> <ul style="list-style-type: none"> Environmental cleaning and disinfecting Protective equipment Screening and monitoring Hand hygiene Physical distancing Isolation room Cohorts Contact tracing <p>All staff will complete a training module in addition to Safe Schools Training:</p> <p><i>Coronavirus Awareness</i> <i>Coronavirus: Managing Stress and Anxiety</i> videos</p> <p>The process for any suspected clusters or confirmed COVID-19 cases will be communicated by the Communicable Disease School Communication protocol. Hillsboro District nurses will use the Covid Communicable Disease Line List from the WCHD as well as the WCHD Covid Reporting form for reference. City View will use the WCHD COVID Reporting Form to document any suspected or confirmed cases.</p> <p>The communication of any suspected or cases of COVID-19, staff and students will follow the flowchart below: CD Incident Algorithm Students with City View specifics CD Incident Algorithm Staff with City View specifics</p> <p>City View Charter School and the Hillsboro School District will follow the HSD Enhanced Disinfecting Plan, and the Environmental Health Checklist provided by the WCHD as well as use the Guidance for cleaning and disinfecting from the CDC.</p> <p>District Nurses will work in collaboration with WCHD to provide line list and information from the Covid reporting form when requested or when thresholds are met per WCHD guidance.</p> <p>City View has created a daily tracking log and process for contact tracing purposes. Parents will be encouraged to screen students prior to coming to school. Once students arrive they will be screened by itinerant staff using the City View Student Screening/contact log form. The screening will document visual signs and symptoms as well as the students location (classroom or isolation room). The survey will be exported to excel monthly to track students.</p> <p>Administrators, Classroom teachers, itinerant staff will be trained in keeping a daily log and maintaining them for a minimum of 4 weeks in case requested by Nursing and WCHD.</p>
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1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models. Medically Fragile, Complex and Nursing-Dependent Student Requirements	Staff All staff will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member. Vulnerable is defined as people who need extra precautions designated by CDC. <ul style="list-style-type: none"> • Redeployed options could include on-line instruction and support, maintenance projects, custodial work, student intervention support, office work without student/staff contact or leave options

<p><input type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. <p><input type="checkbox"/> Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:</p> <ul style="list-style-type: none"> • Communicate with parents and health care providers to determine return to school status and current needs of the student. • Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services. • Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations. • The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association. • Service provision should consider health and safety as well as legal standards. • Work with an interdisciplinary team to meet requirements of ADA and FAPE. • High-risk individuals may meet criteria for exclusion during a local health crisis. • Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> o U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020. o ODE guidance updates for Special Education. Example from March 11, 2020. o OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.' o OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion. 	<p>Communication will be shared with families encouraging those with students with health conditions, specifically in the high risk categories identified by the CDC to consult with their physician prior to attending school to discuss the potential risks associated with returning to the traditional school setting and obtain updated restrictions and accommodations.</p> <p>District Nurses will communicate with families of children who are known to be immunocompromised to request consultation with their physician regarding in person attendance at school.</p> <p>District Nurses will follow guidance from LPHA/ODE/OHA regarding health conditions that meet criteria for exclusion. Appropriate accommodations will be made for students.</p> <p>Parents will be provided information and education on ODE Communicable Disease Guidance with Exclusions as well as CDC Higher Risk for Severe Illness due to a health condition.</p> <p><u>Students</u></p> <ul style="list-style-type: none"> • All students identified as vulnerable, either by a physician, or parent/guardian notification, will continue to receive education through comprehensive distance learning with regularly scheduled check-ins. • Students who experience disability will continue to receive specially designed instruction. • Students with language services will continue to receive English Language Development.
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1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. This also applies for professional development and staff gatherings.</p> <p><input type="checkbox"/> Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.</p>	<p>Until January 29th staff may enter City View for work purposes. The below physical distancing procedures are in place to ensure a safe and traceable entry for staff.</p> <p>If and when Washington County metrics are met, two cohorts of 10 students or less may attend in person to deliver specialized instruction All individuals will maintain 6 feet of distance to the maximum extent possible.</p>

- ☐ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
- ☐ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).
- ☐ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.
- ☐ Staff should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.

