

VIBRANT MINDS



REOPENING PLANS FOR THE
2020-2021 SCHOOL YEAR



VIBRANT MINDS CHARTER SCHOOL
TK-6 Grade, Free, Public Education
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July 9, 2020

Dear Families of Vibrant Minds Charter School:

We are a co-created school that believes in the extraordinary power of a positive community of scholars, parents, and staff. This is why we elect to be a “brick and mortar” school rather than a virtual school. It is the most effective model for most scholars in elementary school to master academic skills, explore interests and talents, and develop abilities to play and work well with others. While a rich distance learning model can still promote collaboration, communication, creativity, and critical thinking, it is more difficult to develop caring and compassion via distance learning. For these reasons, we want all of our scholars to be on campus on a daily basis as soon as possible. But, in the meantime due to COVID-19, we need to follow the recommendations of Orange County Department of Education and the California Department of Education. For this reason, we are offering the following educational opportunities to our families.

- **Option 1 --** An A/B schedule in which half of the scholars work with the teacher on campus on Tuesdays and Thursdays (Cohort A), and half of the scholars work with the teacher on campus on Wednesdays and Fridays (Cohort B). Cohort A and Cohort B will work with the teacher on alternating Mondays. When the scholars are not on campus (off-track), they will participate with the grade-level class with a consistent schedule and synchronous and asynchronous learning. The instructional day will be from 8:30 a.m. to 3:00 p.m., with breakfast served at 8:00 a.m. for the scholars on campus and 8:30 a.m. for families who elect to pick up breakfast and lunch for scholars at home.
- **Option 2 --** An A/B schedule, but with the option of having off-track scholars attend school and participate in the synchronous and asynchronous learning at an alternative setting under the supervision of instructional assistants, Teachers on Special Assignment (TOSAs), and an administrator. This equates to five days of support at the school and a nearby alternative setting. The instructional support will be from 8:30 a.m. to 3:00 p.m., with breakfast served at the alternative site at 8:00 a.m. Attendance at the alternative location is an option for families who require support for their off-track scholars.
- **Option 3 --** Five Days of Distance Learning. We understand that learning on the school campus may not be an optimal choice for scholars with medical issues or vulnerable family members. Therefore, parents may choose to have their scholars participate in distance learning Monday through Friday. This will require consistent adult supervision and support at home since scholars at the elementary level are not developmentally prepared to learn entirely independently.

The plan that follows provides details about what we have in place to keep our scholars as safe as possible on campus. Many of the measures are temporary in nature and will be lifted as soon as it is prudent to do so. As a co-created school, we will need everyone's support, even if there are differences in opinion. After all, even if a family feels that aspects of this plan are unnecessary, many other families may feel safer if the plan is fully implemented. And, it is an act of loving-kindness to work together to help all families feel that their beloved children are safe at school.

With hope!

Debra J. Schroeder, Ed.D.
Founding Director

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INSTRUCTIONAL PROGRAM

PRIMARY FACTORS FOR DECISION-MAKING

At Vibrant Minds Charter School, we base all of our decisions on what is best for our scholars. Through the process of staff and parents co-creating solutions, we are able to respond to challenging times with a high level of innovation and agility. When we had to dismiss our scholars on March 13, 2020, due to COVID-19, we commenced with an effective distance learning model on March 16, 2020. This was only possible because of our dedicated staff and engaged parents who were willing to work through the weekend so our scholars did not have to miss a single day of instruction. We are proud of who we are and what we can accomplish together. And, we are envisioning a 2020-2021 school year that will help our scholars identify their interests and talents and transform them into strengths through mentoring and the development of character strengths. We will continue to put our scholars first.

Because of the challenges of COVID-19 and the deluge of changing and contradictory information, planning ahead can be difficult. And, whatever is planned cannot be set in stone. Agility in actions and grace in attitude will continue to be needed as plans morph to accommodate new information. Additionally, parents may disagree with some aspects of the plan. We ask parents to not share their disagreements in front of their children since the support of parents is needed now more than ever. It is hoped that in a society where divisiveness prevails, we can continue to be a school in which we trust that everyone's motives are pure as we strive to accomplish the following:

- **Educational quality and equity for all** -- Our scholars deserve a high-quality education that is strength-based and builds the foundation for their futures. It needs to be rigorous and engaging, while also differentiated, individualized, and personalized to meet each scholar's needs. Our scholars with special needs need to be at the forefront of our approach, in particular our English learners, scholars with IEPs, and scholars from families that are facing socioeconomic struggles.
- **Scholar and staff safety** -- The health of our scholars and staff must be protected. Procedures must be in place that are based on the guidance of scientists. We will follow federal, state, and local guidelines to ensure public health and safety.
- **Support for families** -- Many of our parents must return to work in order to survive economically. And, in many cases, there is no one who can watch over our scholars at home while the parents are at work. We need to come up with options that permit scholars to attend school Monday through Friday for families that are desperate for this support.

PARENT CHOICE

Charter schools exist to provide parent choice. While we believe in the power of a brick and mortar school so scholars learn academics, as well as critical social skills, currently this cannot be the only option as parents determine what is best for their unique set of family circumstances. During this crisis, we have built parent choice into the Vibrant Minds Charter School Reopening Plan. There are three options from which parents can choose. Whichever option is chosen by a family is a commitment for a trimester (60 days of instruction), but it can be modified prior to the start of each new trimester. Parents will be asked to confirm or change their option toward the end of Trimester 1 and 2. The options are based on the recommendations of medical experts to provide social distancing of approximately six feet between scholars, as well as grouping scholars into small cohorts to reduce possible exposure to illness. The options are:

- **Option 1** -- An A/B schedule in which half of the scholars work with the teacher on campus on Tuesdays and Thursdays (Cohort A), and half of the scholars work with the teacher on campus on Wednesdays and Fridays (Cohort B). Cohort A and Cohort B will work with the teacher on alternating Mondays. When the scholars are not on campus (off-track), they will participate with the grade-level class with a consistent schedule and synchronous and asynchronous learning. The instructional day will be from 8:30 a.m. to 3:00 p.m., with breakfast served at 8:00 a.m. for the scholars on campus and 8:30 a.m. for families who elect to pick up breakfast and lunch for scholars at home.
- **Option 2** -- An A/B schedule, but with the option of having off-track scholars attend school and participate in the synchronous and asynchronous learning at an alternative setting under the supervision of instructional assistants, Teachers on Special Assignment (TOSAs), and an administrator. This equates to five days of support at the school and a nearby alternative setting. The instructional support will be from 8:30 a.m. to 3:00 p.m., with breakfast served at the alternative site at 8:00 a.m. Attendance at the alternative location is an option for families who require support for their off-track scholars.
- **Option 3** -- Five Days of Distance Learning. We understand that learning on the school campus may not be an optimal choice for scholars with medical issues or vulnerable family members. Therefore, parents may choose to have their scholars participate in distance learning Monday through Friday. This will require consistent adult supervision and support at home since scholars at the elementary level are not developmentally prepared to learn entirely independently.

