

Return-to-Campus Plan: In-person Learning **Mueller Charter School**



revised December 12, 2021

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General Measures

Goals

- Ensure Safety: Minimize risk to ensure the safety and well-being of students, staff, and our community by adhering to recommended COVID health and safety guidelines.
- Communicate: As we anticipate each new challenge we will communicate the systems that are in place to students, staff, and the community so that each pivot has as little negative impact on students as possible.
- Plan: Plan and implement modifications to provide the most effective learning opportunities to meet the needs of our students through each model of education.

The health and safety of students, staff, and their families are the highest priority of The Mueller Charter School organization (Mueller & Bayfront Charter Schools). While transitioning to having students return to campus, our commitment is to establish and maintain a safe environment for all students and staff. This in-person learning plan has been developed using recommendations of the COVID-19 Industry Guidance for schools and school based programs.

The Mueller Charter School organization will establish timelines and procedures for returning students to each campus based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Centers for Disease Control, and the San Diego County Public Health Department. We will check and monitor State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

It is important to note that Mueller and Bayfront are located close to the United States/Mexico international port of entry, an area where the local number of cases are currently higher than other communities in San Diego County. Our school site team continues to monitor the local context and trends and will adjust appropriately. We recognize there may be a need to adjust and revise our plan as new information and guidelines are updated.

This plan is based on the best available public health data at this time. Implementation of this plan will depend on local public health conditions, including those listed [here](#). All decisions about following this plan will be made in collaboration with local health officials and other authorities.

Implementation of this plan will be tailored for each site, including adequate consideration of instructional programs operating at each site and the needs of students and families.

- Mueller/Bayfront will continue communication with local and State authorities to determine current disease levels and control measures in our community. For example:
 - Review and refer to, if applicable, the relevant county variance documentation. Documentation can be found [here](#).
 - Consult with our county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found [here](#).
 - Collaborate with other schools and school partners in our region, including the Chula Vista Elementary School District and the San Diego County Office of Education.
 - Regularly review updated guidance from state agencies, including the [California Department of Public Health](#) and [California Department of Education](#).
- Identify contact information for the local health department for communicating information about COVID- 19 outbreaks among students or staff.
- Incorporate the CDPH Guidance for the Use of Face Coverings into this plan.
- Regularly evaluate the Mueller and Bayfront campuses for compliance with this plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update this plan as needed to prevent further cases.
- Implement the necessary processes and protocols when Mueller or Bayfront has an outbreak, in accordance with CDPH guidelines.
- Identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.

Student Cohorts and Schedules for Reopening School

When reopening from school closure student schedules will be specifically designed to limit the amount of contact students have with each other while on campus to reduce the risk of transmission and will be designed in a cohort-based model when possible; students will interact physically within their cohort group. Cohort groups will not mix in classrooms, outside for lunch recess, nutrition breaks, or lunch. This will require staggered arrival, dismissal, lunch and recess times in designated locations.

When returning from distance learning students identified as having the most need will return to campus first. Students will return to campus in staggered phases to ensure student and staff safety. Following any necessary school closure, each reopening would begin with Phase 1 again.

Throughout each phase, students will remain in their cohort group and cohort groups will not mix. There will be no more than 12 students in any cohort group of students. In order to have cohort groups of 12 students or fewer they will be assigned to one of two groups:

Group A: Students attend on campus Monday and Tuesday

Group B: Students attend on campus Wednesday and Thursday

All students will continue to have distance learning from home on Fridays.

- Primary classes TK-3 will require students to be placed into two cohorts from each classroom
- Due to larger class size in grades 4-12, each class would be placed into 3 or more cohorts.

Phase 1: No more than 10% of enrolled students will return to campus for a specified number of weeks **determined by current health and safety guidelines** along with marking period dates when possible. This phase would include students in transition, those identified as experiencing homelessness, foster youth, students receiving special education services, and any other students identified as experiencing significant learning loss due to school closure. (Staffed by YMCA)

Phase 2: No more than 10% of enrolled students will return to campus for a specified number of weeks **determined by current health and safety guidelines** along with marking period dates when possible. This phase would include students in transition, those identified as experiencing homelessness, foster youth, students receiving special education services, and any other students identified as experiencing significant learning loss due to school closure. (Staffed by Mueller Employees)

Phase 3: Hybrid Model, Return-to-Campus “*rehearsal*” implemented with a volunteer teacher from each grade level team.

