



Caliber ChangeMakers COVID-19 Prevention Plan¹ & Campus Access Protocol 2020-2021

Version 1.0 - published 8/13/2020

As of the date of this version of the plan, ChangeMakers Academy is operating in a Distance Learning mode and few to no students will be on campus. The COVID-19 prevention measures below are focused on actions that will be taken to protect the health of staff and visitors during this time. The plan will be updated prior to admitting a significant number of students to campus in the future.

DISTANCE LEARNING INSTRUCTION

In an effort to remain safe and healthy, we need you to partner with us in complying with the following procedures.

HOURS OF OPERATION:

- 7:45 AM - 3:00 PM MONDAY - THURSDAY
- 7:45 AM - 1:00 PM FRIDAY

*****Staff will be expected to leave campus to ensure cleanliness and disinfectant of building*** Sorry No Exceptions**

HEALTH ADVOCATE

Cecilia Garibay: Director of Operations, 707.980.9023 cgaribay@calibercma.org

Responsible for implementation of the COVID-19 prevention plan on campus, for addressing any health-related questions from staff or families, and for coordinating the school's response to any COVID-19 incidents or issues that affect the school.

At any time that the Health Advocate is not on campus while the facility is open, a Health Coordinator will be identified to act in her place. The identity of the Health Advocate or Health Coordinator that is on duty at any given time will be communicated to staff and be prominently displayed in the front office at all times.

¹ The CDPH's [COVID-19 Industry Guidance for Schools and School Based Programs](#), requires that each school establish a worksite-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan. This document, in conjunction with Caliber's network-wide COVID-19 Operations Plan (see latest version [here](#)) is intended to fulfill this requirement and will serve as CMA's COVID-19 prevention plan. Cecilia Garibay is designated as the individual responsible for ensuring the plan's implementation and is designated as the Health Advocate for the CMA campus.



SCHOOL LEADER (HEALTH COORDINATOR) / SUPPORT STAFF REQUIRED ON CAMPUS

Monday: Laura/Asha/Alesha

Tuesday: Laura/Tracee

Wednesday: Claudia/Kim

Thursday: Melissa/Aisha/Soundhari

Friday: Claudia/Krystal

SCHOOL LEADERS

Cecilia Garibay: Director of Operations, 707.980.9023 cgaribay@calibercma.org HEALTH ADVOCATE On campus different days of the week.

Asha Canady, Principal 6th-8th, 707.867.2034 acanady@calibercma.org

Rachael Weingarten, Principal TK-5th, 707-400-4493 rweingarten@calibercma.org

Soundhari Balaguru, Director of Social Emotional Learning & Mental Health, 707-867-2711 sbalaguru@calibercma.org

Kimberly Berry, Program Specialist for Special Education, 707.917.0889 kberry@calibercma.org

Tracee Matias, Assistant Principal TK-5th 707.867.2713 tcotto@calibercma.org

Aisha Ford, Assistant Principal TK-5th aishaford@calibercma.org

Malaysia Anderson, Assistant Principal 6th-8th manderson@calibercma.org (On Leave)

Krystal Johnson, Lower School Instructional Coach 707.867.2703 kjohnson@calibercma.org

Alesha Williams, Instructional Coach 6th-8th 707.590.5718 awilliams@calibercma.org



OPERATIONS SUPPORT STAFF CONTACT INFORMATION

Claudia Ortega, Bilingual Administrative Assistant, **Attendance** 707. 563.9827 cortega@calibercma.org

Laura Vargas, Bilingual Administrative Assistant, **Enrollment** 707. 805.7038 lvargas@calibercma.org

Melissa Mendoza, Bilingual Administrative Assistant, **Special Education** 707.980.3714 mmendoza@calibercma.org