Regardless of which option is chosen, the scholars in a grade-level class will have opportunities to learn together with the support of the teacher, instructional assistant, and support staff. Zoom will be used by teachers to deliver lessons, as well as interact with each other as a class. This connectivity contributes to the social-emotional well-being of our scholars who are learning from home. They will experience a consistent schedule of direct instruction, guided practice, and independent practice. There will be a blend of book and e-book reading, pencil and paper work, and computer-supported learning. There will also be

opportunities for art and physical education activities. The proposed A/B schedule is shared in Appendix A, and potential grade-level schedules are shared in Appendix B

It is important to acknowledge that if there is an outbreak of COVID-19 at Vibrant Minds Charter School or if health officials recommend that the schools in the area close down, we are prepared to pivot to Option 3 for all scholars until we are permitted to offer Option 1 and 2 once again. While we will do everything possible to keep all options available, we will follow the recommendations of experts in the field because scholar and staff safety is a priority. It is for this reason that as a school community of staff, scholars, and parents, we will implement the best preventative measures when it comes to controlling exposure to COVID-19. But, even with the best preventative measures, we are not in control of an infectious disease.

INSTRUCTIONAL RESOURCES AND MATERIALS

Every scholar will be provided with a Chromebook and headphones to support learning for each of the three options. Also, for families that are unable to acquire Internet connectivity, we will supply hotspots for educational use. The Chromebook will come with a power cord and protective sleeve. Because technology is fragile, scholars will be taught how to care for their Chromebooks. Oversight from home would also be appreciated. It will be helpful if each scholar had a backpack to store their Chromebook and instructional materials. Options 1 and 2 require our scholars to be able to have materials available in more than one setting, and a backpack permits this to occur easily.

As a public school, it is our responsibility to support scholars with everything they need to fully participate in our educational program. We will try to anticipate what is needed, but parents may need to inform us when materials need to be provided or replaced. For our families who choose Option 3 with 100% distance learning, it will be necessary to pick up learning packets and materials on a scheduled basis (i.e., bi-weekly). However, most assignments will also be posted online using Google Classroom and other similar platforms. So, parents may opt to print up some of the materials to support their scholars' learning.

In reality, we are attempting to implement a complex educational program with an expected reduction in funding. So, any support parents can provide in the provision of basic materials will be appreciated, but not expected.

PROMOTING HEALTHY BEHAVIORS THAT REDUCE SPREAD OF COVID-19

HANDWASHING

Rationale

Washing hands with soap prevents illnesses and the spread of infections to others. When soap and water are not readily available, then hand sanitizer with at least 60% alcohol should be used. Effective hand washing should be taught to all scholars. Washing hands with soap or using hand sanitizer prevents infections because:

- People frequently touch their eyes, nose, and mouth without realizing it.
- Germs can get into the body through the eyes, nose, and mouth and make us sick.
- Germs from unclean hands can get into foods and drinks while people prepare or consume them.
- Germs from unclean hands can be transferred to other objects (e.g., handrails, door handles, desks, and instructional materials) and then transferred to another person's hands.

Recommendations

- You should wash your hands with soap and water (cold or hot) for at least 20 seconds, which is the amount of time it takes to sing “Happy Birthday” twice.
- Washing hands should occur when you have coughed, sneezed, touched your face, before and after eating, and after using the restroom.
- Use a paper towel or hand dryer to dry hands thoroughly.
- After washing hands, avoid touching surfaces in the restroom. If available, use a paper towel to touch restroom surfaces or open the restroom door, and then throw the paper towel away.
- If soap and water are not readily available, use hand sanitizer, which should be rubbed into hands for approximately 20 seconds until the hands are completely dry.
- Hands should be washed with soap and water approximately every hour, or with hand sanitizer approximately every 30 minutes. Hand sanitizer dispensers will be located in each classroom and throughout the school, so scholars should not bring their own hand sanitizer.
- Scholars will be staggered in their use of hand washing and hand sanitizer stations to avoid social proximity.

COUGHING/SNEEZING ETIQUETTE

Rationale

Covering coughs and sneezes can help prevent the spread of illness, including COVID-19. It is important to teach scholars appropriate coughing and sneezing etiquette to protect others.

Recommendations

- Cover the mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in the trash.
- If you do not have a tissue, cough or sneeze into your elbow, not your hands.
- Immediately wash your hands after blowing your nose, coughing, or sneezing.

FACE COVERINGS/FACE SHIELDS

Rationale

Face coverings and/or face shields may slow the spread of COVID-19. COVID-19 spreads primarily from person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or can possibly be inhaled into the lungs. Studies report that the droplets usually travel around six feet. CDC and CDPH recommend wearing face coverings and/or face shields in public settings where social distancing measures are difficult to maintain. Face coverings and/or face shields provide a layer of protection from the respiratory droplets of an infected person.

Recommendations

- All scholars and staff members must wear face coverings and/or face shields whenever they may find themselves within six feet of another person to cover their mouths and noses.
- For scholars, face coverings and/or face shields must be worn when entering or exiting the school, when walking in the hallway, when using the restroom, when sent to the office, etc. Basically, any time the scholars leave their desks with their transparent study carrels, they must wear face coverings and/or face shields.
- All staff members must wear face coverings and/or face shields whenever they may find themselves within six feet of another person. For clarity of communication while teaching, face shields will be the preferred form of protection.
- Scholars and staff should be frequently reminded not to touch the face coverings and/or face shields, as well as how to properly remove and take care of them when they are not in use.
- Both scholars and staff members will be asked to furnish their own face coverings and/or face shields. If there is a request for the school to provide these items, then the scholars' families or the staff members are responsible for cleaning the provided face coverings

and/or face shields on a daily basis to preserve their effectiveness.

- If scholars or staff members declare they are unable to wear face coverings and/or face shields, then a medical note must be provided by a health provider.

DISPOSABLE GLOVES

Rationale

For the most part, the wearing of disposable gloves is not as effective as frequent hand washing or hand sanitizing. However, there are some staff members who will be asked to wear disposable gloves because of their frequent contact with the public, their support of ill scholars, their provision of meals, and/or their involvement in the sanitization of the school.

