



2021

Big Minds Unschool COVID 19 Prevention Program

This reopening guide was created in accordance with the COVID 19 School Guidance Checklist provided by the California Department of Public Health dated 2/22/21 and the CAL OSHA Guidelines

We are asking the following of our families upon reopening:

- 1) Parents are asked to check their student's temperature every day before they come to school. If your student has a temperature of 100 degrees or higher they may not attend school. Please call the on duty phone, or email the school, and let us know that this is the reason.
- 2) If you or anyone in your family, or anyone your student has had contact with, is diagnosed with COVID-19, your student must quarantine for the amount of time recommended by their physician and get a COVID-19 test. Your student will continue to have access to all coaching sessions, classes, and their full school day remotely.
- 3) Via Docusign, sign BMU provided liability waiver and acknowledge you have read, and agree to the Big Minds Unschool COVID-19 Prevention Program
- 4) Provide updated vaccination records (non COVID-19 related) as is typically required for on site attendance

Stable Group Structures

Due to updated guidelines, 3 feet of social distancing is allowed, although 6 feet is preferred. As Big Minds has 2500 sq ft, the maximum capacity for 3 ft of social distancing is 24 people. Currently, Big Minds projects a max capacity of 16 individuals on site. This will include 3 stable staff, and up to 13 stable students. This cohort will remain the same from the date of reopening to June 10th when the school year ends. There will be no contact with any other sites or cohorts.

Entrance, Egress, and Movement Within the School

When students arrive, we ask that our families have their child enter one at a time, therefore waiting to enter if another student arrives at the same time. Your student will be checked in, go through a touch free temperature check, and asked to utilize hand sanitizer or vigorously wash their hands (student choice) when they arrive. We will ask our on site staff to get tested for COVID-19 the week prior to school opening to ensure our staff are all healthy and ready to work with our students. Parents and drivers are to stay in their cars in the Big Minds parking areas when transporting students. Please do not get out of your car or approach other students, parents, or staff. Drivers will not be allowed to use Big Minds Restrooms.

Once on campus, each room will have a designated maximum capacity that will be clearly marked at each entry. Admin on site will continually monitor capacity in each room to allow for appropriate social distancing.

Health Screenings for Students and Staff

Upon arrival on campus, all staff and students will be screened for symptoms of COVID-19 via checklist and touch free temperature taking immediately outside the front entrance of the school. Parents will not be allowed to leave campus until their student is cleared to enter the campus. This is to facilitate them being quickly removed from campus should their student need to return home, based on the results of the screening. Records of these screenings will be kept on campus and scanned at the end of each week for documentation.

Student or Staff Illness Once on Site

Any student or staff showing signs of illness will wait in an isolated room on campus and be required to wear a face covering until they can be transported home. They will be placed in the Zen Room, where they will be monitored until their parents are able to pick them up. The Zen room has space for an individual to rest, with windows open, while also being safely monitored by staff via a full glass door. The student will continue to be required to wear a mask while in isolation. Students will remain under the supervision and care of an adult while waiting to be picked up by an authorized adult. The room utilized will then be thoroughly sanitized once the ill student or staff have left the building.

Healthy Hygiene Practices

Upon entering the campus, students and staff will be asked to use hand sanitizer or wash their hands in one of the two designated hand washing locations. Ample Hand sanitizer, and touch free hand sanitizer dispensers are available in various locations on site. Signage is placed throughout the site for visual reminders and instructions on how to properly wash hands and utilize hand sanitizer. It will be routine to wash/sanitize upon entry to campus, entry into a new room, prior to eating and drinking outdoors, and prior to leaving campus. Staff and students will be masked at all times across all settings with the exception of eating and drinking which will occur outdoors, weather permitting.

Identification and Tracing of Contacts

Actions that staff will take when there is a confirmed case: Confirm that the school has designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID 19.

Physical Distancing

The minimum allowable space in between all individuals on campus will be 3 feet, with 6 feet being highly encouraged and preferred. Big Minds has reconfigured classrooms by removing most soft surface areas and replacing them with tables and chairs to discourage students from getting too close to each other physically, and to allow for thorough and consistent cleaning. While it is not as homey and comfy, we feel this would be best to maximize distance between students. There will be a maximum capacity number for each of our rooms on campus and this will be clearly marked. There are still couches in the Socratic Circle area and the Lego Room. All students and staff will be expected to wear masks and or face shields at all times except while drinking or eating, which will be limited to the outdoors. Students will have lunch during two 30 minute lunch periods to allow ample outdoor space for eating. Big Minds has also purchased an air cleaner (that matches the needs of our square footage) that will be continuously run to minimize airborne pathogens. Big Minds has also recently updated the HVAC system on site to increase ventilation and to allow for a higher level of recommended MERV 13 filtration.

