



# KING'S

## CLASSICAL ACADEMY

9/15/20

To: Alameda County Public Health Officer

On behalf of King's Classical Academy, we are writing to apply for a waiver for K-6 students to return to in-person classroom learning. As indicated below, we have created a rigorous plan to ensure the safety of our students, staff, and families while also promoting the well being of our students by returning to an optimal education environment quickly. Our small class sizes enable social distancing and limited interaction between student groups. If you have any questions upon reviewing our plan, please contact me directly via the information below.

Sincerely,

Todd Wedel  
Headmaster  
King's Classical Academy

### **I. School Information:**

King's Classical Academy: Private, faith based school  
Enrollment: 79 in K-12, 54 in K-6  
Address: 945 Concannon Blvd, Livermore, CA 94550  
Headmaster: Todd Wedel  
office: 925-961-4664  
mobile: 405-596-3922  
email: [todd.wedel@kingsclassical.org](mailto:todd.wedel@kingsclassical.org)  
Grades proposing to be re-opened: K-6th  
Date of proposed re-opening: October 1, 2020

Name of person completing application: Todd Wedel  
office: 925-961-4664  
email: [todd.wedel@kingsclassical.org](mailto:todd.wedel@kingsclassical.org)

## II. Consultation

King's is located on the property of Granada Baptist Church, a roughly 5-acre plot of land in Livermore. The property is bounded on 3 sides by fences separating from the surrounding community. Thus, we have no contact with the surrounding community and consulted our stakeholders (families and staff) and church representative concerning the plan.

- A. Consulted with Parent Reopening Committee (~10% of families represented; medical professionals represented) throughout the process and formation of the reopening plan and with full draft by electronic communication 9/11/20 to review plan and incorporate feedback.
- B. Consulted with School Teachers and staff in staff meeting and by electronic communication 09/10/20 to review plans and incorporate feedback.
- C. Consulted with broader parent population by conducting a survey, sharing the plan publicly on 09/11/20 on our website and via email, and inviting feedback from the full parent base of the school.
- D. Consulted with Pastor David O'Brien of Granada Baptist Church on 9/11/20 concerning the plan.
- E. Consulted with broader parent population via virtual Town Hall on 9/14/20, inviting feedback from the full parent base of the school.

## III. Elementary Reopening Plans:

KCA plan addresses the following, consistent with guidance from the California Department of Public Health and the local health department:

**X** **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

**X** **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

**X** **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**X** **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.

**X** **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**X** **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

**X Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have 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.

**X Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

**X Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**X Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

**X Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

**X Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

## **KCA Reopening Plans:**

**Cleaning and Disinfection:** *How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

### Disinfecting products

- Disinfecting products used are approved for use against COVID-19 on the EPA list “N”:  
Disinfectants for use against SARS-CoV-2 and follow product instructions
- All cleaning products are kept out of children’s reach; storage has restricted access

### Shared classroom supplies

- King’s will minimize shared items. Students will have individual bins with their desks. All materials will be individually provided and stored. No student materials will be stored or left outside of the desk, bin, and backpack.
- Supplies that must be shared will be disinfected between use

### Cleaning procedures

- Plan thorough cleanings when students are not present, airing out before students arrive
- Close off areas used by any sick person. Where possible, wait 24 hours before cleaning and disinfecting before next use, otherwise, wait as long as possible.
- Using products from the EPA’s approved list “N”, KCA will continue its rigorous and frequent cleaning of:
  - Door handles
  - Light switches
  - Sink handles
  - Restroom surfaces
  - Toys, games, art supplies, instructional materials
  - Playground equipment
- Using products from the EPA’s approved list “N”, KCA will continue cleaning between uses of:
  - Student desks
  - Tables
  - Chairs
  - Keyboards, phones, headsets, copy machines
- Lunch tables will be cleaned between groups

**Cohorting:** *How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.*

### Cohorting

- All King’s K-6 classes are less than 14 students, in most cases less, students with a single classroom teacher.
- Students will remain in distinct cohorts for all instruction, lunch, and recess.
- King’s will have staggered lunch and recess times to avoid cohort mixing and dedicated bathroom break times to avoid mixing in the bathrooms.
- In the limited cases requiring another teacher’s presence, the breakouts will be conducted in a large,

- open room allowing for social distancing.
- The teachers will maintain proper distance and PPE protocols.
- Students and staff will wash hands or use sanitizer upon exiting and reentering the classroom.