Recommendations

- Staff members who are in routine contact with the public (e.g., front office) will wear disposable gloves when there is possible hand-to-hand contact or the sharing of materials (e.g., exchange of money).
- Staff members who take care of ill scholars or staff will wear disposable gloves.
- Staff members who serve food will wear disposable gloves.
- Staff members who sanitize the school will wear disposable gloves.
- Disposable gloves will be furnished by the school and should be disposed of after being used.

SOCIAL DISTANCING

Rationale

Studies report that the droplets produced from coughing, sneezing, or talking travel approximately six feet. For this reason, six feet of social distancing is recommended. In classrooms, having desks that are six feet apart will be accomplished by adjusting class sizes through A/B scheduling and the use of alternative spaces. Additionally, transparent study carrels will be used as another layer of protection. Initial instruction and ongoing reminders of the need to stay six feet apart from others will occur, with posters and cueing reminders throughout the facility.

Recommendations

- To support social distancing, the number of scholars in each classroom will be reduced through a Tuesday/Thursday, Wednesday/Friday, and alternating Monday schedule,

which is often referred to as an A/B schedule. Off-track scholars will either learn from home or will be accommodated in alternative spaces and supervised by instructional assistants and other staff members.

- Entering and exiting the facilities will be staggered under the direction of staff members.
- Meals will be delivered to and eaten in classrooms.
- Scholars will be taught the importance of social distancing due to COVID-19. This will include them internalizing what six feet looks like.
- There will be posters and cueing reminders throughout the facilities reminding scholars of the need to practice social distancing.
- To promote the social/emotional well-being of scholars, they will be taught that social distancing is temporary in nature due to COVID-19. Once there is a vaccine for COVID-19, practices like social distancing will be unnecessary.

NO SHARING OF MATERIALS

Rationale

Our scholars have been taught that sharing with others is a virtue. They will need to be informed that at this time, they need to not share instructional materials, food, clothing, etc. with others until a vaccine is available for COVID-19.

Recommendations

- Sufficient instructional materials and Chromebooks will be provided so there will be no need for scholars to share.
- Scholars will be provided with a bag in which all of their instructional materials and Chromebook will be placed.
- These materials will be brought home each day for off-track learning at home or in an alternative space.
- Scholars and their families will be taught the importance of bringing instructional materials and Chromebooks back to school.
- Scholars will be taught the importance of not sharing instructional materials, food, clothing, etc. with others until a vaccine is available for COVID-19.

MODIFIED SCHOOL PROCEDURES

BEGINNING OF THE SCHOOL DAY

Entering Main School Campus (412 W. Carl Karcher Way, Anaheim)

- Gate Opens at 8:00 a.m. – It is important that there is maximum staff supervision while scholars are on campus. Therefore, the south gate for scholar entry will open at 8:00 a.m. Until we are able to return to normal procedures, we cannot accommodate the arrival of scholars prior to 8:00 a.m. However, parents are welcomed to start lining up their cars prior to 8:00 a.m.
- South Gate Entry for Drivers (La Palma Park Side) – Because the majority of our scholars are driven to school, the point of entry will be the south gate to avoid creating traffic congestion. Drivers will be asked to line up their cars along La Palma Park Way facing west toward Harbor Blvd. Overflow traffic can line up along N. Homer Street facing south toward La Palma Park Way. The only point of entry during drop-off will be the south gate, which will be manned until 8:30 a.m., or until the last car in the queue has been served.
- South Gate Entry for Walkers (La Palma Park Side) -- For the few scholars who are walked to our school, they will form a line at the south side of the school. There will be visible markers on the sidewalk to promote social distancing. They need to be accompanied by an adult while waiting to enter the school.
- Four staff members will provide support between 8:00 and 8:30 a.m. at the south gate to make the entry process as efficient and effective as possible.
- For scholars who arrive late to school after the south gate has been locked, they will need to enter with adult accompaniment through the north gate on the Carl Karcher Way side of the school. There they will receive a tardy slip and will go straight to the classroom. Scholars who arrive after 9:00 a.m. will need to go to the office accompanied by an adult.
- Adult accompaniment when arriving at school is essential in case a scholar has a temperature and must go home.

Entering Alternative School Campus

The alternative school campus is currently being researched. A similar protocol as outlined for the main school campus will be followed.

Temperature Screening and Hand Sanitization

- As scholars arrive in vehicles or by walking, their temperatures will be taken with no contact thermometers. Scholars with a temperature of 100.4 degrees will not be permitted to stay at school. Also, if other symptoms associated with COVID-19 are noticed, the

scholars may not be permitted to stay at school (e.g., cough, shortness of breath or difficulty breathing, headache, sore throat, congestion or runny nose, nausea and/or vomiting).

- All staff members will also take their temperatures and will leave campus if it is 100.4 degrees or higher.
- Participating in temperature screenings is expected in order to participate in school physically as scholars or staff members.
- If scholars or staff members appear to be ill, their temperatures will be taken again during the school day.

Breakfast in Classroom

- After the temperature screening, scholars will be directed to go straight to their classrooms, use hand sanitizer, and sit at their desks.
- Scholars who participate in the meal program (either free, reduced, or paid), will be served breakfast in their classrooms.
- Scholars who have eaten at home will be asked to read a book, write in a journal, practice basic skills, color, or to watch some form of educational programming. Prior to the start of instruction, the use of a Chromebook will be discouraged since there will be ample screen time during the regular school day.
- The instructional day will begin promptly at 8:30 a.m. with the morning message, whether scholars are on the main school campus, the alternative school campus, or at home.

DURING SCHOOL DAY

Desk Assignments

- Scholars will be assigned to individual desks, which will be approximately six feet apart from other desks. There will be approximately 12 scholars in a classroom at the main campus or alternative campus.
- There will be transparent study carrels for each desk.
- While scholars are at their desks, face coverings and/or face shields may be removed.
- Scholars will be asked to remain at their desks during the day, but will be encouraged to take stretch breaks as needed in the proximity of their desks.

- Individualized supplies, including pencil sharpeners, will be located next to the desks to reduce the need for movement.
- Desks and transparent study carrels will be sanitized at the end of each day.

Handwashing/Hand Sanitizer Stations

- Scholars will take turns using the hand sanitizer station in each classroom approximately once every 30 minutes.
- When scholars go outside of the classroom for restroom use, recess, lunch, P.E., etc. (all with social distancing), they will wash their hands with soap and water prior to re-entering the classroom at one of the hand washing stations.

Restroom Use

- Only one scholar from a classroom will be released to go to the restroom at a time to reduce crowding and lack of social distancing. In emergency situations, this may be modified.
- The door to enter the restroom will be left slightly ajar to permit scholars to enter without touching the door handle.
- Scholars will be taught to check out the restroom and wait outside the door if there are three scholars in the restroom. There will be marked spots on the floor to designate appropriate distancing.
- Posters will be on display in the restrooms to remind scholars to carefully wash their hands for 20 seconds and then thoroughly dry them. They will also be reminded to minimize their contact with surfaces in the restroom.