Phase 4: Teachers return to campus while continuing to teach in the Distance Learning Model.

Phase 5: An additional 10% of enrolled students will return to campus for a specified number of weeks determined by current health and safety guidelines along with marking period dates. Phase 5 will bring K-3rd grade students at the Mueller campus and 9th grade students at the Bayfront campus.

Phase 6: When it is deemed safe by San Diego County Office of Education, the California Department of Public Health, the Centers for Disease Control, and the San Diego County Public Health department, an additional 10% of enrolled students will return to campus for a specified number of weeks determined by current health and safety guidelines along with marking period dates.

Phase 7: When it is deemed safe by San Diego County Office of Education, the California Department of Public Health, the Centers for Disease Control, and the San Diego County Public Health department, additional students will return to campus for a specified number of weeks determined by current health and safety guidelines along with marking period dates. This phase will continue until schools can safely reopen to all students.

The daily schedule for elementary students on campus will be a modified day to allow time for cleaning and sanitizing of classrooms. Synchronous instruction will be provided by teachers through virtual meeting platforms each afternoon for students participating in distance learning. Some teachers from each team/department in grades 7-12 may continue as the designated Distance Learning teacher for the students learning from home; the number of teachers providing distance learning will be determined by the number of students learning remotely.

Special Education

There will be continued coordination and monitoring of student needs. Both Mueller and Bayfront will support students with exceptional needs by providing both push-in and pull-out specialized academic support while students are on campus and through distance learning over live video streaming and teleconferencing. 9th – 12th grade students with exceptional needs will continue to receive weekly tutoring services for all academic subjects in addition to specialized academic instructional minutes as outlined in respective Individualized Education Plans (IEPs). Student services may be implemented through a combination of distance learning and on-campus learning including, but not limited to, speech and language services, counseling services, psychological services, and transition support services. During the asynchronous

instructional times, special education staff will meet with students with exceptional needs in a small group setting to offer targeted support, assisting students with meeting IEP goals, providing differentiated instruction to students, and further assisting students with core academic assignments. When the small group is meeting in-person all students must be from the same cohort of students.

Safety Guidelines

Prior to leaving the classroom and entering any common use areas, students will visit a designated handwashing station to thoroughly wash their hands. Face coverings will be worn to and from recess, lunch, nutrition breaks, and passing periods. Students will be encouraged to wear masks during recess time as well. The students will be supervised by a teacher or staff member throughout the duration of recess and lunch.

Hallway traffic patterns will be established with signs on the ground to remind students to remain 6 feet apart. These are located throughout each school building. Students and staff will be required to follow these traffic patterns throughout the day. Signs will be posted throughout the school to remind students and staff to follow all social distancing rules. An isolation room or area to separate anyone who exhibits symptoms of COVID-19 will be designated on each campus. Local health officials will be notified immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.

All staff will be required to remain physically distant from one another as mandated by county health laws. Face coverings will be worn to and from all activities, as well as in the classroom. Congregation of adults in staff rooms, break rooms, and other settings will be minimized, no more than two staff members will be allowed in the school common areas (office, lounge, copy center, rest rooms, etc...) at one time. At no time will they be allowed to be within 6 feet of one another. Each teacher's desk will be more than 6 feet away from any student's desk.

Promote Healthy Hygiene Practices

Mueller and Bayfront Charter Schools will promote healthy hygiene practices. Staff will be trained in healthy hygiene practices so they can teach these to students. Handwashing strategies include washing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol will be available. We will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.

Mueller and Bayfront will access the CDC free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good hand washing habits.

- Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.
 - Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
 - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
 - Portable handwashing stations throughout Mueller and Bayfront will be added near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
 - Routines will be established to enable students and staff to regularly wash their hands at staggered intervals.
 - Adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers.

- Information contained in the [CDPH Guidance for the Use of Face Coverings](#) will be provided to staff and families, which discusses the circumstances in which face coverings must be worn.

- Mueller and Bayfront will provide and ensure staff use of face coverings in accordance with CDPH guidelines and all required protective equipment.

Face Coverings

Face coverings will be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission.

