

Reopening & COVID-19 Mitigation Plan Template

School / District: City Christian School

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
Katie Venti	Principal	6360 Telephone Rd, Ventura 93003	kventi@citychristian.org	(206) 310-4615
Zuleika Roman	School Administrator	6360 Telephone Rd, Ventura 93003	zroman@citychristian.org	(805) 870-5131

Promote Healthy Hygiene Practices		
Describe your plan to:		
<ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene 		
Plan:	Person(s) responsible	Date of Implementation
1. August 10-14, all staff will be trained on increased hand-washing, new sai	Katie Venti	August 10
Intensity Cleaning, Disinfecting, and Ventilation		
Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.		
Plan:	Person(s) responsible	Date of Implementation
Students will have separate supplies. Any shared manipulatives will be disinfected after use (disinfectant must fully dry before secondary use). HVAC will be serviced before the start of school. Teachers will be instructed to open windows as often as possible. Facilities will be cleaned nightly by custodial staff with COVID-19 approved cleaners.	Katie Venti	August 10
Implementing Distancing Inside and Outside the Classroom		



Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student /educator cohorts to minimize contacts. *(Include school / district bell schedules.)**
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*

** Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

Plan: 1. Students will arrive between 7:15-8:00am (approximately 40 students)	Person(s) responsible	Date of Implementation
	Katie Venti	August 10

Limit Sharing

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)

Plan: Students will access personal supplies only. Each student will have their	Person(s) responsible	Date of Implementation
	Katie Venti	August 10

Train All Staff and Educate Families

Describe your plan to:

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

Plan: 1. Staff will be trained during Staff Development week, August 10-14 with	Person(s) responsible	Date of Implementation
	Katie Venti	August 10

Check for Symptoms - Screening Staff, Students, and Visitors

Describe your plan to:



<ol style="list-style-type: none"> 1. Screen all students, staff, and visitors entering school facilities 2. Monitor students and staff throughout the day for signs of illness 3. Support ill students and staff to remain at home without fear of reprisal 		
Plan:	Person(s) responsible	Date of Implementation
1. All staff and students will fill out a daily survey with temperature and sy		
Plan for When a Staff Member, Student, Visitor Becomes Sick		
Describe your plan to:		
<ol style="list-style-type: none"> 1. Include health office procedures for ill students 2. Involve HR for ill staff and visitors 3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email 		
Plan:	Person(s) responsible	Date of Implementation
	School district VCPH liaison	
Maintain Healthy Operations - Surveillance and Reporting		
Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.		
Plan:	Person(s) responsible	Date of Implementation
Consideration for Partial or Total Closure		
Describe your plan to:		
<ol style="list-style-type: none"> 1. Communicate with VCPH prior to any school closure* 2. Communicate school closures with families and staff 3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction* <p style="text-align: center;"><i>*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH</i></p>		



Plan:	Person(s) responsible	Date of Implementation
Strategic Recovery Planning Team (Optional)		
Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.		
Plan:	Person(s) responsible	Date of Implementation

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

<p>VCOE Internal Process Only</p> <p>Date Received: _____ Date Reviewed: _____</p> <p>Date sent to VCPH:</p> <p>Date of confirmed receipt by VCPH:</p>
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This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.