Recess

- Scholars on campus will be released for a 15-minute staggered recess in their cohorts under the supervision of the teacher.
- They will be encouraged to stretch, walk, run, and play independently.
- This will be a time when face coverings/face shields will be the expectation since it may be difficult to maintain social distancing.

Lunch

- Scholars on campus will be released for a 30-minute staggered lunch in their cohorts

under the supervision of support staff.

- They will be seated in designated areas with six feet of social distancing.
- The emphasis will be on eating nutritiously and conversing with each other.
- After finishing their lunches, they will be encouraged to stretch, walk, run, and play independently.

END OF SCHOOL DAY

Picking-Up from Main School Campus (412 W. Carl Karcher Way, Anaheim)

- Instructional materials, supplies, and Chromebooks will be brought home at the end of each day in a backpack. This permits maximum flexibility in the A/B schedule where off-track scholars can learn at home or in the alternative setting.
- South Gate Pick-Up for Drivers (La Palma Park Side) – Because the majority of our scholars are picked up by vehicle at the end of the school day, the point of pick-up will be the south gate to avoid creating traffic congestion. Drivers will be asked to line up their cars along La Palma Park Way facing west toward Harbor Blvd. Overflow traffic can line up along N. Homer Street facing south toward La Palma Park Way. The only point of pick-up will be the south gate, which will be manned from 3:00 p.m. to 3:30 p.m. After 3:30 p.m., parents will have to enter the campus through the pedestrian gate on the north side of the school (Carl Karcher Way).
- South Gate Pick-Up for Walkers (La Palma Park Side) -- For the few scholars who are picked-up and walk home from our school, parents will be asked to form a line at the south side of the school. There will be visible markers on the sidewalk to promote social distancing.
- Parents will be requested to have a sign that can be visibly placed in their cars or in hand with their scholar's or scholars' name, as well as the name of the teacher(s). This will expedite the process of dismissal. Scholars will remain in their classrooms at dismissal time. When a parent has arrived, then the adult in the classroom will be contacted to release the scholar to the south side of the school. This will result in a staggered release of scholars, as well as the recommended social distancing.

Picking-Up from Alternative School Setting

The alternative school campus is currently being researched. A similar protocol as outlined for the main school campus will be followed.

MAINTAINING HEALTHY OPERATIONS

CLEANING AND DISINFECTING

The virus that causes COVID-19 can be killed with the right cleaning products and practices. Vibrant Minds Charter School will use the EPA list of disinfectant products that are effective against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against hard-to-kill viruses, including the coronavirus that causes COVID-19.

The following practices will be followed, and they are based on recommendations from the Orange County Department of Education and documents from the Centers for Disease and Control Prevention (CDC) (see Appendix F and G). Many of these practices have already been in place, but the frequency in cleaning and disinfecting our school will be increased.

- The cleaning and disinfecting of frequently touched surfaces (e.g., door handles, sink handles, water bottle refilling stations, bathroom surfaces, light switches, tables, scholar desks, chairs, study carrels, play equipment, etc.) will occur within the school at least daily, or between use by different scholars and staff.
- The use of water fountains will be suspended until it is deemed to be safe. Instead, scholars will be encouraged to bring reusable water bottles that can be filled at the water bottle refilling stations on campus.
- The custodians and additional staff will follow a schedule for increased routine cleaning and disinfection.
- The safe and correct use and storage of cleaning and disinfection products will be followed, including storing products securely away from children. The used products will meet EPA disinfection criteria. Any staff member using cleaning products will be required to be trained on proper use.
- Cleaning products will not be used near scholars, and staff will ensure there is adequate ventilation when using these products to prevent students or staff members from inhaling toxic fumes.

SHARED OBJECTS

Every effort will be made to not have our scholars share instructional materials and other objects found in school. Because our scholars are so generous and willing to share, we will need to let them know that temporarily, they need to change their behavior.

- Scholars will have assigned Chromebooks that will be placed in their backpacks at the end of each day.
- In addition to the Chromebooks, scholars' instructional materials and belongings will be stored in their backpacks.

- Scholars' outer wear will be placed on the backs of the chairs and lunches brought from home will be kept near their desks.
- Instructional materials that are to be used only at school will be stored in individually labeled and named containers for scholars' use.
- If there are certain instructional materials that must be shared (e.g., iPads, musical keyboards, sports equipment, etc.), they will be disinfected after each scholar's use.
- The use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces.

PREPARING FOR WHEN SOMEONE GETS SICK

CHECK FOR SIGNS AND SYMPTOMS

To the extent feasible, Vibrant Minds Charter School will follow these recommendations and best practices:

- Prevent discrimination against scholars or families who were or are diagnosed with COVID-19.
- Actively encourage staff and scholars who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- Develop policies that encourage sick scholars and staff members to stay at home without fear of reprisal, and ensure scholars, staff, and families are aware of these policies
- Implement screening and other procedures for all scholars and staff entering the facility.
 - Conduct visual wellness checks of all scholars and take scholars' temperatures with a no-touch thermometer at the beginning of the school day and at any time scholars appear to be ill.
 - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - Make available and encourage use of hand-washing stations and/or hand sanitizer.
 - Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
 - If a scholar is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the scholar's health history form and/or emergency card to identify if the student has a history of allergies.

- Monitor scholars and staff throughout the day for signs of illness; send home scholars and staff with a fever of 100.4 degrees or higher, a cough, or other COVID-19 symptoms.
- Policies should not penalize scholars and families for missing class.

PROTOCOLS FOR WHEN SOMEONE GETS SICK

- An isolation area will be established on campus to separate anyone who exhibits symptoms of COVID-19. This will be accomplished through the use of a tented area.
- Any scholars or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Scholars' parents or staff members' contact person need to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- For serious injury or illness, 9-1-1 will be called without delay. Medical attention will be sought out if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Areas used by any sick person will be closed off and will not be used before cleaning and disinfecting. To reduce risk of exposure, 24 hours will pass before cleaning and disinfecting. If it is not possible to wait 24 hours, the staff will wait as long as feasible. The staff will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from scholars.
- Sick scholars and staff members will be advised to not return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.