Staff will wipe down and disinfect student areas after each transition made by students from one area to the next utilizing safe and recommended sanitizing cleaners. Lunch times will always be outdoors, weather permitting. There will be extra chairs out on the back deck to accommodate this. Students will eat lunch in shifts and be asked to always eat outside, weather permitting. There will be no snacking or eating indoors.

Staff Training & Family Education

Big Minds will educate our staff, students, and their families by utilizing and educating them all on the following:

- Procedures for hand washing, social distancing and covering when coughing and sneezing will be taught and reviewed frequently for all students.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work, or school if staff or students have COVID-19 symptoms.
- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when an individual touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- There will be signage throughout our campus that encourages social distancing and proper hygiene
- Parents and staff will be provided with access to our CAL OSHA Covid-19 and School Site COVID-19 Prevention Program via our current school website at www.bigmindsunschool.org (see more information below)
- Regular email contact with staff and families with updated guidance as it is received

On site staff will receive 1:1 review via on site Admin regarding the COVID-19 Prevention Program for Big Minds. They will then be asked to sign a document indicating they agree to said plan, and fully understand all that it entails. Parents will be sent the plan one week prior to a reopening date. Parents will also be asked to sign a Google Form indicating that they also agreed to, and fully understand the program and all that it entails. 1:1 meetings with families will be offered if families have questions or concerns regarding the plan. The plan will be formally reviewed at the BMU Admin team meeting on a monthly basis for updates and safety.

Testing of Students & Staff

Before students and staff come to school, they will need to conduct a self-check for signs and symptoms of COVID-19. Students/Staff will be asked to stay home if they answer YES to any of the following:

- Do you have a cough?

- Do you have a fever over 100.4° now or have you in the past 3 days?
- Have you come in contact with any confirmed COVID-19 positive patients in the last 14 days?
- Are you experiencing shortness of breath or difficulty breathing?
- Are you experiencing other flu-like symptoms, such as gastrointestinal upset, headache, or fatigue?
- Have you experienced recent loss of taste or smell?

Students will be screened for health symptoms and have their temperatures checked when visual evidence is present. Teachers and staff will also have their temperatures checked and logged daily upon arrival. Any student or staff member who is found to have a fever over 100.4° will be sent home immediately.

Students and staff with a non COVID-19 fever must remain at home until it has been 1 day with no fever (without fever reducing medication) and symptom free.

Parents and employees must complete a Waiver of Liability and Health Screening Agreement prior to reopening releasing Big Minds of any liability in regards to COVID-19 and agreeing to only permit non-symptomatic persons to enter the campus.

Any student that exhibits a fever of 100+ will be held in the isolated sick room, and parents will be notified to pick up their child.

If a student presents with any possible COVID-19 symptoms, admin on site will complete an assessment and notify the student's parents for pick up.

A list for contact tracing will also be compiled and used to contact impacted families consistent with HIPAA/FERPA guidelines.

Absences due to Health Screening restrictions will be counted as excused school day absences. Students who miss school will be placed back on their Distance Learning schedule until they are cleared to return to the classroom.

Big Minds will require bi-weekly testing of staff should Contra Costa County return to the red tier at any time. If Contra Costa County remains in the orange or lower tier, testing will only be required should staff present with symptoms.

Identification and Reporting of Cases

At all times, reporting of confirmed positive and suspected cases in students, staff, and employees will be consistent with reporting requirements (via online County Department of Public Health and or County hotline depending on timing of County response via form) Per our CAL OSHA COVID-19 Prevention Program.

We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, home address, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases on our campus. A list for contact tracing will also be compiled and used to contact impacted families consistent with HIPAA/FERPA guidelines.

If a case is identified, the following will occur for staff and students:

1. Any COVID-19 cases will be excluded from the school site until our return-to-campus requirements are met
2. Excluding staff and students with COVID-19 exposure from campus for 14 days after the last known COVID-19 exposure to a COVID-19 case

Return-to-School Criteria

Big Minds will adhere to the California Safe Schools for All guidance for return to school/work criteria for staff and students. Please see the table on pages 8-11 of this document for specific guidelines.