Once it is safe for staff or students to return to a hybrid or in-person learning opportunity students will be divided into cohorts by building and will attend in rotating groups to limit the number of students in the building on any given day for short periods of time.

Staff will assist students in learning new safety procedures, recognizing that these practices are new and have not been a part of the normal school day. Schools will continually provide instruction and positive reinforcement to help all students adapt to the changes. **No student will be disciplined for struggling to learn or adhere to new procedures.** *Additional assistance may be needed for some students who need added visual or auditory cues to remember social distancing measures.

General

City View will implement procedures that are building specific based on ODE guidance. All staff will be trained in the importance of assisting students to maintain physical distancing when in line, outside or in their classrooms. Overall general measures will include:

- Staggered schedule by grade or specialized cohort
- Distinct entrance and exits for each building (Building 1, 2 and 3); [City View 1 Site Map](#)
- Each building at the main campus will have designated entry and exits to reduce traffic flow
 - Ground markings for building entries
 - Ground markings for building exits
 - Interior hallway decals with signage on how to properly social distance where lines would occur (variety of ground decals)
- Remove extra furniture to make more room
- Remove fabric covered furniture
- Assign seating to maximize physical distancing and minimize physical interaction with individual desk
- Provide six foot markers in hallways, classrooms and playground to maintain physical distance.
- Activities will be held outside whenever possible.

General signage

[OHA Physical Distancing Flier](#)
[Keep space between you and others](#)

Occupancy:

All interior spaces such as classroom, main office, library, etc will have a maximum designated occupancy number and white board with "present day" number listed.

[Occupancy signs example](#)

The procedure for classroom occupancy please see [Classroom Occupancy Protocol](#)

Main office signage

[Face Coverings Required\(ENG\)](#); [Face Coverings Required \(SPAN\)](#)
[COVID19 symptoms\(ENG\)](#); [COVID19 symptoms\(SPAN\)](#)
[Stay home from work \(ENG\)](#); [Stay home from work \(SPAN\)](#)

Classroom and bathroom signage

[Class Rules](#)
[Superhero germ poster](#)
[COVID19 Wash your hands \(ENG\)](#); [COVID19 Wash your hands \(SPAN\)](#)
[City View 1 Site Map](#)

Champions Childcare onsite

Champions will be held accountable for abiding by ODE state regulations for childcare

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. <input type="checkbox"/> Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Schools should plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. <input type="checkbox"/> Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. <input type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. <input type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. <input type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<p>Until January 29th staff may be entering City View for work purposes. The below procedures are in place to ensure a safe and trackable entry for staff.</p> <p>If and when Washington County metrics are met, City View will bring two cohorts of 10 students or less to campus to deliver specialized instruction.</p> <p>Once it is safe for staff or students to return to a hybrid or in-person learning opportunity students will be divided into cohorts and will attend in rotating groups to limit the number of students in the building on any given day. Every attempt will be made to minimize multiple cohorts from gathering. Prophylactic measures will reduce the number potentially needing to be quarantined if there is an outbreak.</p> <p>Students will not be in cohorts based on identifying descriptors, including disability, TAG status, ELL status, etc. Students that need additional intervention or instruction can access virtually.</p> <p>Below are the identified stable cohorts to ensure capability for contact tracing.</p> <p>Building 1 September 14th - January 30th: Childcare by Champions only February - June 16th: First grade · These grade level cohorts are maintained throughout the year and each special area (library, lunch and recess)</p> <p>Building 2 – Kindergarten and Main office February - June 16th · These grade level cohorts are maintained throughout the year and each special area (library, lunch and recess)</p> <p>Building 3 September 14th - January 29th: Specialized cohort February - June 16th: 2nd - 4th grade · These grade level cohorts are maintained throughout the year and each special area (library, lunch and recess)</p> <p>ELL, Speech, Special Education, Counselors and Leadership Team · This stable group is maintained as much as possible. As needed they will need to move between cohorts and tracing logs will need to be updated.</p> <p>Secondary location: Evergreen Middle School - Grades 5-8 · These grade level cohorts are maintained throughout the year and each special area (library, lunch and recess)</p> <p>ELL, Speech, Special Education, Counselors and Leadership Team · This stable group is maintained as much as possible. As needed they will need to move between cohorts and tracing logs will need to be updated.</p> <p>Note: Due to the instructional model used, there will be no PE or music</p> <p>Signage will be provided about hand washing and high touch point areas will be cleaned throughout the day based on CDC guidance.</p> <p>Signage will be provided about hand washing and high touch areas will be cleaned throughout the day. Our janitorial company will use the</p>