- Scholars, including scholars with disabilities, will have access to instruction when out of class, as required by federal and state law.
- Scholars, teachers, and staff from higher transmission areas will have opportunities for telework, virtual learning, independent study, and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

- On a daily basis, Vibrant Minds Charter School administration will check Orange County Department of Education and California Department of Education notices and recommendations, as well as local orders and health department notices, regarding transmission in the area or closures. School operations will be adjusted accordingly.
- When a scholar, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, the following steps will be implemented:
 - In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the COVID-19 positive person was based will typically need to close temporarily as scholars and/or staff isolate.
 - Additional close contacts at school outside of a classroom should also isolate at home.
 - Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
 - Communication plans will be implemented for school closure to include outreach to scholars, parents, teachers, staff, and the community.
 - Information for staff will include labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable for public local educational agencies.
 - Guidance will be provided to parents, teachers, and staff that emphasizes the importance of community physical distancing measures while a school is closed, including discouraging scholars or staff from gathering elsewhere.
 - A plan is in place for continuity of education. In addition to academics, the plan will include the ongoing provision of nutrition and other services provided in the regular school setting.
 - Regular communications will be maintained with the local public health department.

APPENDICES

VIBRANT MINDS**VIBRANT MINDS CHARTER SCHOOL**

TK-6 Grade, Free, Public Education

412 W. Carl Karcher Way

Anaheim, California 92801

Office: 714-563-2390

FAX: 714-563-2401

<https://www.vibrantminds.us/><https://www.facebook.com/VMCharterSchool/>**Appendix A -- Trimester 1 Schedule**

TRIMESTER 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 8/10 – 8/14	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 2 8/17 – 8/21	GROUP A on Campus GROUP B is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 3 8/24 – 8/28	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 4 8/31 – 9/4	GROUP A on Campus GROUP B is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 5 9/7 – 9/11	No School Labor Day	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 6 9/14 – 9/18	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 7 9/21 – 9/25	GROUP A on Campus GROUP B is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 8 9/28 – 10/2	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 9 10/5 – 10/9	GROUP A on Campus GROUP B is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 10 10/12 – 10/16	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 11 10/19 – 10/23	GROUP A on Campus GROUP B is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 12 10/26 – 10/30	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance
WEEK 13 11/2 – 11/6	GROUP A on Campus GROUP B is Distance	GROUP A on Campus GROUP B is Distance	GROUP B on Campus GROUP A is Distance	No School: Conferences	No School: Conferences



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Appendix B -- Sample Daily Schedules for Options 1, 2, and 3

TK/K Sample Schedule: Rowell

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:15 am	Morning Story Time/Calendar Time	Morning Story Time/Calendar Time	Via Zoom
9:15 am – 10:00 am	ELA Lesson	ELA Lesson	Via Zoom
10:00 am – 10:15 am	BREAK/RECESS		
10:15 am – 10:35 am	iReady ELA	iReady ELA	
10:35 am – 11:15 am	Science or History/Social Science	Science or History/Social Science	Via Zoom
11:15 am – 11:45 pm	LUNCH BREAK		
11:45 am – 12:05 pm	iReady Math	iReady Math	
12:05 pm – 1:05 pm	Math Lesson	Math Lesson	Via Zoom
1:05 pm – 2:15 pm	Small Group/Activities on Seesaw	Small Group/Activities on Seesaw	D ELD/Reading Groups
2:15 pm – 3:00 pm	VAPA	Daily 5/Individual Work Activities	

1st Grade Sample Schedule: Mino

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:00 am	Morning Work	Morning Work	
9:00 am – 10:00 am	ELA Lesson	ELA Lesson	Via Zoom
10:00 am – 10:15 am	BREAK/RECESS		
10:15 am – 11:00 am	VAPA	Daily 5/Individual Work Activities	
11:00 am – 11:20 am	iReady ELA	iReady ELA	
11:20 am – 11:50 am	LUNCH BREAK		
11:50 am – 12:10 pm	iReady Math	iReady Math	
12:10 pm – 1:10 pm	Math Lesson	Math Lesson	Via Zoom
1:10 pm – 2:10 pm	Science or History/Social Science	Science or History/Social Science	Via Zoom
2:10 pm – 3:00 pm	Small Group/Activities on Seesaw	Small Group/Activities on Seesaw	D ELD/Reading Groups

2nd Grade Sample Schedule: Montanez

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:30 am	VAPA	Daily 5/Individual Work Activities	
9:30 am – 10:20 am	Science or History/Social Science	Science or History/Social Science	Via Zoom
10:20 am – 10:35 am	BREAK/RECESS		
10:35 am – 10:55 am	iReady Math	iReady Math	
10:55 am – 12:00 pm	Math Lesson	Math Lesson	Via Zoom
12:00 pm – 12:30 pm	LUNCH BREAK		
12:30 pm – 1:00 pm	iReady ELA	iReady ELA	
1:00 pm – 2:00 pm	ELA Lesson	ELA Lesson	Via Zoom
2:00 pm – 3:00 pm	Small Group/Independent Work Time	Small Group/Independent Work Time	D ELD/Other Small Groups

3rd Grade Sample Schedule: Perez

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:00 am	Morning Work	Morning Work	
9:00 am – 9:30 am	iReady ELA	iReady ELA	
9:30 am – 10:15 am	VAPA	Daily 5/Individual Work Activities	
10:20 am – 10:35 am	BREAK/RECESS		
10:35 am – 11:35 am	ELA Lesson	ELA Lesson	Via Zoom
11:35 am – 12:05 pm	Small Group/Independent Work Time	Small Group/Independent Work Time	D ELD/Other Small Groups
12:05 pm – 12:35 pm	LUNCH BREAK		
12:35 pm – 1:05 pm	iReady Math	iReady Math	
1:05 pm – 2:05 pm	Math Lesson	Math Lesson	Via Zoom
2:05 pm – 3:00 pm	Science or History/Social Science	Science or History/Social Science	Via Zoom

4th Grade Sample Schedule: Warner

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:00 am	Morning Work	Morning Work	
9:00 am – 9:20 am	iReady ELA	iReady ELA	
9:20 am – 10:20 am	ELA Lesson	ELA Lesson	Via Zoom
10:20 am – 10:35 am	BREAK/RECESS		
10:35 am – 11:15 am	Small Group/Independent Work Time	Small Group/Independent Work Time	D ELD/Other Small Groups
11:15 am – 12:00 pm	VAPA	Daily 5/Individual Work Activities	
12:10 pm – 12:40 pm	LUNCH BREAK		
12:40 pm – 1:00 pm	iReady Math	iReady Math	
1:00 pm – 2:00 pm	Math Lesson	Math Lesson	Via Zoom
2:00 pm – 3:00 pm	Science or History/Social Science	Science or History/Social Science	Via Zoom