**Physical Distancing:** *How space and routines will be arranged to allow for physical distancing of students and staff.*

Given the relatively small class sizes at King's, physical distancing of desks has been maximized with no desks facing each other. and the teacher area 6 feet from the nearest student desk.<sup>1</sup>

#### Physical Distancing in the Classroom

- Desks, tables and chairs will be positioned appropriately socially distanced
- Student property and tools/supplies will be kept at their desks within the 6' space
- Procedures will be used to minimize contact when students turn in assignments
- Snack time will occur at classroom desks

#### Staggered schedules

- Staggered breaks reduce traffic
- Recess and lunches are staggered.

#### Recess

- Staggered recess times
- Limited equipment usage:
  - Students to sanitize hands before and after use
  - All equipment sanitized between recesses

#### Lunch

- Cohorts will eat together in classroom or outside unless student needs to eat at a designated allergy table
- Cohorts will be dismissed after hands are sanitized and personal areas are cleaned
- All personal lunch items will stay at their designated Cohort location. Students will return after play time to sanitize if using tables, retrieve belongings and be led by teachers back into classrooms
- No food sharing will be allowed

#### Training

- King's will train students when necessary to pass another student or staff (e.g. leaving the classroom, passing to/from the bathroom) to maintain physical distancing as much as possible.
- Where necessary (e.g. outside the bathroom for any lines), markers will be placed on the ground to indicate proper physical distancing. For any outside activity (e.g. outside lunch), markers will be provided if needed to ensure proper social distancing.

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<sup>1</sup> Per Alameda County School Reopening Plans, as practicable, desks should be placed 6 feet apart and arranged in a way that minimizes face-to-face contact. However, with cohorts in place, it is permissible to relax the 6-foot recommendation if it ensures all/more students receive in-class instruction. (e.g. if reducing to 5 feet allows for more practicable cohort sizes). This is also in accordance with American Academy of Pediatrics guidance. Face coverings and cohort stability are higher priorities if they allow for more practical utilization of physical spaces to provide in-person instruction.

### Dropoff/Pickup

- For dropoff and pickup, King's staff will be present at the carline pickup/dropoff location to ensure physical distancing as students exit and enter vehicles.
- King's classroom entrances are sufficiently spaced to allow for physical separation between cohorts.
- Since King's teachers will test student temperatures on entry, markers will be placed on the ground outside classrooms to ensure students waiting for the temperature check safely practice social distancing.

### Training

- On-campus transition will involve teachers training and practicing procedures with students (e.g. how to line up socially distanced, proceed outside and back inside socially distanced, bathroom procedures, hand-washing).

**Entrance, Egress, and Movement Within the School:** *How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

### Entrance

- All cohorts will enter and exit their respective classrooms utilizing outside access points, thus minimizing congregating or passing in shared spaces.
- For internal movement (e.g. to/from the bathrooms), King's will assign designated bathroom times for grades to avoid mixing and establish separate lanes for walking to avoid contact.

### Daily Conduct

- As noted, King's K-6 teachers will remain with their cohorts for the duration of the day and monitor outside activities (e.g. lunch/recess) to ensure cohort cohesion and avoid mixing of cohorts.