[Environmental Health Checklist](#) for cleaning as well as the [Enhanced Cleaning Plan](#).

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Communicate to staff at the start of On-Site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <input type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> • The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). <input type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. <input type="checkbox"/> Provide all information in languages and formats accessible to the school community. 	<p>City View Charter School will follow Hillsboro District safety protocols, OHA and WCPH communication to staff, students and families on the infection control measures being implemented to prevent spread of disease (see City View Communicable Disease Management Plan). In collaboration with the Hillsboro School District, City View will follow WCPH developed protocols for communicating with anyone who has come into close/sustained contact (defined below) with a confirmed case or when a new case has been confirmed. Communication will be guided by WCPH Communicable Disease School Communication protocol.</p> <p>Communication flowcharts for staff and students are: CD Incident Algorithm Students with City View specifics CD Incident Algorithm Staff with City View specifics</p> <p>HSD and City View will use the COVID School Reporting Form WCPHD to document any suspected or confirmed cases</p> <p>LPHA definition of close contact: An individual who is ill or COVID positive that is within 6 feet of other people for 15 minutes or longer.</p> <p>Communications, in collaboration with nursing and the LPHA, will communicate with staff and families in the event of a confirmed case if appropriate to do so and while maintaining the privacy of those affected.</p> <p>All protocols will be available in English and Spanish and accessible on our website or linked to HSD's</p> <p>City View's Safety committee will update the CDMP with communication protocols and train staff prior to returning to school grounds.</p>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever (of greater than 100.4°F) or chills, shortness of breath, or difficulty breathing. • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC. • In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. • Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> o Trouble breathing o Persistent pain or pressure in the chest o New confusion or inability to awaken o Bluish lips or face 	<p>Until January 29th staff may be entering City View for work purposes. The below procedures are in place to ensure a safe and trackable entry for staff.</p> <p>If and when Washington County metrics are met, City View will bring 2 cohorts of 10 students or less to campus to deliver specialized instruction.</p> <p>For reference as needed Washington County LPHA contact information will be posted in Main Office and each City View Building</p> <p>Staff Staff will sign an City View staff acknowledgement of health procedures prior to returning to school grounds. Staff will take a daily attestation survey Daily Attestation Staff Survey prior to coming on school grounds, which includes a temperature check. If they do not meet the requirements in the survey (which may include fever or chills, cough, shortness of breath or difficulty breathing) they will be asked to contact their Primary Care Physician for possible testing. If testing occurs, self isolate for 72 hours until test results are returned.</p>

o Other severe symptoms

- ☐ Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. Staff members can self-screen and attest to their own health.
 - Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the **Ready Schools, Safe Learners** guidance) and sent home as soon as possible.
 - They must remain home until 24 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.
- ☐ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.
- ☐ Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.
- ☐ Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

If a confirmed COVID case is found then staff will take sick leave for 14 days. If negative, self isolate for 72 hours after symptoms clear. If staff are cohabitating with people that may have been exposed, then they will also need to self isolate for 72 hours or until symptoms clear. If staff are able to successfully complete the daily attestation survey and temperature screening then they will be permitted entry to school.