5th Grade Sample Schedule: Foard

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:00 am	Morning Work	Morning Work	
9:00 am – 9:20 am	iReady ELA	iReady ELA	
9:20 am – 10:20 am	ELA Lesson	ELA Lesson	Via Zoom
10:20 am – 10:40 am	iReady Math	iReady Math	
10:40 am – 10:55 am	BREAK/RECESS		
10:55 am – 12:00 pm	Math Lesson	Math Lesson	Via Zoom
12:00 pm – 12:45 pm	VAPA	Daily 5/Individual Work Activities	
12:50 pm – 1:20 pm	LUNCH BREAK		
1:20 pm – 2:15 pm	Science or History/Social Science	Science or History/Social Science	Via Zoom
2:15 pm – 3:00 pm	Small Group/Independent Work Time	Small Group/Independent Work Time	D ELD/Other Small Groups

5th Grade Sample Schedule: Rodriguez

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:00 am	Morning Work	Morning Work	
9:00 am – 9:20 am	iReady ELA	iReady ELA	
9:20 am – 10:20 am	ELA Lesson	ELA Lesson	Via Zoom
10:20 am – 10:40 am	iReady Math	iReady Math	
10:40 am – 10:55 am	BREAK/RECESS		
10:55 am – 11:55 am	Math Lesson	Math Lesson	Via Zoom
11:55 am – 12:55 pm	Science or History/Social Science	Science or History/Social Science	Via Zoom
12:55 pm – 12:25 pm	LUNCH BREAK		
1:30pm – 2:15 pm	VAPA	Daily 5/Individual Work Activities	
2:15 pm – 3:00 pm	Small Group/Independent Work Time	Small Group/Independent Work Time	D ELD/Other Small Groups

6th Grade Sample Schedule: Fox

<u>TIME:</u>	<u>ON-CAMPUS (Teacher Led):</u>	<u>OFF-CAMPUS (Alternate Setting/Home Learning):</u>	<u>Additional Information:</u>
8:30 am – 8:45 am	Morning Gathering	Morning Gathering	Via Zoom
8:45 am – 9:00 am	Morning Work	Morning Work	
9:00 am – 9:20 am	iReady ELA	iReady ELA	
9:20 am – 10:20 am	ELA Lesson	ELA Lesson	Via Zoom
10:20 am – 10:40 am	iReady Math	iReady Math	
10:40 am – 10:55 am	BREAK/RECESS		
10:55 am – 11:55 am	Math Lesson	Math Lesson	Via Zoom
11:55 am – 1:00 pm	Small Group Time/Individual Work Time	Small Group Time/Individual Work Time	D ELD/Other groups
1:00 pm – 1:30 pm	LUNCH BREAK		
1:30 pm – 2:15 pm	Science or History/Social Science	Science or History/Social Science	Via Zoom
2:15 pm – 3:00 pm	VAPA	Daily 5/Individual Work Activities	



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Appendix C -- Resolution No. July 8, 2020.1
RESOLUTION OF THE BOARD OF DIRECTORS OF
VIBRANT MINDS CHARTER SCHOOL (VMCS)
A California Nonprofit Public Benefit Corporation

**AUTHORIZATION NEEDED TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE FOR SCHOOL
REOPENING DURING THE 2020-2021 SCHOOL YEAR IN REPOSE TO THE ONGOING NOVEL
CORONAVIRUS (COVID-19) PANDEMIC**

**RESOLUTION BY THE VMCS BOARD OF DIRECTORS DECLARING EMERGENCY CONDITIONS
CONTINUE TO EXIST AT VIBRANT MINDS CHARTER SCHOOL AND OFFICES**

THE BOARD OF DIRECTORS OF VMCS DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

The undersigned, being all the members of the Board of Directors of VMCS, a California nonprofit public benefit corporation ("Corporation"), hereby certifies that the resolution(s) set forth below were adopted by the Board of Directors (the "Board") of the Corporation, in accordance with Section 5211(a) of the California Nonprofit Corporation Law and the Corporation's Bylaws, at a duly noticed meeting held on July 8, 2020, at 5:30 p.m. Pacific Standard Time at 412 W. Carl Karcher Way, Anaheim, CA 92801. A quorum of the Board attended the meeting.

WHEREAS, the Corporation operates Vibrant Minds Charter School (the "School"), a California public charter school located in Anaheim, California and authorized by the Anaheim Elementary School District; and

WHEREAS, the Corporation has the power to delegate its powers to duly appointed agents and representatives; and

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of the novel coronavirus (COVID-19) and on March 19, 2020, the Governor issued a statewide "stay at home" order to all residents of the State of California; and

WHEREAS, as of June 1, 2020, there are almost 2,000,000 reported cases of COVID-19 in the United States and officials expect the number of cases to increase; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate action to prevent and mitigate the effects of COVID-19 when making or implementing plans to reopen the School; and

WHEREAS, it is imperative that School Administration continue to have the tools to ensure the health and safety of students, staff and families on our campuses; and

WHEREAS, it is imperative that School Administration continue to have the tools to ensure learning continues if student education needs to be conducted from alternate locations or distance learning environments after school reopens; and

WHEREAS, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life, property, and resources is of paramount importance requiring the responsible efforts of public and private agencies and individual citizens;

NOW, THEREFORE, BE IT RESOLVED, this Board of Directors of the Corporation does hereby find, resolve and order as follows:

1. The foregoing recitals are true and correct.
2. Determines that the circumstances described in the Resolution continue to constitute an emergency condition.
3. Authorize the Executive Director and/or her Designee to take any and all actions necessary when planning for and during the 2020-2021 school year to ensure the continuation of public education, and health and safety of the students and staff at the School site, including but not limited to: relocation of students and staff, provision of alternative educational program options, provisions of leaves of absence to employees sick from COVID-19 or illness with similar symptoms (cough, fever, shortness of breath) or cohabitants of any individuals and altering the school calendar and/or issuing school closure orders when necessary.

PASSED AND ADOPTED by the Governing Board of Vibrant Minds Charter School:

We hereby certify that the foregoing resolutions were passed and adopted by the Board of Directors of the Corporation.

The undersigned certifies further that the foregoing Resolution has not been modified, amended, or rescinded and is in full force and effect as of the date hereof.

By:

Name:

Title: Secretary, Vibrant Minds Charter School



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Appendix D -- COVID-19 Board Policy

The health, safety, and welfare of the staff and families of Vibrant Minds Charter School (the “School”) are our first priority. The following constitutes the policies and procedures that school staff, scholars, families, vendors, and visitors will adhere to in the prevention and/or event of a COVID-19 outbreak or epidemic when on school grounds.

These guidelines will be updated as needed to comply with the U.S. Department of Health and Human Services, U.S. Department of Education, Center for Disease Control, Homeland Security, the California Department of Education, the California Department of Health, and the County Department of Health. Under conditions of increased severity, the CDC may recommend additional measures to help protect scholars and staff if global and national assessments indicate that COVID-19 is causing more severe disease. In addition, local health and education officials may elect to implement some of these additional measures, up to and including school site closure, and move all scholars to distance learning.