### Parents and Visitors

- Parents and visitors will not be allowed on campus, unless special permission has been granted by Administration or if there is an emergency. In those instances, all approved visitors are:
  - subject to temperature check with no-touch thermometer and COVID-19 health screening as designated by CDC
  - mandated to use hand sanitizer
  - mandated to wear a face covering at all times
- Designated area allows parents to stay in their vehicle to drop-off students. Parents picking up for students' doctor's appointments, etc, will call the front desk for student to be summoned to meet vehicle at the designated drop-off/pick-up area

### Dropoff/Pickup

- Organized, designated, one-way flow around campus
- Students arrive and are picked up; parents remain in vehicles
- Families will perform a health screening each morning
- Once morning carpool has closed, late-arriving students will check in at the office. Staff will take students' temperature using a no-touch thermometer, check students in and provide a tardy slip. Parents will not be allowed to enter the school.
- Parents picking up students early will call the front desk so that the student can be summoned and ready to get into the vehicle at the designated drop-off/pick-up area by the front entrance

**Face Coverings and Other Essential Protective Gear:** *How CDPH's face covering requirements will be satisfied and enforced.*

Per Alameda County School Reopening Plans, cloth face coverings are required (except when eating or drinking) for students (K and up) and all school staff, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering. Students outside will wear masks unless outside the six-foot social distance requirement.

Face Coverings

- Disposable face coverings will be provided when needed
- KCA Staff and Faculty will wear cloth face coverings in accordance with the CDPH's Guidance for the Use of Face Coverings
- Face coverings must 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.
- Visitors, when permitted on campus, will be required to wear face coverings at all times
- Additional disposable face coverings will be provided if needed
- Everyone will be required to carry additional clean face coverings with their belongings
- Everyone wearing a soiled face covering will be asked to change to a clean replacement
- Soiled face coverings will be placed in labeled brown paper bag and immediately placed with personal belongings

Monitoring

- Staff and administration will monitor student use of face coverings.
- Should a student refuse to wear a mask, the student will be isolated from the other students and staff and sent home.
- Parents will have to confirm with the school their commitment to their student wearing a mask and assure the school, inasmuch as they can, of their child's compliance before the student may return to school.

**Health Screenings for Students and Staff:** *How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

- KCA will utilize our FACTS Student Information System platform as the means of having parents and staff record self-screening information, allowing us to track compliance and ensure a comprehensive means of monitoring our school community.
- Per Alameda County School Reopening Plans, Students/families and staff are required to self-screen at home or before entering the building. If self-screening is not completed, school staff will conduct on-site visual and temperature screenings. Additionally, all teachers will temperature check students, whether they indicated they self-checked or were checked on campus, before entry to the classroom.
- The on-site testing location will be distanced from the classroom entrances to avoid impeding smooth transition into and out of the classrooms and to provide distance should the screening reveal the need

for the staff or student to be separated from the other staff and students on campus and be sent home.

- Should a student or staff need to wait for transport from King’s, King’s has an isolated, secluded desk in a separate room in the office building where the student or staff can wait privately for transport.

**Healthy Hygiene Practices:** *The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

#### Hand sanitizing

- KCA has hand sanitizing stations in each room of the building, including classrooms and restrooms
- arrivals, breaks, and dismissals are staggered to allow time for handwashing
- Students and staff should wash their hands frequently throughout the day, including when:
  - leaving a desk
  - entering or exiting classroom
  - before and after eating
  - after coughing or sneezing
  - after classes where shared items are handled, such as outside recreation, art, or shop
  - using the restroom
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Staff will model and practice hand washing. For example, for lower grade levels, using bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Staff will teach and remind students to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff will use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Classrooms schedules have built-in handwashing and restroom breaks three times daily.

**Identification and Tracing of Contacts:** *Actions that staff will take when there is a confirmed case. Confirm that the school(s) have 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.*

As noted in the “Testing of Students and Staff” section below, King’s has a plan for how to address and communicate regarding known or suspected COVID-19 cases. For contact tracing and reporting, we will implement the following guidelines.<sup>2</sup>

COVID-19 Liaisons have been assigned: Todd Wedel, Headmaster, and Kamrin Evans, Assistant to the Headmaster.

1. In the case of a known COVID-19 case, the Headmaster and Board will be notified, immediately followed by the full staff, then full school population. Given our established and known protocols

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<sup>2</sup> Adopted with minor edits from Alameda County School Reopening Plans, Version 8, pp.21-22

below, communication to all relevant groups will occur within 12 hours of the case first becoming known.