Please refer to [CVCS COVID protocol flow chart](#)

Visitors

Daily visitors or contractors will not be permitted into City View on a daily basis. Though, in certain cases if visitors need to enter the building, they will need to complete the [City View parent and visitor screening](#) and comply with Governor's Brown's face covering requirements. A QR code with a link to the visitor survey will be located outside of the main entrance. Once the survey is complete, the visitor can ring the doorbell for entry. The visitor's name will be cataloged into the daily log for any contact tracing purposes if needed. Please refer to [PVV protocol](#) for additional details

Students

Parents will be encouraged to screen their students at home and have their child remain home with signs of illness and be provided exclusion information on how and when it's safe to attend school. Visual screenings will be completed daily. Any student identified as having Covid-19 like symptoms will be evaluated by a nurse or designated staff person in the isolation room.

Parents/guardians can provide information regarding existing conditions that cause coughing to be utilized for the purpose of screening, as previously existing coughs that are not worsening are not considered symptomatic of COVID-19

Other resources to reference for parent education:

Oregon Nurses Association: [Can my child go to school?](#)

CDC symptoms checker: [Covid-19 Symptom Checker](#)

[CVCS Daily Log screening](#)

A designated staff member will be assigned to each building at City View 1 and City View 2 (Evergreen Campus). The designated staff member will visually screen symptoms using [Daily Visual Symptom Screening Instructions](#) of students using the [City View Student Screening/contact log](#) for:

- Fever or chills
- Cough
- Shortness of breath
- Difficulty breathing
- Temperature

Other symptoms could be: loss of taste or smell, headache, muscle or body aches, nausea or vomiting, diarrhea, fatigue, congestion or runny nose Building screeners at either location will report any clusters of illness or visual symptoms to the front office and/or acting administrator on site on a daily basis.

The Executive Director will communicate with LPHA and district nurses to report any cluster illness of students or staff. In addition, any confirmed case of COVID-19 among students or staff will be communicated to LPHA, the Hillsboro School District nurse as well as parents and staff. The front office manager will email a pre drafted [Letter from school to community about COVID at school letter](#) (example) of communication and robo calls explaining the confirmed case. If staff or students are on site and exhibiting symptoms they will be directed to the designated isolation room and asked to go home.

Screening protocol will recognize that students and staff who have conditions that cause chronic symptoms (e.g., asthma, allergies, etc.) should not be automatically excluded from school. **Cough is an exception:** Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. We will not not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school. For a comprehensive list of conditions for exclusions please refer to [ODE Communicable Disease Guidance with Exclusions](#)

Students and staff will use hand sanitizer on entry into the school building. Once students reach their classroom cohort they will start the day by washing their hands with soap and water for a minimum of 20 seconds.

The screenings will be managed by front office and Leadership teams

We will not exclude staff or students who have a cough that is not a new onset or worsening cough (e.g. asthma, allergies, etc.) from school.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Restrict non-essential visitors/volunteers. <input type="checkbox"/> Visitors/volunteers must wash or sanitize their hands upon entry and exit. <input type="checkbox"/> Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance. <input type="checkbox"/> Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.	Please refer to PVV protocol for additional details

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings . <input type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines Face Coverings . <input type="checkbox"/> If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, the school/team must: <input type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role. Protections under the ADA or IDEA <input type="checkbox"/> If any student requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include: <ul style="list-style-type: none"> • Offering different types of face coverings and face shields that may meet the needs of the student. • Spaces away from peers while the face covering is removed; students should not be left alone or unsupervised. • Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease; 	<p>All staff and students grades Kindergarten through 8th grade will be required to wear a face covering or a face shield based on CDC guidelines Face Coverings. City View will provide staff or students with these unless they prefer to bring one from home. Cloth face coverings should be washed daily. City View Charter School will work with students and families to accommodate those who have medical exemptions, are on IEPs or 504s. Plastic partitions may be installed in specific areas for staff who need to interact with students or other individuals at a distance closer than 6 feet.</p> <p>Nurses and health room staff working in the isolation rooms and staff providing medical care or personal care to students will be trained in use of PPE, including medical grade masks, face shields, gowns and gloves.</p>