- We will teach and reinforce use of [face coverings](#), or in limited instances, face shields.
- Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

Student Face Covering Requirement

TK through 12th grade students will be required to wear face coverings, unless they are exempt because of medical reasons. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, Mueller and Bayfront must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Mueller and Bayfront will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Students who must be excluded from campus will participate in our distance learning model.

Staff Face Covering Requirement

- All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- Staff handling or serving food must use gloves in addition to face coverings. Disposable gloves will be supplied where glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.



HANDWASHING

COVID-19 PREVENTION

According to the CDC, handwashing is one of the best ways to protect yourself and your family from getting sick. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Students and staff should not congregate in bathrooms to wash their hands.



1. Wet hands



2. Apply soap



3. Rub hands palm to palm



4. Lather the back of both hands



5. Scrub between your fingers



6. Rub the back of fingers on the opposing palm



7. Clean thumbs



8. Wash fingernails and fingertips



9. Rinse hands



10. Dry with a single use towel



11. Use the towel to turn off the faucet



12. Your hands are clean



HOW TO WEAR A MASK

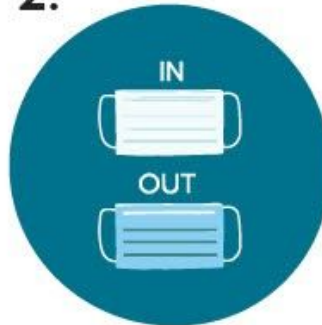
COVID-19 PREVENTION

1.



Wash your hands with soap and water before touching the mask.

2.



Ensure the colored side is facing outwards.
If using a surgical mask, the top side has an unused metal piece.

3.



Inspect for damages or dirt.

4.



Secure the strings around your ears.

5.



Stretch the mask from the top and bottom to cover your mouth, nose and chin.

6.



If wearing a surgical mask, fix the metallic strip to fit the shape of the nose.



WARNINGS

- Do **not** touch the face covering after it is on.
- Do **not** put the covering around your neck or on your forehead.
- Do **not** wear the mask under the nose.
- Do **not** wear a loose mask.
- Do **not** remove the mask when social distancing is not being practiced.
- Do **not** use a mask that is difficult to breathe through.
- Do **not** wear a dirty, damaged or wet mask.
- Do **not** share your mask with others.
- Do **not** use cloth face coverings on children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.



HOW TO REMOVE A MASK

COVID-19 PREVENTION

1.



Wash your hands with soap and water before touching face mask.

2.



Remove mask by lifting and pulling off by strings on mask.

3.



Once removed still hold on to the strings. Do NOT touch the front of The mask.

4.



If wearing a cloth mask, put it away in a resealable bag.

5.



If wearing a surgical mask, throw it in a trash can.

6.



Wash your hands with soap and water before touching face mask.

WASH AND REUSE

You can reuse your cloth mask. Just wash after each use or at least once a day.



Ensure Teacher and Staff Safety

Mueller and Bayfront will ensure all staff maintain physical distancing from each other, which is critical to reducing transmission between adults.

- All staff will be required to use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- Staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided options when possible where remote work is a reasonable accommodation or modification to their work schedule.
- All staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- Implement procedures for daily symptom monitoring for staff.

Intensify Cleaning, Disinfection, and Ventilation

To ensure the campus is safe and healthy each day, all spaces used by teachers, students and staff will be cleaned and sanitized thoroughly at the end of each school day. Additional custodial hours have been added to meet the cleaning and sanitizing standards necessary to maintain a safe and healthy campus. Materials and equipment used by students will not be shared. Any item that is used by an individual student will be sanitized by a teacher thoroughly before reuse. Each grade level will have hand sanitizer available for use all day. Each grade level will also be assigned a specific hand washing station for use throughout the day.

If there is exposure on campus to a confirmed positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area. All classrooms will have disinfectant cleaning products available for teachers to use if something needs to be cleaned or sanitized. Teachers will be responsible for sanitizing any used items in their classroom (i.e. supplies, technology, etc.) at the end of the school day before they are used again. Students will be responsible for cleaning their own hands before

they enter school in the morning, before and after recess, before they eat, after lunch and at the end of the day.

