



California COVID Health & Safety Protocols

And applications to daily school routines

Updated July 19, 2021

Questions? Contact Christopher Castro (573) 480-4288

HOW TO USE THIS DOCUMENT

The purpose of this document is to outline the protocols our region is implementing to ensure the health and safety of our Rocketeers and staff on our campuses. All Health & Safety protocols in this document are informed by CDC and local operating guidelines. Within this document you will find:

- How our region is implementing **Rocketship Public School's Core Principles** (our main Layers of Protection)
- Details of **Schoolwide Systems and Practices** -- the practices our region is putting in place in our school's daily operations
- Specifics of **Staff-Only Health & Safety Protocols** that apply only to our staff members (but not students)

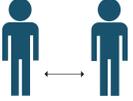
As CDC and local guidance changes and as we learn "best practices" to share widely across our region and across Rocketship Public Schools this document will be updated to reflect those changes.

RECENT UPDATES

To be completed, as updates are made

CORE PRINCIPLES & HOW TO IMPLEMENT THEM

In this section, each region will describe how they will implement each of [Rocketship Public Schools' "Core Principles" for layers of protection](#). However, there is space to adjust based on local regulations, norms, and operating conditions.

	Masking		COVID Testing
	Physical Distancing & Cohorting		Handwashing and Hand Sanitizing
	Contact Tracing & Quarantine		Clean Air
	Vaccination		Cleaning our Space

Masking

Wearing a well-fitted mask is one of the best ways to limit the transmission of viral particles. Masks protect both the wearer and the people around them.

- For summer school leader and teacher PD and for the first **30 days** of school, anyone 2 years old+ must wear a tight fitting mask on Rocketship campuses and offices, **except** during meals (see [Rocketeer Meal](#) and [Staff Meal](#) guidance below). This applies both **indoors and outdoors**. Even though public health guidelines allow for vaccinated individuals to go maskless in their private lives, we are currently continuing the mask requirement for all staff on our campuses. This allows us to implement a consistent requirement across campus, and model proper mask-wearing for students.
- Anyone may take off their masks when they are alone.
- When actively teaching a phonics lesson where students must be able to see the teacher's mouth move, a teacher may choose to wear a [face shield with a drape](#) or a [clear face mask](#) instead of a cloth face mask. The teacher must maintain physical distancing (as outlined in [core principles](#)) while wearing the shield and replace their mask immediately upon completing the lesson.
- Disposable face masks for adults and children must be made easily available.

We will re-evaluate this policy after the first 30 days based on parent input, local health conditions, and opportunities for students and staff to get vaccinated. *We anticipate vaccines for children 2-11 may be available beginning in September 2021.* The framing of our decision for the first 30 days will focus on masking being the best defense for those who are unvaccinated, and because the majority of our school populations have not had access to vaccines, we have determined this to be the safest possible option for the first 30 days of school.

Mask Accommodation: Rocketeers with disabilities can request an accommodation and must work with their Principal to come up with an alternate plan before their first day on campus. Legally we are not permitted to turn away a Rocketeer with a disability (physical or mental condition as recognized by the law) if they can not wear a mask. If you are unsure if the Rocketeer has a disability ask your Director of ISE. It's important that School Leadership engages the parent and the student in a discussion. Some ways to encourage mask wearing for those requesting an accommodation:

- Have Rocketeer try different types of masks to get the right fit. Rocketship should provide different options and/or mask “add-ons” like a bracket/breathe cup or ear savers. *For our Rocketeers with asthma, the CDC and WHO recommend asthmatics to wear masks and try different types to get a comfortable fit.*
- Create a reward system for wearing masks both on campus and at home to build skill.
- Schools could add supervised breaks during the instructional day where students who need this break may go outdoors and maintain 6'+ social distance in order to take a break from wearing their mask.

Physical Distancing & Cohorting

Keeping your distance from others and limiting the number of people you come into close contact with is a critical part of minimizing your risk of becoming infected with COVID-19 and limiting the spread in your community. Cohorting involves creating stable groups of students that are separated from other groups of students throughout the entire day. Schools are encouraged to use cohorting, especially in areas of high transmission, in order to support contact tracing, and to minimize transmission across cohorts.