- Additional instructional supports to effectively wear a face covering;
- ☐ For students with existing medical conditions, doctor's orders to not wear face coverings, or other health related concerns, schools/districts **must not** deny access to On-Site instruction.
- ☐ Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020.
 - If a student eligible for, or receiving services under a 504/IEP, **cannot** wear a face covering due to the nature of the disability, the school or district must:
 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments.
 2. Placement determinations cannot be made due solely to the inability to wear a face covering.
 3. Plans should include updates to accommodations and modifications to support students.
 - Students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must:
 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan.
 2. The team must determine that the disability is not prohibiting the student from meeting the requirement.
 - If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability,
 - If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student's plan prior to providing instruction through Comprehensive Distance Learning.
 3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited on-site instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.
- ☐ Districts must consider child find implications for students who are not currently eligible for, or receiving services under, a 504/IEP who demonstrate an inability to consistently wear a face covering or face shield as required. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504.
- ☐ If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.

1i. ISOLATION MEASURES

<p><input type="checkbox"/> Protocols for exclusion and isolation for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.</p> <p><input type="checkbox"/> Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day.</p> <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. <p><input type="checkbox"/> Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.</p> <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space. • After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol. • If able to do so safely, a symptomatic individual should wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. <p><input type="checkbox"/> Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</p> <p><input type="checkbox"/> Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Symptomatic staff or students should be evaluated and seek COVID-19 testing from their regular physician or through the local public health authority. • If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure that the person is not contagious. • If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is 	<p>Staff will be trained in the signs and symptoms for Covid-19. If a student has Covid-19 like symptoms the teacher should contact the office so that the designated health room person or nurse can meet the student and escort them to the isolation room. If a staff person develops Covid-19 like symptoms they should immediately let their supervisor know and either go home or if they cannot drive go to the isolation room until someone can pick them up.</p> <p>Students who are identified as having Covid-like symptoms will go back home. City View has a separate room identified as an isolation room. This is so that students with Covid-19 like symptoms will be separated from students using the health room for non-communicable health care.</p> <p>Guidelines for schools on identifying sick/isolation room Guideline for staff supervising sick/isolation room Isolation room supplies content:</p> <ul style="list-style-type: none"> • Surgical masks • Disposable gowns • Disposable gloves (difference sizes) • Face shields & masks • Touchless thermometer • Approved cleaning <p>CDC Poster showing to don and doff PPE Health Room Guidelines for Covid-19 ONA Health Room Symptoms Screening Algorithm Covid-19 Assessment and Referral Algorithm</p> <p>The Executive Director or designee will connect weekly with a district nurse on updates for plan and isolation measures taken to that point.</p> <ul style="list-style-type: none"> • All students who become ill at school will remain at school supervised by staff until parents can pick them up in the designated isolation area (i.e., health room). <ul style="list-style-type: none"> o Students will be provided a facial covering (if they can safely wear one). o Staff should wear a facial covering and maintain physical distancing, but never leave a child unattended. • While exercising caution to maintain safety is appropriate when working with children exhibiting symptoms, it is also critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family. • Staff will maintain student confidentiality as appropriate. • Daily logs must be maintained containing the following: <ul style="list-style-type: none"> o Name of students sent home for illness, cause of illness, time of onset; and o Name of students visiting the office for illness symptoms, even if not sent home. • Staff and students with known or suspected COVID-19, or displaying COVID-19 symptoms per current OHA guidance, CDC guidance, or LPHA guidance, cannot remain at school and should return only after their symptoms resolve and they are physically ready to return to school. In no case can they return before: <ul style="list-style-type: none"> o the passage of 14 calendar days after exposure; and o symptoms are improving. <p>City View COVID-19 flowchart protocol</p>
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gone, without use of fever reducing medicine, and other symptoms are improving.

- ☐ Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).
- ☐ Record and monitor the students and staff being isolated or sent home for the LPHA review.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines.	JBFA & JBFA AR Admission Policy proposed
<input type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> • Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or • Have COVID-19 symptoms for 10 consecutive school days or longer. 	Policy JEA Compulsory Attendance (pending board approval)
<input type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	All students will be enrolled following the ODE guidelines and City View Charter School policies.