- Mueller and Bayfront will suspend or modify the use of site resources that necessitate sharing or touching items. Suspend use of drinking fountains and instead encourage the use of reusable water bottles.
- Staff should [clean and disinfect](#) frequently-touched surfaces at school at least daily and, as practicable, these surfaces will be cleaned and disinfected frequently throughout the day by trained custodial staff.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs
-
- Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.
 - When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, we will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we will consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- We will consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.
- We will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

Implementing Distancing Inside and Outside Classroom When Returning from School Closure

While providing an effective environment for teaching and learning, the physical school layout will adhere to all public health and safety guidelines. Distance Learning will continue to be offered as an option for families who would like to have their children learn from home. Families will be asked to commit to participating in the Distance Learning Model or returning to campus

for the duration of each marking period. In the event that schools are mandated to close again due to COVID-19, we will transition back to our Distance Learning Model for all students.

Adhering to local and state guidance, we are working with the Chula Vista Elementary School District, the San Diego County Office of Education, health officials and other testing sites to put in place a system to provide testing for our school employees. Recommended frequency include testing all staff over two months – where 25% of staff are tested every two weeks, or 50% every month – to rotate testing of all staff over time. Mueller and Bayfront staff will be included in the Chula Vista Elementary School District's COVID testing program.

All students will be required to stay 6 feet apart from one another to ensure safe social distancing. Teachers and school staff will maintain appropriate distance from students for their safety but will adhere to the students' social, emotional and academic needs first. Supervising adults should be assigned to one group and must work solely with that group. One-to-one specialized services can be provided to a child or youth by a support service provider that is not part of the cohort following required social distancing and safety measures.

Classroom Space will be arranged so that student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus- containing droplets (e.g., from talking, coughing, sneezing).

Arrival and Departure

- Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Implement health screenings of students and staff upon arrival at school.
- Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

Classroom Space

- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. The same students and teacher or staff will remain with each group, to the greatest extent practicable.
- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. We will reduce mixing among cohorts and to minimize contact for students at Bayfront and MCLA who have traditionally had individualized schedules.
- Space between seating and desks will be maximized. Teacher and other staff desks will be distanced at least six feet away from student desks. Ways to establish separation of students through other means if practicable will be considered, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Activities for smaller groups will be redesigned and furniture and play spaces will be rearranged to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances will be permitted based on county health department guidelines.
- Activities that involve singing will be permitted based on county health guidelines.
- Procedures for turning in assignments to minimize contact will be implemented.
- Clear screens may be used to increase and enforce separation between staff and students.

Non-Classroom Spaces

- Nonessential visitors, volunteers and activities involving other groups at the same time will be permitted based on recommended county health department guidelines.

- Communal activities will not take place on the Mueller or Bayfront campus prior to county health department guidance permits.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, we will eliminate the use of lockers and adjust our scheduling, to support the creation of cohort groups and reduce changes of classrooms.
- Meals will be served outdoors or in classrooms instead of cafeterias or group dining areas where practicable. To the extent possible students will be served individually plated or bagged meals. Students will not be permitted to share food or utensils.
- Recess activities will be held in separated areas designated by class.

Sports and ExtraCurricular Activities

- Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- Physical education is permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting). Activities should take place outside to the maximum extent practicable.
- Equipment sharing will be avoided, and if unavoidable, shared equipment will be cleaned and disinfected between use by different people to reduce the risk of COVID-19 spread.
- Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Physical activities will be conducted outside as much as possible. Students should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to their face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

- Information will be provided to parents or guardians regarding any physical activity and related guidance, along with the safety measures that will be in place in these settings.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances will resume when county health department guidance permits.

Train All Staff and Educate Families

All staff will be trained and educational materials will be provided to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- How COVID-19 is spread
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention
- Procedures to follow when children or adults become sick at school.
- Procedures to protect staff from COVID- 19 illness.

Training will be conducted virtually.

Check for Signs and Symptoms

- There will be no discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
- Staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 will be actively encouraged to stay home. Policies will be developed that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

- Screening procedures have been implemented for all staff and students entering each campus.
- Visual wellness checks of all students will be conducted and procedures for parents to monitor students at home have been established. When checking temperatures to enter campus, a no-touch thermometer is used.
- All individuals will be asked if they or anyone in their home is exhibiting [COVID-19 symptoms](#).
- Hand-washing stations and/or hand sanitizer will be available and use will be encouraged.
- Incidents of possible exposure will be documented and tracked. Local health officials, staff and families will be notified immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

Additional guidance can be found [here](#). A staff liaison can serve a coordinating role to ensure prompt and responsible notification.