Alvin Tajima, Technology Inquiries atajima@calibercma.org

Blake Baker, Facilities Lead 707.590.8763 blakebaker@calibercma.org

Maria, Custodial Support

OPERATIONS	
These protocols do not exclude those outlined in the Family/Staff Handbook	
PLAN	RESOURCES / NOTES / ACTION ITEMS
STUDENT PRIOR TO CAMPUS ARRIVAL	
<ul style="list-style-type: none"> ■ Staff Screening Survey CMA Daily Health Screening - Must take a survey prior to arriving to campus (DAILY Completion Required). ■ Take Daily Temperature - Requirement as part of the screening process. 	<ul style="list-style-type: none"> ■ You may find additional information under HEALTH / SAFETY / EDUCATION
STUDENT ARRIVAL & DISMISSAL	
<p>ARRIVAL: ChangeMakers Academy is not responsible for students who are dropped off before the identified time at which school gates are opened</p> <ul style="list-style-type: none"> ■ Crossguard Staff will post at the following locations: <ul style="list-style-type: none"> ○ 1 Staff at Napa Street Crosswalk ○ 1 Staff at Exit Valet on to Napa Street (Right Turn ONLY) ○ 1 Staff at curve between Napa Street and Oregon Street ○ 1 Staff at Napa & Valle Vista Street crosswalk ○ 1 Staff at CMA Gate on Valle Vista (For Student(s) - Consent to walk/take bus home) ○ 4 Staff at Valet <ul style="list-style-type: none"> ✓ 1 By Flag Pole ✓ 1 By Handicap Sign ✓ 1 at Oregon Street, Entry of Parking Lot ✓ 1 at Oregon Street, Adventist Clinic Parking Lot 	

- CMA will need to adhere to all physical distancing guidelines set by local officials in our areas.
- Caliber staff is welcome to greet students as they arrive, but only while maintaining appropriate physical distancing.
- If walking to school, parents/guardians are expected to wait with their children until the school gates are opened, as the children will be unsupervised until this time. Maintaining appropriate physical distancing.
- Student Arrival Entrance: [CMA C19 MAP](#)
- Campus Entrance Points:
 - 2 Staff at Valle Vista = Entrance for Grades 6th, 7th, & 8th
 - 2 Staff at Kinder Gate (Oregon/Napa Streets) = Entrance for Grades TK, K, 1st
 - 2 Staff at Main Entrance (Oregon) = Entrance for Grades 2nd & 3rd
 - 2 Staff at Black Top Playground (Oregon) = Entrance for Grades 4th & 5th
- All students and staff will sanitize their hands as they enter the building
- At the end of the scheduled arrival time, all campus doors/gates will be closed. All late students (regardless of grade) should come to the main entrance to campus for screening and admittance. They should follow social distancing guidelines based on decals/signage at that entrance.
- Front Office staff will mark student tardy and notify teacher via SLACK messenger with time stamp of arrival

DISMISSAL:

- Crossguard Staff will post at the following locations:
 - 1 Staff at Napa Street Crosswalk
 - 1 Staff at Exit Valet on to Napa Street (Right Turn ONLY)
 - 1 Staff at curve between Napa Street and Oregon Street
 - 1 Staff at Napa & Valle Vista Street crosswalk
 - 1 Staff at CMA Gate on Valle Vista (For Student(s) - Consent to walk/take bus home)
 - 4 Staff at Valet
 - ✓ 1 By Flag Pole
 - ✓ 1 By Handicap Sign
 - ✓ 1 at Oregon Street, Entry of Parking Lot
 - ✓ 1 at Oregon Street, Adventist Clinic Parking Lot

- Students will be dismissed from indoors in classrooms. Students should be dismissed from their desks. When called, a student will place their chair on top of their desk.
- **We will encourage the use of car line pick-up whenever possible** unless there are extenuating circumstances. Parents will indicate on orientation documentation if they do not have access to a vehicle and/or need to walk for pick up.
- The dismissal process will mirror a valet service as follows:
 - ✓ Student(s) must be picked up promptly
 - ✓ Vehicles will pull into the pick-up lane.
 - ✓ Each vehicle will have a placard with the name(s) of the student(s) they are picking up.
 - ✓ Parents remain in vehicles and NOT leave cars unattended.
 - ✓ ALL staff will have walkie talkie on during dismissal
 - ✓ Staff at the entrance will radio in to the corresponding grade or classroom.
 - ✓ Students will wait in their classrooms until their family comes to pick them up.
 - ✓ Students who will be walking home will exit on foot. Staff will be at designated exits to ensure students exit safely. **Consent to walk home/take the bus form will be available as we return to the “NORMAL” schedule.**
- Late Pick-ups: Parents will not enter the school.
- Afterschool programs must follow all CMA’s dismissal protocols

EARLY PICK UP:

- Please call Front Office staff and provide the student name and grade, time of pick up and reason.
- The Front Office will notify the teacher to send the student to the office.
- Upon Parent/Guardian arrival, please use the intercom OR call the front office you are outside and your student(s) will be released by a staff member.
- Parents/Guardians will need to provide identification cards for student(s) to be released.
- Front Office staff will enter in Illuminate date, time, reason and relationship to the child who picked him/her up.
- **Please inform your Authorizers to Pick Up /Drop off your student(s) of CMA’s protocols. Your authorizers will require to be listed on school records. Form will be available as we return to the “NORMAL” schedule.**