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Grades K-5: Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning).	Policy JEA Compulsory Attendance (pending board approval)
<input type="checkbox"/> Grades 6-12: Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning).	Attendance will be taken daily following ODE guidelines regardless of school model.
<input type="checkbox"/> Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health.	City View will create processes for tracking and reporting "check-ins" as defined by ODE Comprehensive Distance Learning guidance. We are waiting for final guidance on how this will be reported to the state so that programming and setup can be finalized.
	Students will have access to licensed instructional staff on all attendance days.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Update procedures for district-owned or <i>school-owned</i> devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance).	IIGBA & IIGBA AR Electronics Communication Policy -approved 8/13/2020
<input type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	Students will be provided the use of an Ipad or Chromebook for use during Comprehensive Distance Learning or Hybrid. All devices will be filtered by GoGuardian.

	<p>If devices are shared, returned or repaired then devices will be cleaned</p> <p>Blueprint planning teams will facilitate continuous learning experiences using an LMS system for both on-site and in a distance learning setting (off-site); include options for digital learning and provision for non digital distance learning where internet and computers will not be available.</p> <p>Family needs assessment surveys will be updated to collect information about the numbers, types, and condition of devices used in their homes and adequate internet bandwidth to support remote learning.</p> <ul style="list-style-type: none"> · Share the list of all the software and student-facing technology solutions with families. · Plan for adequate technology at home for off-site working, teaching, and learning. · Review technology policies and data privacy policies and update if needed <p>A family and educator technical support/help desk to support the use of technology (could be supported by designated staff, student leaders, and volunteers).</p>
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2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.	Handwashing: Provide age appropriate hand washing education, define appropriate times to wash hands, and provide hand sanitizer when hand washing is not available.
<input type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.	Equipment: All classroom supplies and equipment will be cleaned and sanitized before use by another student or cohort group.
<input type="checkbox"/> Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.	Safety Drills: During fire drills (and all other safety drills), all cohort classes will be physically distanced during exit, recovery, and reentry procedures.
<input type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.	Events: Field work will be designed virtually for the school year. All assemblies, celebrations of learning, special performances, schoolwide parent meetings and other large gatherings will be cancelled or held in a virtual format.
<input type="checkbox"/> Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.	Transitions/Hallways: Hallway traffic direction marked to show travel flow
	Classroom line up: Students line up in cohort classes in designated areas outside, keeping more than 6 feet between cohort groups.
	Line up areas are to be marked with visual cues to indicate adequate physical distance
	Personal Property: Each classroom will have a limit on the number of personal items brought into school. A full list will be sent home prior to class starting with allowable items (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and not shared with other students.
	Restrooms: Each cohort will have designated restroom schedules alleviating waiting and large groups. If this cannot be maintained, the restrooms will be cleaned multiple times throughout the day.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
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<input type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. <input type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times. <input type="checkbox"/> Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. Sign-in procedures are not a replacement for entrance and screening requirements. Students entering school after arrival times must be screened for the primary symptoms of concern. <ul style="list-style-type: none"> • Eliminate shared pen and paper sign-in/sign-out sheets. • Ensure hand sanitizer is available if signing children in or out on an electronic device. <input type="checkbox"/> Ensure hand sanitizer dispensers are easily accessible near all entry doors and other high-traffic areas. Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.	<p>Students will have staggered drop-off and pick-up times by cohort and grade level.</p> <p>For families with multiple children in different cohorts, outdoor spaces will be utilized to maintain cohort groups and ensure student supervision.</p> <p>Each teacher will use a sign-in/sign-out protocol to help facilitate contact tracing.</p> <p>Staff will fill in the information and not allow a shared pen/paper.</p> <p>Hand sanitizer will be available at reception to use in conjunction with arrival/dismissal and sign-in/sign-out</p> <p>Handwashing stations or hand sanitizer dispensers will be placed near all entry doors and other high-traffic areas.</p> <p>Share with families the need to keep drop-off/pick-up interactions as brief as possible. Mark specific areas and designate one-way traffic flow for transitions of traffic for vehicles and on-foot.</p>
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2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Seating: Rearrange student desks and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person; assign seating so students are in the same seat at all times. <input type="checkbox"/> Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. <input type="checkbox"/> Handwashing: Remind students (with signage and regular verbal reminders from staff) of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of in a garbage can, then hands washed or sanitized immediately. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<p>Seating: Rearrange student desks to be six feet apart; assign seating so students are in the same seat at all times.</p> <ul style="list-style-type: none"> ○ Each class and hallway will have visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, assigned seating areas. <p>Materials: Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned frequently. Hand sanitizer and tissues will be available for use by students and staff.</p> <p>Handwashing: Post age appropriate signage and provide regular reminders for hand washing.</p> <p>Furniture: All upholstered furniture and soft seating has been removed from the school building.</p> <p>Classroom Procedures: All classes will use an assigned cubby, locker or storage spaces for individual student belongings. If a classroom uses a permanent restroom/hall passes it must be cleaned and sanitized between student use. Consider other options and elimination of shared passes</p> <p>Environment: When possible, windows will be open in the classroom before students arrive and after students leave. Each classroom will hold classes outside when possible and encourage students to spread out.</p>