Physical Distancing:

- **For adults**, when students are on campus, we recommend maintaining 3' + of spacing wherever possible indoors (in classrooms, hallway transitions, shared spaces, etc)
- **For students** we recommend 3'+ of spacing wherever possible indoors (in classrooms, hallway transitions, shared spaces, etc).
- All individuals will maintain as much distancing as possible when **outdoors** at Arrival, Dismissal, Recess and any other outdoor activity.

Cohorting

We will keep track of who students and staff interact with throughout the day in order to identify close contacts when there are positive cases.

This will allow us to easily perform our contact tracing and quarantining procedures and stop any potential spread on our campuses. Schools will be responsible for maintaining a detailed record of cohorting information in order to support this.

Each campus will create their own tracker to quickly identify close contacts. We have provided a [template](#), but you may adjust this or incorporate it into another document if it suits your campus needs better.

Schools must ensure they are tracking the following for each student:

- **Cohort:** Students will transition with their cohort using our rotational model to different classrooms. Teachers will maintain cleaning procedures to minimize risks associated with these transitions.
 - **Breakfast:** Arrange breakfast to start before Launch. This will minimize the amount of students eating in a large group (with students outside their classroom)
 - **Lunch:** Please shift any class in the LL before Lunch to eat outside or in another classroom if possible. Please avoid serving lunch in the LL when able.
- **Tutoring Group:** Students will be pulled for small group tutoring based on need.
- **Aftercare:** Campuses need to know and track which students are in aftercare programs.

Schools must centrally document schedules, including grades and cohorts, for common spaces:

- **Launch:** See [Launch](#).
- **Learning Lab:** Keep the schedule as consistent as possible for learning lab classes. Teachers will maintain cleaning procedures to minimize risk associated with these transitions.
- **Recess:** See [Recess & Physical Education](#).

Contact Tracing & Quarantine

One of our key strategies for reducing COVID transmission risk is monitoring COVID diagnoses, symptoms, and exposure, and having the impacted people stay home until they are “cleared” to return. Regular testing for staff, keeping anyone displaying COVID symptoms away from campus, and rapid response to suspected or confirmed cases in coordination with local health authorities help us to ensure that we are able to identify and isolate cases, then test and quarantine close contacts to reduce transmission. Our clear protocols around what to do in these situations -- including how to conduct contact tracing by identifying “close contacts” of confirmed cases -- can be found in our [COVID-19 Diagnosis, Symptoms, or Exposure document](#). This process will be led by the campus COVID Lead, but is available for any staff to review.

Key elements of these protocols include:

- **Anyone testing positive** must quarantine for 10 days and be fever-free with improved symptoms before returning
- **Anyone with a symptom** can return to campus with a negative test or 10-day quarantine. They must be fever-free to return.
 - As a region we will be providing each campus with Rapid Tests. Any student or staff member who develops symptoms on campus will be able to take the Rapid Test on site.
- **Vaccinated individuals do not need to quarantine when exposed to a positive case.**
- **Any non-vaccinated person exposed to a positive case** must quarantine for 10 days in accordance with CDPH guidance.
- Schools need to have contingency plans and communication in place to deal with positive cases. Work with DOS and RDO if you need additional support.

School-based **COVID Leads** will lead the contact tracing, quarantine and communication efforts if there is ever a diagnosis, symptoms or exposure on their campus. COVID Leads participate in weekly training and are each campus' point of contact for COVID questions and support.

Campus	COVID Lead	Phone Number
RMS	Andrea Rico	408-601-9613
RSSP	Laura Gonzalez	408-307-2164
RLS	Lupe Carreno	408-674-0412
RSA	Brandon Porter	973-305-0699
RDP	Graciela Valladares	408-661-8485
ROMO	Joe Caradonna	408-482-2740
RSK	Candice De La Rosa	408-613-0119
RBM	Maria Guerrero	408-440-6307
RFZ	Danisha West	404-987-2217
RRWC	Anna Ochoa	408-613-7998

RRS	Samantha Blaszkow	585-503-8775
RFA	Kimberly Lucas	678-656-3081
RDL	Allandy Monestime	908-906-3817

Staff & Student Vaccination

Vaccination is a key part of mitigating the risk of COVID-19, as it protects individuals from becoming sick, reduces the burden of needing to quarantine after exposure, and prevents those individuals from unknowingly bringing COVID-19 into the school environment. Rocketship highly encourages and actively supports staff and students who are eligible to be vaccinated for COVID-19, but COVID-19 vaccination is not required for employment or enrollment at Rocketship. When more people in a community - teachers, staff and parents - are protected against the coronavirus, unprotected people, such as the children who aren't yet able to get vaccinated, are less likely to be exposed.