Excerpt from CA Safe Schools for All Dashboard, K-12 Guidance

Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	Student or Staff with:	Action	Communication with school community
1	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19.	<ul style="list-style-type: none"> ● Send home if at school. ● Recommend testing (If positive, see #3, if negative, see #4). ● School/classroom remain open. 	<ul style="list-style-type: none"> ● No action needed.
2	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> ● Send home if at school. ● Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. ● Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). ● School/classroom remain open. 	<ul style="list-style-type: none"> ● Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.

3	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> ● Notify the LHD. ● Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. ● Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. ● Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). ● Disinfection and cleaning of classroom and primary spaces where case spent significant time. ● School remains open. 	<ul style="list-style-type: none"> ● School community notification of a known case. ● Notification of persons with potential exposure if case was present in school while infectious
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4	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition, or at least 10 days have passed since symptom onset	<ul style="list-style-type: none"> ● May return to school after 24 hours have passed without fever and symptoms have started improving. ● School/classroom remain open. 	<ul style="list-style-type: none"> ● Consider school community notification if prior awareness of testing.
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(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

Confirmed COVID-19 Case

Although the LHD may know of a confirmed or probable case of COVID-19 in a student or staff member before the school does, it is possible that the school may be made aware of a case before the LHD via a parent or staff member report.

The following are the interim COVID-19 case definitions from the Council of State and Territorial Epidemiologists'.

Confirmed case: Meets confirmatory laboratory evidence (detection of SARS-CoV-2 RNA in a clinical or autopsy specimen using a molecular amplification test).

Probable case: Meets clinical criteria AND epidemiologic linkage(‡) with no confirmatory lab testing performed for SARS-CoV-2; OR meets presumptive laboratory evidence (detection of SARS-CoV-2 by antigen test in a respiratory specimen); OR meets vital records criteria with no confirmatory laboratory evidence for SARS-CoV-2.

(‡) Epidemiologically-linked cases include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk stable group as defined by public health authorities during an outbreak. This includes persons with identifiable connections to each other such as sharing a defined physical space e.g., in an office, facility section or gathering, indicating a higher likelihood of linked spread of disease than sporadic community incidence.

On-Campus Contact Tracing System & Communication Plan:

Big Minds will collaborate with the Contra Costa Health Department to conduct contact tracing. When notified of a positive case on campus, the administrative team will contact the health department and notify them. All individuals that came into contact with the infected person will be notified by phone and email as soon as possible. As our campus is very small, it will be assumed that all on campus would have been exposed to any positive individuals. Rianna Bensing, on site administrator will also be responsible for the following:

- Monitoring any staff absenteeism.
- Monitoring the types of illnesses and symptoms among students and staff and isolate as needed.
- Be the liaison responsible for responding to any on site COVID-19 concerns.
- Maintain the communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- Rianna Bensing will coordinate the documentation and tracking of possible exposure and will be responsible for notifying local health officials. A list for contact tracing will also be compiled and used to contact all impacted families consistent with HIPAA/FERPA guidelines.

Triggers to Resume Distance Learning

In the event we are able to reopen and a student is exposed to COVID, they cannot return to school until they have been tested and are determined to be COVID-19 free. While the student is required to stay home, they will resume their Distance Learning schedule. We respectfully request that our families are honest and open with us about possible exposure. We will require our staff to be in compliance with this as well. Should there be any confirmed cases of COVID-19, and

therefore COVID-19 exposure on campus, this will trigger an immediate return to our full Distance Learning schedule. This schedule will continue for a minimum of 14 days post COVID-19 exposure.

Consultation

Parents were surveyed on March 8th to determine interest in reopening via email/Google Forms. One-third of our families were interested in returning to campus.

Our staff are not represented by a union and were also surveyed via email/Google Forms on March 1st. In order to maintain consistency in our current class and coaching schedule, additional staff were hired to facilitate reopening. Said staff will be fully trained in our COVID-19 Protection Plan, our CAL OSHA COVID-19 Protection Plan, and our full program training.

Visitor Policy

No visitors will be allowed on campus - this includes parents for any reason. Maintenance staff will be allowed on campus as needed. Parents are always encouraged to call, Zoom, or email with any questions or concerns at any time during the school year.