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's Specific Guidance for Outdoor Recreation Organizations). <input type="checkbox"/> After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff.	<p>Playground(s) will remain closed until parks within the community have reopened for public use.</p>

- ☐ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.
- ☐ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible in accordance with [CDC guidance](#).
- ☐ Cleaning requirements must be maintained (see section 2j of the **Ready Schools, Safe Learners** guidance).
- ☐ Maintain physical distancing requirements, stable cohorts, and square footage requirements.
- ☐ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).
- ☐ Design recess activities that allow for physical distancing and maintenance of stable cohorts.
- ☐ Clean all outdoor equipment at least daily or between use as much as possible in accordance with [CDC guidance](#).
- ☐ Limit staff rooms, common staff lunch areas, and workspaces to single person usage at a time, maintaining six feet of distance between adults.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Include meal services/nutrition staff in planning for school reentry. <input type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. <input type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. <input type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. <input type="checkbox"/> Adequate cleaning of tables between meal periods. <input type="checkbox"/> Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces. 	<p>Fresh n Local and HSD will provide meal services for students during the 20-21 school year I</p> <p>Policy EFAA & EFAA AR Public Charter School Nutrition and Food Services (pending approval)</p> <p>Please refer to the following procedures:</p> <p>Comprehensive Distance Learning Fall 2020 Lunch Pickup Fall 2020 Lunch distribution procedures</p> <p>Hybrid Food will be delivered to classrooms for students to eat. Food will be consumed in the classroom If possible, students will be able to eat outside while physically distancing.</p> <p>All students must wash hands prior to meals. Students will not share utensils or other items during meals. Each table/desk will be cleaned prior to meals being consumed.</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This can be done at the time of arrival and departure. <ul style="list-style-type: none"> ● If a student displays COVID-19 symptoms, provide a face shield or face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student. ● If arriving at school, notify staff to begin isolation measures. 	<p>City View does not provide daily bus transportation.</p>

<ul style="list-style-type: none"> o If transporting for dismissal and the student displays an onset of symptoms, notify the school. <ul style="list-style-type: none"> <input type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input type="checkbox"/> Drivers wear face shields or face coverings when not actively driving and operating the bus. <input type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). <input type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines applying the guidance in section 1h of the Ready Schools, Safe Learners guidance to transportation settings. 	
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2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Clean and disinfect playground equipment at least daily or between use as much as possible in accordance with CDC guidance. <input type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. <input type="checkbox"/> To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds. <input type="checkbox"/> Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Consider running ventilation systems continuously and changing the filters more frequently. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. <input type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. <input type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces). <input type="checkbox"/> Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance). 	<p>Cleaning, disinfection and ventilation procedures will be followed in accordance with the Hillsboro School District. City View will follow the Enhanced Disinfecting Plan, and the Environmental Health Checklist provided by the WCHD as well as use the CDC cleaning and disinfecting guidance.</p>