Staff COVID Testing

Weekly on-campus testing allows us to identify asymptomatic cases, ideally before they infect others in the school community. Rocketship will also offer rapid testing for students and staff who show symptoms during the school day as a way to "clear" themselves to continue being on campus with a minor symptom. (see: [COVID-19 Diagnosis, Symptoms, or Exposure document](#)).

- Unvaccinated Rocketship staff must participate in weekly on-campus COVID testing, overseen by the school COVID Lead. Vaccinated staff may participate as well, though it is not required.
 - A list will be provided by the Network with all staff members who submitted their Vaccine documentation, those individuals do not need to be tested each week.
 - If we do not have an individual's documentation, they must be tested weekly.
 - Staff rosters for testing will be created before Day 1 - includes both unvaccinated staff and vaccinated staff who opt into weekly testing.
- Rapid Tests will be available to staff members who arrive at school with symptoms or develop symptoms while they are on campus.
 - If it is negative they can return to work/class.
 - If a rapid test is negative, but symptoms worsen over 3 days, we would request a PCR test be taken with a negative test result before student/staff returns to campus.
 - If it is positive, they must quarantine for 10 days and be fever-free with improved symptoms before returning.

- Staff members who were exposed to COVID-19 may come and take a PCR test on campus 5 days after exposure (they must take this test outside of the school)
- COVID Leads/BOMs will need to maintain an inventory of 50 COVID available tests on campus.

Insert testing information in the chart below:

Site	Typical Day & Time <i>Subject to change, reach out to COVID Lead to stay up-to-date</i>	COVID Lead
<i>[insert campus]</i>	<i>[insert day], [insert time window]</i>	<i>[insert name], [Insert Phone Number]</i>
RMS		Andrea Rico, 408-601-9613
RSSP		Laura Gonzalez, 408-307-2164
RLS		Lupe Carreno, 408-674-0412
RSA		Brandon Porter, 973-305-0699
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Student COVID Testing

While we will not offer weekly on-campus surveillance COVID testing for students, we will provide a rapid testing option for students to “clear” them, and allow them to stay on campus when displaying a COVID symptom other than a fever. If the student has been exposed to COVID or if they have a fever they need to follow the appropriate process found in the [Contact Tracing & Quarantine](#) section.

Rapid Tests will be available to students who arrive at school with symptoms or develop symptoms while they are on campus.

- If it is negative they can return to work/class.
- If a rapid test is negative, but symptoms worsen over 3 days, we will request a PCR test be taken with a negative test result before student/staff returns to campus.
- Even if a test is negative, a student should be excluded or sent home if they have one or more of the [following symptoms](#), or if they are visibly unwell enough to be at school:
 - Fever of 100.4° F or higher
 - Green snot
 - Persistent cough or difficulty breathing
 - Vomiting or diarrhea
- If it is positive, they must quarantine for 10 days and be fever-free with improved symptoms before returning.
 - If students or staff have a fever, they should NOT return to campus until they are fever free.
- If a student doesn't have a testing waiver signed by their parent on file, then the student will be sent home immediately. The student can return to school when one of the following conditions is met:
 - They have a negative test (provided by the school or another testing site), OR
 - A healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), OR
 - A healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR
 - At least 10 days have passed since symptom onset.

Rapid Test Administration

- Collect Rapid Test waivers from parents (**contract to be given to schools once we are approved**).
 - Could build collection of this into Orientation Days, Transportation Days, etc)
- Rapid tests can not be given without consent from the parents (track in [Contact Tracing](#) doc)

- They are self-administered while monitored by the COVID Lead (or a trained delegate)
- There will be a video provided so that students can watch before administering the test.

Handwashing & Hand sanitizing

Handwashing, and hand sanitizing when washing is not available, is one of the key ways we keep ourselves and others healthy - not just from COVID-19, but from many of the germs we encounter every day that can make us sick. During the COVID-19 pandemic, it is critical that people clean their hands “before and after touching their face, touching their mask, entering and leaving a public place, and touching items that others have touched.”

Within Rocketship schools, all individuals must wash their hands with soap and water for at least 20 seconds or use hand sanitizer if washing is not available or practiced frequently. Students and staff need to clean their hands regularly throughout the day.