2. Once a case is known, we will advise school staff and parents to report any positive COVID-19 cases to the Liaisons.
3. COVID Liaisons will notify ACPHD (email, phone) Monday-Friday 8:30-5 at [safelearning@acgov.org](mailto:safelearning@acgov.org) or (510) 268-2101 if the district or school is made aware of a confirmed COVID-19 case.
4. COVID Liaisons will complete a report form communicating with ACPHD including the following information:
  - Name of the individual who tested positive for COVID-19 and their position/role
  - Address and contact information of the positive case
  - The date the school/district was notified of the positive case
  - The address of the school site or administrative office where the positive case was present
  - The last date the positive case was present at the school site or administrative office
  - The date the individual's symptoms started
  - A description of the Safety Protocols in place the day the positive case was present
  - A description of anyone who had contact within 6 feet of the positive case for more than 15 minutes during the time period between two days prior to when the individual's symptoms appeared and the last time the COVID + individual attended the facility.
  - The total number of employees at this worksite.
  - For the given cohort, the number of children/students/staff members in the cohort.
5. King's will inform the school community about the case and contact in accord with the policy outlined in the "Testing of Students and Staff" section.

**Staff Training and Family Education:** *How staff will be trained and families will be educated on the application and enforcement of the plan.*

KCA will distribute video tutorials for the following:

- carpool drop-off and pick-up procedures
- proper face covering usage, removal and washing
- how to properly wash and disinfect hands
- how to properly cover coughs and sneezes
- proper social distancing
- questions asked during a COVID-19 health screening

Ongoing - Faculty to train Students:

- how to properly wash and disinfect hands
- how to properly cover coughs and sneezes
- how to properly use and dispose of tissues to wipe noses
- importance of avoiding touching one's face and front of face covering
- importance of not sharing food and/or utensils
- proper social distancing

- proper face covering usage, removal and washing
- signage throughout campus to encourage distancing and remind face covering requirements

Faculty & Staff

- Posters identifying COVID-19 symptoms and when to seek medical attention
- KCA’s plan and procedures to follow when students or staff become sick at school

**Testing of Students and Staff:** *How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.*

King’s commits to the following protocols for all suspected and confirmed cases involving COVID-19 among students, staff, and close contacts of students and staff.

	Scenario <sup>3</sup>	Action	Communication
<b>Has Symptoms</b>			
1	A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100 or above.	<ul style="list-style-type: none"> <li>• School will send student or staff member home.</li> <li>• School will isolate student or staff member in a separate room or designated area, away from other students and staff, pending pick up at the facility.</li> <li>• School will direct student or staff member to contact their healthcare provider and consider COVID-19 testing.</li> <li>• School will direct student or staff member to share the test results with the school administrator as soon as possible:               <ul style="list-style-type: none"> <li>○ If positive: school will follow Actions in Scenario 3.</li> <li>○ If negative: school will follow Actions in Scenario 4.</li> </ul> </li> <li>• School will direct staff or parent of symptomatic student to follow isolation instructions unless COVID-19 is ruled out by a health care provider.</li> </ul>	<p>Cohort/School will remain open</p> <p>Communication: No action needed</p>
<b>Close Contact Tests Positive</b>			
2	A household member or someone in close contact	<ul style="list-style-type: none"> <li>• School will send student or staff member will home.</li> <li>• School will direct student or staff member to follow quarantine instructions for a minimum of</li> </ul>	<p>Cohort/School will remain open</p> <p>Communication:</p>