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick 	<p>Onsite screenings for vision and hearing screenings remain a high priority for our students. We intend to resume and/or modify these services When it is safe to do so and in consultation with the HSD nursing team, LPHA, ODE and OHA.</p>

<p>students and provide services for students with special health care needs.</p> <p><input type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).</p>	<p>Continuity of existing health management issues will have a plan for sustaining operations alongside COVID-19 specific planning (i.e. medication administration, diabetic care).</p>
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2I. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach:</p> <ul style="list-style-type: none"> • Contact tracing • The intersection of cohort designs in residential settings (by wing or common restrooms) with cohort designs in the instructional settings. The same cohorting parameter limiting total cohort size to 100 people applies. • Quarantine of exposed staff or students • Isolation of infected staff or students • Communication and designation of where the “household” or “family unit” applies to your residents and staff <p><input type="checkbox"/> Review and take into consideration CDC guidance for shared or congregate housing:</p> <ul style="list-style-type: none"> • Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible • Ensure at least 64 square feet of room space per resident • Reduce overall residential density to ensure sufficient space for the isolation of sick or potentially infected individuals, as necessary; • Configure common spaces to maximize physical distancing; • Provide enhanced cleaning; • Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs. 	<p>Not applicable</p>



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.</p> <p><input type="checkbox"/> Establish a specific emergency response framework with key stakeholders.</p> <p><input type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.</p>	<p>Coordinate Communication with the Local Public Health Authority.</p> <ul style="list-style-type: none"> ● If the region impacted is in Washington County the Local Health Department (LPHA) will provide school-centered communication and will potentially host conference calls. ● When cases are identified in the local region a school based response team will be assembled within the district and responsibilities assigned ● Identify baseline absentee rates to determine if rates have increased by 20% or more. ● Temporarily dismiss students attending childcare facilities, K12 schools. ● Modify, postpone, or cancel large school events as coordinated with LPHA. ● Work with LPHA to establish timely communication with staff and families.

- When novel viruses are identified in the school setting, and the incidence is low, the local health department will provide a direct report to the district nurse on the diagnosed case. Likewise, the LHD will impose restrictions on contacts.
- Establish a specific emergency response framework with key stakeholders.
- If school closure is advised by the local public health department, consultation should occur between school board, district administration to ensure processes are consistent with legal preparedness processes

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <ul style="list-style-type: none"> ● Determination if exposures have occurred ● Cleaning and disinfection guidance ● Possible classroom or program closure <input type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input type="checkbox"/> Continue to provide meals for students. <input type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	<ul style="list-style-type: none"> ● In the event of a closure, the outbreak response plan will be followed. ● Lead nurse/safety manager will immediately report any suspected positive case to both the LPHA and district administration per CD Incident Algorithm for Covid-19 ● District has a full COVID response team in place and will meet as needed. ● District responsibilities are assigned by COVID team. Lead nurse, communications director, and administration collaborate with other internal supports to supply support. ● In the event of an outbreak, the district CDL plan will be implemented. Length of time will be situation specific. ● Meals will be provided to students ● District will supply a Parent communication for student exclusion due to COVID-like symptom(s).

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds.	<p>In the case of COVID19 special clean up our janitorial company will disinfect classrooms with (the fogger machine). The electric ULV Spray 20-26 feet of liquid to maximize atomization to disinfect all areas. The cleaning solution will be a Benefect Botanical Safety Data Sheet.</p> <p>The Executive Director will ensure CDC guidance is followed for all sanitizing procedures. Signage will be provided about hand washing and high touch areas will be cleaned throughout the day. The Janitorial Company will use the Environmental Health Checklist for cleaning as well as the Enhanced Cleaning Plan.</p>

- ☐ Communicate with families about options and efforts to support returning to On-Site instruction.

- ☐ Follow the LPHA guidance to begin bringing students back into On-Site instruction.
 - Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

This section does not apply to private schools.

- ☒ We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- ☐ We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



4. Equity



5. Instruction



6. Family, Community, Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>