- If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Staff and students will be monitored throughout the day for signs of illness; students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms will be sent home.

Plan for When a Staff Member, Child, or Visitor Becomes Sick

- An isolation room or area at Mueller and Bayfront has been identified to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms will be immediately required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

- Procedures will be established 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
 - Fatigue
 - Muscle pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell

- For serious injury or illness, 9-1-1 will be called without delay. We will seek medical attention 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](#).

- Local health officials will be notified immediately of any positive case of COVID- 19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

- Areas will be closed off that were used by any individual suspected of being infected with the virus that causes COVID-19 and will not be used again before [cleaning and disinfection](#). To reduce risk of exposure, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as practicable. A [safe and correct application](#) of disinfectants using personal protective equipment and ventilation will be used when cleaning. Disinfectant products will be kept away from students.

- Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue [home isolation](#), including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

- Students, including students with disabilities, will have access to instruction when out of class, as required by federal and state law.

- Mueller and Bayfront will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise

identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

- Necessary processes and protocols will be implemented when there is an outbreak, in accordance with [CDPH guidelines](#).
- A COVID-19 illness and exposure will be investigated to determine if any work-related factors could have contributed to risk of infection. Protocols will be updated as needed to prevent further cases.
- Protocols will be updated as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with staff and other exposed persons, and conducting and assisting with contact tracing.

Maintain Healthy Operations

All staff will have to self-screen for signs, symptoms or illness prior to coming to school. Daily home screening will include assessing for: fever or chills, cough, congestion, or runny nose, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, new loss of taste or smell. A student that has any of these symptoms or has been in direct contact with someone who has tested positive for COVID-19 may not come to school. All staff will complete a Health Screening prior to reporting to campus each day.

Families will have to screen their children at home for signs for symptoms or illness prior to coming to school. Home screening will include assessing the student for: fever or chills, cough, congestion, or runny nose, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, new loss of taste or smell. A child that has any of these symptoms OR has been in direct contact with someone who has tested positive for COVID-19 may not come to school.

When returning from school closure arrival and dismissal schedules for students will be staggered to allow for temperature checks and safe social distancing. All students arriving by car will have their temperatures checked with a no-touch thermometer in the drop off lanes while they remain in the car. Students walking to school must be with at least a parent or guardian at the designated area where the students will be screened until their child has been cleared to attend school on campus for the day. Only staff and students will be allowed on campus. The student and parent/guardian must wear a face

covering. If the student exhibits any of the signs, symptoms or has had contact with COVID-19, the student will be required to go home and will wait in a previously identified quarantine area. A student who does not pass the health screening, must return home and the parent/guardian must keep the school informed of symptoms.

When a student has been cleared through the screening and temperature check for school, they will walk directly to their designated hand washing station. Once they have properly washed their hands, they will walk directly to their classroom to begin their school day.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, the San Diego County COVID-19 Decision Tree for schools will be followed.

Mueller and Bayfront will:

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Staff will know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
- Consult with local health departments when routine testing is implemented by our authorizing school district, CVESD. The role of providing routine systematic testing of staff or students for COVID-19 will be done in partnership with the Chula Vista Elementary School District.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing a distance learning option or independent study.

Limit Sharing

- Each child's belongings will be kept separated and in individually labeled storage containers, cubbies or areas. Student belongings will be taken home each day to be cleaned.
- Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or use of supplies and equipment will be limited to one group of children at a time and cleaned and disinfected between uses.
- Electronic devices, clothing, toys, books and other games or learning aids will not be shared as much as practicable. Where sharing occurs, cleaning and disinfecting will take place between uses.

Considerations for Reopening and Partial or Total Closures

California schools were closed for in-person instruction mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with COVID-19, please see the [COVID-19 and Reopening Framework for K-12 Schools in California](#).

The Mueller Charter School organization will:

- Check State and local orders and the health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
 - In consultation with the local public health department, the appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention 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.
 - Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before

cleaning and disinfecting. If 24 hours is not feasible, wait for at least two hours and as long as possible.

- Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.
- Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional [information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Maintain regular communications with the local public health department.