Reporting Suspected or Diagnosed COVID-19 Cases

Schools must report suspected or diagnosed COVID-19 cases to the County Public Health department. See, for example: <https://cchealth.org/cd/pdf/report-cd-outbreak.pdf>, which will be reproduced in some fashion and posted at the school site.

Schools must generally follow these regulatory procedures to report communicable diseases, including COVID-19:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

COVID-19 should be treated as a “Report immediately by telephone” incident. However, let Public Health conduct any investigation or take further actions after reporting.

General Policies and Procedures

- **Reporting to Administration:** All employees are required to report suspected or known cases of infection to school administration immediately. Similarly, parents and guardians are required to report suspected or known cases of infection to school administration immediately.
- **Stay home when sick:** Those with flu-like illness must stay home for at least 48 hours after they no longer have a fever, or signs of a fever, without the use of fever reducing medicines. They should stay home even if they are using antiviral drugs. Schools should exclude scholars, teachers, or staff who have been diagnosed with COVID-19 or been in close contact with someone diagnosed with COVID-19 from the school for 14 days from the day of their last exposure.
- **Separate ill scholars and staff:** Scholars and staff who appear to have flu-like illness are to be sent to the site health office and kept separate from others until they can be sent home. CDC recommends that those displaying symptoms wear a surgical mask, if possible, and that those who care for ill scholars and staff wear protective gear such as a mask and single use gloves.
- **Hand hygiene and respiratory etiquette:** All scholars will participate in hygiene curriculum. This curriculum will emphasize:
 - the importance frequent handwashing with soap and water when possible, or the use of hand sanitizer when soap and water are not available,
 - covering noses and mouths with disposable tissue when coughing or sneezing (or alternative face covering such as shirts or “elbow” if no tissue is available),
 - the importance of disposing soiled tissues immediately,
 - the importance of keeping hands off face and out of mouth,
 - the importance of personal space.
- **Routine cleaning:** School staff will develop a schedule for routine sanitization with a disinfectant of areas that scholars/staff touch often.
- **Early treatment of high-risk scholars and staff:** People at high risk for influenza complications who become ill with influenza-like illness should speak with their health care provider as soon as possible. Early treatment with antiviral medications is very important for people at high risk because it can prevent hospitalizations and deaths.
- **Active screening:**
 - School staff will self-check temperature prior to arrival to work. Staff with an unexplained temperature should follow procedures for taking sick time and seek medical advice before returning to work.
 - All staff will screen scholars for fever and other flu-like symptoms when they get to school in the morning, separate those who are ill, and send them home as soon as possible. Throughout the day, staff should be vigilant in identifying scholars who behave as though they do not feel well or appear ill.
 - Scholars with self-reported illness will be sent to the health office for evaluation. All visits will be documented in the scholar’s health records.

- **High-risk scholars and staff members stay home:** People at high-risk of flu complications should talk to their doctor about staying home from school when the flu/COVID-19 is circulating in the community
 - Scholars may elect to complete distance learning in lieu of in class attendance for a period of time in compliance with all applicable school policies and the law.
 - Scholars requiring an extended period of distance learning may make the request to school Administration at any time.
 - Should the community in which the School be considered high-risk, the school may close the site and move all scholars to a distance learning program.
- **Scholars with ill household members stay home:** Scholars who have an ill household member should stay home for five days from the day the first household member got sick.
- **Increase distance between people at schools:** CDC encourages schools to try innovative ways of separating scholars during the “flu season.” To the extent possible, staff will encourage personal space between scholars.
- **Extend the period for ill persons to stay home:** If influenza/COVID-19 severity increases, people with flu-like illness should stay home for 48 hours after symptoms are gone, without the use of medications.
- **School dismissals:** School and health officials should work closely to balance the risk of COVID-19 in their community with the disruption that school closures will cause in both education and the wider community. The length of time schools should be dismissed will vary depending on the type of dismissal as well as the severity and extent of the illness. Should school sites close, teachers and staff will remain available to provide instruction, support, remediation, and food services.

Reactive dismissals might be appropriate when schools are not able to maintain normal functioning (e.g., when a significant number and proportion of scholars have documented fever while at school despite recommendations to keep ill children home).

Preemptive dismissals can be used proactively to decrease the spread of flu. CDC may recommend preemptive school dismissals if the flu starts to cause severe disease in a significantly larger proportion of those affected.

- **Face Covering/Face Shields:** Face coverings and/or face shields (e.g., masks) should be worn pursuant to CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
 - Face coverings/face shields must be worn when not at desks with transparent study carrels. This includes entering/exiting the school, walking in the hallway, using the restroom, visiting the office, standing in a line, etc.
 - If a staff member determines that there is sufficient social distancing, s/he may permit scholars to remove their face coverings/face shields.

- Face coverings should not be placed on children younger than two years old, anyone who has trouble breathing or is unconscious, and/or anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- A medical note stating that a face covering/face shield should not be worn will be accepted.

Preparing for the 2020-2021 School Year

These steps will be followed to prepare for the potential COVID-19 return during the 2020-2021 school year:

- Update scholar, teacher, and staff contact information, as well as emergency contact lists.
- Identify and establish points of contact with the all public health and education agencies.
- Develop a plan to cover key staff positions when staff stay home because they are sick.
- Develop communication tools (e.g., letters to parents, Web site postings) that can be used to send sick scholars home, dismiss scholars, and to remind parents and staff how long sick scholars and staff should remain at home.
- Continuously review school policies and establish criteria to protect personal space.
- Develop a school dismissal plan and options for how schoolwork can be continued at home (e.g., homework packets, Web-based lessons, phone calls), if school is dismissed or scholars are sent home when sick.
- Collaborate with the local health department, community organizations, local businesses, and social services on a plan for COVID-19 response.
- Help families and communities understand the important roles they can play in reducing the spread of flu in schools.

Teacher Fact Sheet – Action Steps for Teachers to Prevent the Spread of COVID-19

Take the following steps ALL the time, and not only during a pandemic, to help keep your scholars and yourself from getting sick with flu and/or COVID-19.

- Educate and encourage scholars to cover their mouth and nose with a tissue when they cough or sneeze. Also, provide them with easy access to tissues. Remind them to cover coughs or sneezes using their elbow instead of their hand when a tissue is not available.
- Remind scholars to practice good hand hygiene and provide the time and supplies (easy access to running water and soap or hand sanitizer) for them to wash their hands as often as necessary.