STUDENT/FAMILY REQUIREMENTS

- If you are feeling **any COVID-19 symptoms** please stay home and get better.
- Please read note located at the entrance of the building: **SOCIAL DISTANCING PROTOCOL**
- Enter & Exit Main Building Entrance only.
- CMA will require the use of a mask, face coverings, &/or face shield in accordance with [CDPH](#) and [Cal/OSHA](#) guidance
- Individuals who are exempt from wearing a mask, or face covering and elect not to do so will be encouraged to wear a face shield instead
- Please follow 6ft social distance markings
- The Front Office maintains a Student Emergency Contact binder
- Student(s) are requested to bring a full 20 oz spill proof water bottle each day since water fountains will not be available
- Have your Chromebook and Headphones with you in a secure backpack
- Please follow 6ft social distance markings
- Change of clothes in case of accidents
- Individual supply bag per student. Sharing is not allowed in order to avoid cross contamination. May be kept on-site, staff will be responsible to wipe down end of day
- Extra supplies will be available upon request by staff
- If applicable, student medication may be kept with staff and administered if necessary

SCHOOL ZONE

- Please respect every school zone speed limit and traffic laws to ensure the safety of our CMA community and those around school grounds
- Always yield to pedestrians on the road, even those who are not using the marked crosswalks
- Expect increased traffic in and around school zones, especially between 7:00 AM - 9:00 PM and 2:00 PM - 4:00 PM. Drive slowly and carefully during these times to keep students and parents safe

PARKING

- Staff and Parent/Guardian may park at the front parking lot. Additional curb parking is accessible on the following streets; Oregon St., Napa St. (ONLY IN FRONT OF POST OFFICE), and Valle Vista st. There is NO PARKING accessibility on Broadway
- Double Parking is not allowed. Pick-up/drop-off/waiting is to be done in a legal safe location
- NO PARKING Allowed at neighbors driveway or parking lots on Valle Vista, Post Office, VCUSD Bus Transportation or Adventist Clinic
- If they park at the Women's Center (across from the post office), please respect their property NO Littering allowed
- Please leave the valet area clear for vendors and meal pick ups

RESTROOMS

- Day custodian will clean each restroom 2 times per day and as needed
- Evening custodian will clean every evening

CLASSROOMS

- Sweep and Mop with disinfectant
- Custodians will clean and disinfect tables, chairs, door knobs, light switch, counters, doors, all surfaces
- This will be done DAILY, constantly throughout the day

PLAYGROUNDS

- Valle Vista playground / blacktop available for use provided that all users maintain 6' physical distancing at all times, wear masks at all times, and do not share/use playground equipment
- Supervising Staff will ensure lost and found items are returned to student(s) and pick up equipment after each use
- Ensure gates are closed
- Ensure to close doors upon entering building
- Kindergarten playground closed for use until further notice
- Custodial Team will clean and disinfect tables, poles and garbage bins

MEALS

Meal Service: During our **Distance Learning** plan, our Meal Team Operators (MTO) will continue to distribute **breakfast and lunch meals** to our CMA community. In an effort to continue protecting our staff and families, families will receive packaged meals to last for a couple of days. You may pick up meals every **Monday and Wednesday between 10:00 AM - 12 Noon**. We will continue with the drive-thru system. Please remain in your vehicle, open your trunk and MTO will place your meal inside a designated clean area and close your trunk. **Please wear your mask. Parents/Guardians please be ready to provide our MTO full name and grade of your child.** If you like and may be helpful is placing a hand written placard on the windshield of your vehicle with the information, *ex. Cecilia Garibay - 7th Gr. Meal Distribution will begin Monday, August 17th.*

HEALTH / SAFETY / EDUCATION

PLAN	RESOURCES / NOTES / ACTION ITEMS
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COMMUNICATION

- Ensure Caliber community members remain safe and healthy by following best practices
- Ensure there are additional employees to cover those who are out sick

HEALTH ADVOCATE, COORDINATOR(S), AND CONSULTANT(S)

- Health Advocate Role: **Cecilia Garibay**
 - Caliber employee
 - Responsible for overall implementation of the COVID-19 prevention plan on campus, for addressing any health-related questions from staff or families, and for coordinating the school’s response to any COVID-19 incidents or issues that affect the school
- Health Coordinator Role: **Asha/Alesha/Tracee/Aisha/Krystal/Soundhari/Kim**
 - Caliber employee(s)
 - Acts as a back-up when the Health Advocate is not on campus
 - Trained by the Health Advocate to cover their duties in their absence