Mueller Charter School Hybrid Implementation

MCS COVID School Closure & Re-opening Timeline

	March 13, 2020	Campus Closed
	March 16, 2020	Custodians & Tech Team on campus daily
	March 17, 2020 (ongoing)	Administrators, Cafeteria Staff, & Custodians On Campus for Meal Distribution
	March 23, 2020	Distance Learning Model
	June 2, 2020	Administrators & Office Staff Return to Campus Staggered Schedule
	August 3, 2020	Office Staff Return to Campus Full Time
Phase 1	September 1, 2020	Childcare at Mueller Campus (YMCA staff)
Phase 2	September 8, 2020	MCS Community Support Program (MCS Charter Helpers, Support Staff, Collab Teachers)
	September 30, 2020	Bayfront Resource Access Center (BF Charter Helpers, RSP Staff) for Finals
Phase 3	October	Hybrid Model Rehearsal/ Volunteer
	October 12, 2020	7th Grade Cohort
	October 12, 2020	Counselors Return to Campus Full Time
	October 21, 2020	8th Grade joined for MCLA Cohort
	October 26, 2020	Bayfront Resource Access Center (BF Charter Helpers, RSP Staff)
	November 9, 2020	2/3 Class
	November 16, 2020	1/2 Class

	November 30, 2020	Kindergarten Class
	November 30, 2020	3/4 Class
Phase 4	San Diego County enters Red Tier	Teachers Return to Campus (without students)
Phase 5	One week following San Diego County entering the Red Tier	Hybrid Model (for families choose distance learning or hybrid model)
	Two weeks following San Diego County entering the Red Tier	Kindergarten Returns (phased in return to campus within cohorts)
	Three weeks following San Diego County entering the Red Tier	K/1 Returns
	Three weeks following San Diego County entering the Red Tier	1/2 Returns
	Four weeks following San Diego County entering the Red Tier	2/3 Returns
	Four weeks following San Diego County entering the Red Tier	6th Returns
	Five weeks following San Diego County entering the Red Tier	3/4 Returns
	Five weeks following San Diego County entering the Red Tier	7th Returns
	Six weeks following San Diego County entering the Red Tier	4/5 Returns
	Six weeks following San Diego County entering the Red Tier	8th Returns

*Phases 4 & 5 will not begin implementation while San Diego County is in the Purple Tier.

Mueller Hybrid Model

These daily schedules are examples and may vary slightly depending on the staggered arrival times.

Elementary Hybrid Model (EARLY)	Yellow Group	Monday/Tuesday	Blue Group	Wednesday/Thursday	Green Group	Distance Learning
	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	
8:00-8:15 Classroom Teacher Check-in	Green & Blue Groups Check-In Attendance Virtually	Green & Blue Groups Check-In Attendance Virtually	Green & Yellow Groups Check-In Attendance Virtually	Green & Yellow Groups Check-In Attendance Virtually	No Students on Campus 8:00-10:00 (Blue, Yellow, & Green Groups Synchronous Instruction)	
9:30-10:30 Music Teacher	Green & Blue Groups Music Lesson Virtually		Green & Yellow Music Lesson Virtually			
8:15-12:00 15 minute recess Classroom Teacher	Yellow Group on Campus 8:30-12:30 (Blue & Green Group works from home Asynchronous)	Yellow Group on Campus 8:30-12:30 (Blue & Green Group works from home Asynchronous)	Blue Group on Campus 8:30-12:30 (Yellow & Green Group works from home Asynchronous)	Blue Group on Campus 8:30-12:30 (Yellow & Green Group works from home Asynchronous)		
12:00	Lunch	Lunch	Lunch	Lunch		
12:15	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal		
12:00-12:45	Teacher Lunch	Teacher Lunch	Teacher Lunch	Teacher Lunch		
12:45-2:30	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning		
2:30-3:15	Office Hours					