- Be a good role model by practicing good hand hygiene and covering your mouth and nose when coughing or sneezing.
- Keep an eye out for sick scholars and send them to the school health technician for further evaluation. Sick people should stay at home until at least 48 hours after they no longer have a fever or signs of a fever (without the use of fever-reducing medicine).
- Clean surfaces and items that are more likely to have frequent hand contact such as desks, doorknobs, keyboards, or pens, with cleaning agents that are usually used in these areas.
- Teachers should also stay home when sick. Stay home until at least 48 hours after you no longer have a fever or signs of a fever (without the use of fever-reducing medicine).
- If you have health conditions that put you at higher risk for complications from the flu and/or COVID-19, you should speak with your doctor as soon as possible if you develop symptoms of a flu-like illness.
- If you have children, plan ahead for childcare if your child gets sick or his or her school is dismissed.
- Be prepared in case COVID-19 becomes more severe.
- Develop options for how schoolwork can be continued at home (e.g., independent work, Web-based lessons, etc.) for your scholars who must remain home because someone in their household is sick.
- High-risk scholars will be permitted to stay home. Prepare a means to provide support for these scholars that works for the family. This may include Zoom lessons, video lesson, remind calls, etc.
- Find ways to increase protect personal space in your classroom. Limit activities that require personal contact.

School Closure

The School will continue to monitor CDC, State, and local agency guidance. Because local communities can expect to see a lot of differences in disease burden, the School will strive to balance a variety of objectives to determine their best course of action to help decrease the spread of COVID-19. The School will explicitly identify and communicate its objectives which might be one or more of the following:

- protecting overall public health by reducing community transmission;
- reducing transmission in scholars and school staff; and

- protecting people with high-risk conditions.

Some strategies can have negative consequences in addition to their potential benefits. In the particular case of school dismissals, the School will consider and balance these additional factors:

- how to ensure scholars continue to learn;
- how to provide an emotionally and physically safe place for scholars;
- how to reduce demands on local health care services;
- how to provide services to scholars with unique needs; and
- how to support the whole family, including childcare for working parents.



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Appendix E -- COVID-19 Waiver and Release of Scholars/Parents ASSUMPTION OF RISK, WAIVER OF LIABILITY, INDEMNIFICATION AGREEMENT

Given the unusual circumstances related to the coronavirus pandemic, we are asking all families to review and sign this waiver if they plan to participate in site-based classes and other educational programming on school grounds during the 2020-2021 school year.

In consideration of being allowed to participate in site-based classes and other educational programming on school grounds during the 2020-2021 school year, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest school official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS Vibrant Minds Charter School, their officers, officials, agents, and/or employees, other scholars, and if applicable, owners and lessors of premises used to conduct the activities described herein ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

This is to certify that I, as parent/guardian with legal responsibility for the scholar(s) identified below, have read and understood the provisions in this waiver/release and the importance of adhering to the rules and regulations for protection against communicable diseases. I, for myself, my spouse, and child/ward, do consent and agree to the release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in the activities as described above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name:		
Signature:		
Date Signed:		
Names of Scholars:	• •	• •

GUIDANCE FOR CLEANING AND DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



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INFORMATION

This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit **CORONAVIRUS.GOV**



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This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).

DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.

Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

IMPLEMENT YOUR PLAN

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

Use the appropriate cleaning or disinfectant product

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

Always follow the directions on the label

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

MAINTAIN AND REVISE YOUR PLAN

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).

CONCLUSION

Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We're all in this together!

Additional resources with more specific recommendations.

HEALTHCARE SETTINGS	Long-term Care Facilities, Nursing Homes	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Infection Prevention
		Preparedness Checklist
		Things Facilities Should Do Now to Prepare for COVID-19
		When there are Cases in the Facility
	Dialysis Facilities	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim guidance for Outpatient Hemodialysis Facilities
	Blood and Plasma Facilities	Infection control in Healthcare Settings
		Infection Control and Environmental Management
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Blood and Plasma Collection Facilities
	Alternate Care Sites	Infection Prevention and Control
	Dental Settings	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
	Pharmacies	Interim Guidance for Dental Settings
		Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
	Outpatient and ambulatory care facilities	Interim Guidance for Pharmacies
		Risk-Reduction During Close-Contact Services
		Infection Control in Healthcare Settings
		Using Personal Protective Equipment
	Postmortem Care	Hand Hygiene
		Interim Guidance for Outpatient & Ambulatory Care Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Collection and Submission of Postmortem Samples
		Cleaning and Waste Disposal
		Transportation of Human Remains

COMMUNITY LOCATIONS	Critical Infrastructure Employees	Interim Guidance for Critical Infrastructure Employees
		Cleaning and Disinfecting your Facility
	Schools and childcare programs	K-12 and Childcare Interim Guidance
		Cleaning and Disinfecting your Facility
		FAQ for Administrators
		Parent and Teacher Checklist
	Colleges and universities	Interim Guidance for Colleges & Universities
		Cleaning and Disinfecting your Facility
		Guidance for Student Foreign Travel
		FAQ for Administrators
	Gatherings and community events	Interim Guidance for Mass Gatherings and Events
		Election Polling Location Guidance
		Events FAQ
	Community- and faith-based organizations	Interim Guidance for Organizations
		Cleaning and Disinfecting your Facility
	Businesses	Interim Guidance for Businesses
	Parks & Rec Facilities	Guidance for Administrators of Parks
	Law Enforcement	What Law Enforcement Personnel Need to Know about COVID-19
	Homeless Service Providers	Interim Guidance for Homeless Service Providers
	Retirement Homes	Interim Guidance for Retirement Communities
		FAQ for Administrators
HOME SETTING	Correction & Detention Facilities	Interim Guidance for Correction & Detention Facilities
		FAQ for Administrators
	Preventing Getting Sick	How to Protect Yourself and Others
		How to Safely Sterilize/Clean a Cloth Face Covering
		Cleaning and Disinfecting your Home
		Tribal - How to Prevent the Spread of Coronavirus (COVID-19) in Your Home
		Tribal - How to Care for Yourself at Home During Covid-19
	Running Errands	Shopping for Food and Other Essential Items
		Accepting Deliveries and Takeout
		Banking
		Getting Gasoline
		Going to the Doctor and Pharmacy
	If you are sick	Steps to Help Prevent the Spread of COVID19 if You are Sick

TRANSPORTATION	Ships	Interim Guidance for Ships on Managing Suspected COVID-19
	Airlines	Cleaning Aircraft Carriers
		Airline Agents Interim Guidance
	Buses	Bus Transit Operator
	Rail	Rail Transit Operators
		Transit Station Workers
	EMS Transport Vehides	Interim Guidance for EMS
RESTAURANTS & BARS	Taxis and Rideshares	Keeping Commercial Establishments Safe
		Best Practices from FDA

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



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INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



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MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.
The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials
like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