SAFETY POSTERS	
<ul style="list-style-type: none"> ■ FROM CDC: ■ Placed at entry of campus ■ Placed throughout key locations on campus ■ Additional posters posted to support students and staff 	<ul style="list-style-type: none"> ■ Centers for Disease Control and Prevention <p>Link to all signs: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</p> <p>Symptoms sign: https://www.cdc.gov/coronavirus/2019-ncov/downloads/Please-Read.pdf</p> <p>Prevent the spread of COVID-19 if you are sick sign: https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf</p>
SOCIAL DISTANCING	
<ul style="list-style-type: none"> ■ FROM CDC: ■ Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19). ■ Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. ■ To practice social or physical distancing stay at least 6 feet apart (about 2 adult arms’ length) 	<ul style="list-style-type: none"> ■ Centers for Disease Control & Prevention - What is social distancing: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html
FACE COVERINGS	
<ul style="list-style-type: none"> ■ Staff are required to wear a cloth face covering or mask before entering campus and while on campus ■ Cloth face covering should be washed after each use 	<ul style="list-style-type: none"> ■ Centers for Disease Control & Prevention https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-

<ul style="list-style-type: none"> ■ Additional disposable mask available before entering campus and classroom 	<p>coverings.html</p>
<p>HANDWASHING</p>	
<ul style="list-style-type: none"> ■ FROM CDC: <ul style="list-style-type: none"> ○ Thorough 20 seconds of washing hands ○ Alcohol-based Hand Sanitizer: <ul style="list-style-type: none"> ➤ Use an alcohol-based hand sanitizer that contains at least 60% alcohol. ➤ Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities. ➤ Put enough sanitizer on your hands to cover all surfaces. ➤ Rub your hands together until they feel dry (this should take 20 seconds). ➤ Do NOT rinse or wipe off the hand sanitizer before it's dry; it may not work well against germs. 	<ul style="list-style-type: none"> ■ Centers for Disease Control & Prevention <ul style="list-style-type: none"> https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/superhero_poster.pdf
<p>ILLNESS AT SCHOOL</p>	
<ul style="list-style-type: none"> ■ CMA identified the Multipurpose Room (MPR) as the Illness Room ■ If student reports or staff notices any COVID-19 symptoms, Please follow the guidelines: <ul style="list-style-type: none"> ○ Take student / staff to MPR ○ On site School Lead will screen the student / staff ○ Take temperature <ul style="list-style-type: none"> ■ For STUDENT contact parent/guardian and pick up at Valle Vista Gate ■ FROM CDC: Symptoms of Coronavirus (COVID-19) Can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19 <ul style="list-style-type: none"> ○ Cough ○ Fever ○ Chills ○ Muscle Pain 	

- ***Shortness of breath or difficulty breathing**
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue
- ***Seek medical care immediately if someone has emergency warning signs of COVID-19**
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
- If necessary contact emergency responders by dialing 911 or call local emergency facility: Inform call center representative you are seeking support for someone who has or may have COVID-19
 - Contact team

HOME QUARANTINE / ISOLATION

- FROM CDC:
- **“QUARANTINE: keeps someone who was in close contact with someone who has COVID-19 away from others**
 - If you had close contact with a person who has COVID-19
 - Stay home until 14 days after your last contact
 - Check your temperature twice a day and watch for symptoms of COVID-19
 - If possible, stay away from people who are at higher-risk for getting very sick from COVID-19
- **ISOLATION: keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home**

- If you are sick and think or know you have COVID-19
 - Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared
- If you tested positive for COVID-19 but do not have symptoms
 - Stay home until after
 - 10 days have passed since your positive test
- If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use separate bathroom, if available”

RESOURCES

PLAN

SOLANO COUNTY

- Solano County Coronavirus Disease 2019 (COVID-19): <https://www.solanocounty.com/depts/ph/ncov.asp>
- State-Operated Community Testing Sites: https://www.solanocounty.com/depts/ph/coronavirus_links/faq_community_testing_sites.asp
- COVID-19 Warmline 707.784.8988 M-F 9:00 AM - 5:00 PM
- Email: covid19@solanocounty.com

ADDITIONAL RESOURCES

- State of California: <https://covid19.ca.gov/>
- White House website: [coronavirus.gov](https://www.whitehouse.gov/coronavirus)
- CDC: [cdc.gov/covid19](https://www.cdc.gov/covid19)
- Johns Hopkins University: [Global Number of Cases](https://www.jhu.edu/2020/03/11/global-number-of-cases/)
- Occupational Safety and Health Administration (OSHA): <https://www.osha.gov/SLTC/covid-19/controlprevention.html>