Elementary Hybrid Model (LATER)	Yellow Group	Monday/Tuesday	Blue Group	Wednesday/Thursday	Green Group	Distance Learning
	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	
8:00-8:15 Classroom Teacher Check-in	Green & Blue Groups Check-In Attendance Virtually	Green & Blue Groups Check-In Attendance Virtually	Green & Yellow Groups Check-In Attendance Virtually	Green & Yellow Groups Check-In Attendance Virtually	No Students on Campus 8:00-10:00 (Blue, Yellow, & Green Groups Synchronous Instruction)]	
8:15-9:00	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning		
9:30-10:30 Music Teacher	Green & Blue Groups Music Lesson Virtually		Green & Yellow Music Lesson Virtually			
9:15-12:45 15 minute recess Classroom Teacher	Yellow Group on Campus 9:15-12:45 (Blue & Green Group works from home Asynchronous)	Yellow Group on Campus 9:15-12:45 (Blue & Green Group works from home Asynchronous)	Blue Group on Campus 8:15-12:45 (Yellow & Green Group works from home Asynchronous)	Blue Group on Campus 9:15-12:45 (Yellow & Green Group works from home Asynchronous)		
12:45	Lunch	Lunch	Lunch	Lunch		
1:00	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal		
12:45-1:00	Teacher Lunch	Teacher Lunch	Teacher Lunch	Teacher Lunch		
1:00-2:00	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning		
2:00-3:15	Office Hours					

MCLA Hybrid Model

Group A: Monday/Tuesday Group B: Wednesday/Thursday Group C: Distance Learning

	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
8:00-9:15 Classroom Teachers	Groups B & C Check-In, Attendance Virtually Group A In-person PE on campus	Groups B & C Check-In Attendance Virtually Group A In-person PE on campus	A & C & Groups Check-In Attendance Virtually Group B In-person PE on campus	A & C & Groups Check-In Attendance Virtually Group B In-person PE on campus	No Students on Campus 8:00-10:00 (A, B, & C Groups Synchronous Instruction)
8:30-9:30 Music & PE Teachers Alternate by grade 7th & 8th	Groups B & C Music or PE Lesson Virtually	Groups B & C Music or PE Lesson Virtually	A & C & Groups Music or PE Lesson Virtually	A & C & Groups Music or PE Lesson Virtually	
9:15-12:15 Classroom Teachers	Group A on Campus 3 teachers rotate to students each for 1 period ELA Math Soc. Stud. 8:30-12:30 B & C work from home onous	Group A on Campus 3 teachers rotate to students each for 1 period ELA Math Soc. Stud. 8:30-12:30 B & C work from home onous	Group B on Campus 3 teachers rotate to students each for 1 period ELA Math Soc. Stud. 8:30-12:30 Groups A & C work from home Asynchronous	Group B on Campus 3 teachers rotate to students each for 1 period ELA Math Soc. Stud. 8:30-12:30 Groups A & C work from home Asynchronous	
12:15	Lunch	Lunch	Lunch	Lunch	
12:30	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	
12:15-1:00	Teacher Lunch				
1:00-2:30	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning	Green Group Distance Learning	
1:00-2:30 Music & PE Teachers Alternate by grade 7th & 8th	Groups B & C Music or PE Lesson Virtually	Groups B & C Music or PE Lesson Virtually	A & C & Groups Music or PE Lesson Virtually	A & C & Groups Music or PE Lesson Virtually	
2:30-3:15	Office Hours				

*****Students are able to sign into their location 30 minutes before their class time starts. Parents must sign in their child everyday*****

Grade	Sign In Time	Class Start Time	Lunch	Dismissal	Tentative Start Date
K	7:45	8:00	12:00	12:15	4/6
K/1	7:45	8:00	12:00	12:15	4/6
1/2	8:00	8:15	12:15	12:30	4/6
2/3	8:15	8:30	12:30	12:45	4/12
3/4	8:30	8:45	12:45	1:00	4/19
4/5	8:45	9:00	1:00	1:15	4/26
5/6 and 6	9	9:15	1:15	1:30	4/12
MCLA 7	8:00	9:15 (PE/AthLEAD start at 8:15)	1:15	1:30	4/19
MCLA 8	8:00	9:15 (PE/AthLEAD start at 8:15)	1:15	1:30	4/26