<sup>3</sup> Adopted with minor edits from Alameda County School Reopening Plans, Version 8, pp.25-26

	with a student or staff member tests positive for COVID-19	<p>14 days.</p> <ul style="list-style-type: none"> <li>School will advise student or staff member to contact their healthcare provider and consider COVID-19 testing.</li> <li>School will direct staff or parent or student to follow quarantine instructions.</li> </ul>	No action needed
Tests Positive			
3	A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> <li>School will contact Alameda County Public Health Department: <ul style="list-style-type: none"> <li><a href="mailto:safelearning@acgov.org">safelearning@acgov.org</a> or 510-268-2101</li> </ul> </li> <li>School will direct cohort members and advise close contacts of the COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing.</li> <li>School will advise household contacts of COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing.</li> <li>School will clean and disinfect classroom and primary spaces where the COVID-19 positive student or staff member spent significant time greater than 15 minutes.</li> </ul>	<p>Cohort quarantined for 14 days from last exposure. Close contacts quarantine for 14 days from last exposure School remains open</p> <p>Communication: Exposure letter sent to school community</p>
Currently Isolated and Tests Negative before 10 Days			
4	While a student or staff member has been isolated because of symptoms, they receive a negative test result for COVID-19 and want to return to school before 10 days have passed.	<ul style="list-style-type: none"> <li>School will direct student or staff member to follow isolation instructions.</li> <li>If the COVID-19 test is negative, the staff member or student can return after: <ul style="list-style-type: none"> <li>They are feeling better. (The symptoms do not have to be completely resolved.)</li> <li>There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).</li> </ul> </li> <li>Student or staff member must show a medical evaluator note to verify that the symptoms are not due to COVID-19 and the test for COVID-19 is negative.</li> </ul>	<p>Cohort/School remains open</p> <p>Communication: No action needed</p>
Currently Isolated and Wants to Return before 10 Days			

5	Student or staff member has been isolated because of symptoms and wants to return to school before 10 days have passed without a COVID-19 test.	<ul style="list-style-type: none"> <li>● If no COVID-19 test, they staff member or student can return after: <ul style="list-style-type: none"> <li>○ They are feeling better. (The symptoms do not have to be completely resolved.)</li> <li>○ There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).</li> </ul> </li> <li>● Student or staff member must show a medical evaluator note to verify that an alternative diagnosis has been made and the symptoms are not due to COVID-19.</li> </ul>	<p>Cohort/School remains open</p> <p>Communication: No action needed.</p>
Currently Quarantined and Tests Negative			
6	While a student or staff member is placed in quarantine following exposure to a case, they receive a negative test result for COVID-19.	<ul style="list-style-type: none"> <li>● School will direct student or staff member to follow isolation instructions.</li> <li>● If the staff member or student has never had symptoms, gets tested, and the COVID-19 test is negative they must still remain in quarantine for 14 days, because they may still develop symptoms and/or become infectious to others at any time during the 14 days.</li> <li>● For those who do not develop symptoms: <ul style="list-style-type: none"> <li>○ For students: School will advise testing but it is not required. Parents should discuss the pros and cons of testing with the child’s healthcare provider.</li> <li>○ For teachers and staff: School will require testing 4-10 days after the last exposure to the COVID-19 case.</li> </ul> </li> </ul>	<p>Cohort/School remains open</p> <p>Communication: No action needed.</p>

Following the original testing, King’s will require staff to test periodically, as testing capacity permits and as practicable. King’s will test all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.<sup>4</sup>

**Triggers for Switching to Distance Learning:** *The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

Per Alameda County Reopening Guidance (updated September 3, 2020), if King’s experiences a 5%

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<sup>4</sup> Adopted from California Department of Public Health COVID-19 Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, p.2

positive testing rate of both students and teachers, King's will close, with everyone subject to 14 days of quarantine.

**Communication Plans:** *How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

“Testing of Students and Staff” rubric from Alameda County School Reopening Plans, Version 8, pp.25-26, King's will follow a phased communication approach based on the particular symptoms of, contact with cases,, or cases of COVID-19. Given King's small class size, a student's absence for the required 14-day quarantine will be noticeable and noted by the other students. In the case of Scenario 3, private communication will be shared with the cohort if deemed necessary. Any such communication would only communicate that the student is remaining home because of a contact, not who the contact is or the relationship to the student.