Bayfront Charter High School Hybrid Implementation

Bayfront Timeline

PHASE	ACTION
CURRENT PHASE	<ul style="list-style-type: none"> ● Bayfront Resource & Access Center Open (Began during Quarter 2)
SDCOE Notification of County Moving to Red Tier	<ul style="list-style-type: none"> ● Notice to staff to return to campus (Accommodations provided to those who provide documentation) ● Send family and students notification that Bayfront will be implementing our Hybrid Model ● Send survey to families to see who wants to continue with distance learning
Staff Planning and Preparation for Implementation of Hybrid (1 or 2 weeks)	<ul style="list-style-type: none"> ● While on campus, staff will continue distance learning ● This time will provide staff to get their classrooms ready and prepared for students ● Staff will also receive training on updated safety protocols (health screenings, testing schedule, cleaning schedules, etc.) ● This will also serve as a time for staff to align on ingress and regress protocols ● Orientations will be provided for students and families during this time
Hybrid Model (Red Tier - By GRADE LEVEL)	<ul style="list-style-type: none"> ● While in the Red Tier, Bayfront will open its doors to any student who wants to be on campus ● Students will be assigned an Advisory/Pod/Homeroom that they will remain in to maintain proper student grouping by grade level (8-10 students - based on physical distancing recommendations). ● Students will be able to attend school 1 day/week and remain with their advisor/homeroom teacher during this phase. Students will remain with their advisory/homeroom all day. ● See detailed description below: <ul style="list-style-type: none"> ○ 9th Grade Students on Campus MONDAYS ○ 10th Grade Students on Campus TUESDAYS ○ 11th Grade Students on Campus WEDNESDAYS ○ 12th Grade Students on Campus THURSDAYS ○ NO STUDENTS on Campus Fridays (All on Distance Learning)

Bayfront Hybrid Model - By Grade Level (Red Tier)

TIME	Monday (EVEN) 9th GRADE	Tuesday (ODD) 10th GRADE	Wednesday (EVEN) 11th GRADE	Thursday (ODD) 12th GRADE	Friday (Minimum Day)
8:00- 8:25	9th Grade Students arrive to campus and report to homeroom	10th Grade Students arrive to campus and report to homeroom	11th Grade Students arrive to campus and report to homeroom	12th Grade Students arrive to campus and report to homeroom	NO STUDENTS ON CAMPUS
8:30 - 9:30	PERIOD 2 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	PERIOD 1 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	PERIOD 2 Live Instruction Starts @ beginning of Period 30-60 minutes minimum of Live Instruction)	PERIOD 1 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	8:30-9:00 PERIOD 2 Live Instruction Starts @ beginning of Period (30 minutes of Live Instruction)
9:30-10:30	PERIOD 2 Independent or Virtual Group Work for Students Additional Support for Students in Need	PERIOD 1 Independent or Virtual Group Work for Students Additional Support for Students in Need	PERIOD 2 Independent or Virtual Group Work for Students Additional Support for Students in Need	PERIOD 1 Independent or Virtual Group Work for Students Additional Support for Students in Need	9:10-9:40 PERIOD 4 Live Instruction Starts @ beginning of Period (30 minutes of Live Instruction)
10:30-11:15	LUNCH DELIVERED TO CLASSROOMS				
11:15-12:15	PERIOD 4 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	PERIOD 3 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	PERIOD 4 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	PERIOD 3 Live Instruction Starts @ beginning of Period (30-60 minutes minimum of Live Instruction)	9:50-10:20 PERIOD 1 Live Instruction Starts @ beginning of Period (30 minutes of Live Instruction)
12:15-1:15	PERIOD 4 Independent or Virtual Group Work for Students Additional Support for Students in Need	PERIOD 3 Independent or Virtual Group Work for Students Additional Support for Students in Need	PERIOD 4 Independent or Virtual Group Work for Students Additional Support for Students in Need	PERIOD 3 Independent or Virtual Group Work for Students Additional Support for Students in Need	10:30-11 PERIOD 3 Live Instruction Starts @ beginning of Period (30 minutes of Live Instruction)
1:15-1:30	Students Picked Up from Campus				11-12 BREAK
1:30-2:15	Tutoring/Office Hours				12-2pm
2:30	STAFF MEETING AND COLLABORATION TIMES:				

DESCRIPTION OF EACH 2 HOUR BLOCK:

- Students will be in set advisories/homerooms and remain in these groups until SDCOE moves to the Orange Tier
- A total of 120 minutes minutes per class:
 - FIRST HOUR: 30-60 minutes of LIVE (Synchronous) Instruction each day
 - SECOND HOUR (Students will engage in 1 of the following activities:
 - Time for INDEPENDENT (Asynchronous) Work Instruction or Group Work
 - Additional Support for Students (ELs, SPED, Youth in Transition)
 - Time for Students to reach out to Teacher for additional support
- Fridays to be used for Test, Assessments, Closure for the School Week