Schools should purchase and install portable sinks and/or hand sanitizer dispensers at strategic locations around campus to facilitate ease of cleaning hands regularly. Regional Directors of Operations recommend assigning certain cohorts to use these outdoor sinks to alleviate the need for sink maintenance.

	Hand Washing	Hand Sanitizing
Arrival	n/a	When entering campus
Breakfast	n/a	<ul style="list-style-type: none"> - When entering the classroom - After eating breakfast
Throughout the day	<ul style="list-style-type: none"> - After using the restroom - When hands are visibly dirty 	<ul style="list-style-type: none"> - When entering and exiting classrooms - Before/after touching their mask
Lunch	Before lunch	After lunch
Recess/PE	n/a	Before and after playing on the playground or with shared equipment
Dismissal	n/a	When exiting campus

Clean Air

COVID-19 spreads more easily indoors as the viral particles are able to build up in an enclosed space, so keeping our air fresh and clean prevents viral particles from building up and infecting healthy people. Ventilation strategies can reduce the concentration of COVID-19 viral particles in the air, making it less likely that someone will inhale them.

Mitigation	Action	Owner
Increase Filtration & Preventative Maintenance	<ol style="list-style-type: none"> 1. Upgraded filters to the highest MERV rating that our system will allow. <ol style="list-style-type: none"> a. <i>MERV13 traps particles less than .1 microns (COVID19 is .125 microns, so MERV13 traps COVID19).</i> Click here to see what MERV rating your campus AC filters have. 2. HVAC vendors will be onsite every other month to inspect and change filters as needed. 3. Increased preventative maintenance tasks to include cleaning and disinfecting the intakes and returns. 	<p>Facilities Team Questions? Ask Charlene Martins</p>
Increase Ventilation	<ol style="list-style-type: none"> 1. Ensure the HVAC fan system is running 24/7 whether the building is occupied or unoccupied so that air will be filtering constantly. <ol style="list-style-type: none"> a. Video How To: How to use HVAC 2. When possible, increase outdoor air ventilation when the external air quality is safe and or humidity levels are low externally and to the extent the system allows. 	<p>Business Operations Manager</p>
Air Purifiers	<ol style="list-style-type: none"> 1. Purchase and run air purifiers in all spaces with more than 1 occupant (must trap .1 microns). <ol style="list-style-type: none"> a. Up to 500 sq ft (Office) b. Up to 840 sq ft (Classroom) c. Up to 2,400 sq ft (Learning Lab) 2. Check filters monthly, replace when dirty and/or when the air purifier alerts you. 	<p>Business Operations Manager</p>

Cleaning our space

While there was an intense prioritization on disinfection at the beginning of the pandemic, we have since learned that COVID-19 is an airborne, not surface-borne, pathogen, and that regular cleaning is sufficient to keep us safe under most circumstances. Disinfection should be reserved for sanitizing spaces that an ill person has occupied.¹

Cleaning: When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning (i.e. using [All purpose surface wipes](#)) once a day if the students stay in the same classroom or ahead of each transition in a rotational model is enough to sufficiently remove viruses that may be on surfaces and help maintain a healthy facility. Within Rocketship schools, we will clean high-touch surfaces and objects at least once a day, and more frequently if necessary.

Disinfecting: If someone tests positive for COVID-19 or there is a suspected case, Rocketship will ensure the spaces that person occupied are cleaned and disinfected. Disinfecting (i.e. using PURE disinfectant, [Seventh Generation disinfecting wipes](#), or your campus' electrostatic sprayer) kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

At Rocketship it is important that the cleaning products we use are safe for children, so please be mindful as you select products. Children should not apply disinfectants. All disinfectant labels include the statement "Keep Out of Reach of Children," as children are considered a sensitive population. Disinfectants are powerful tools for controlling the spread of disease, and they can harm children's health if used or stored incorrectly. Always read and follow the label directions.

Type of Cleaning	Situation	Actions
In-day classroom cleaning	If Rocketeers are rotating across classrooms	<ul style="list-style-type: none">● Teachers<ul style="list-style-type: none">○ clean high touch areas in their room ahead of another teacher coming into their space (Classroom Cleaning Checklist)<ul style="list-style-type: none">■ ex. Lunch/Recess/ECC● Rocketeers<ul style="list-style-type: none">○ wipe down their desks with an all purpose cleaner at the end of a block, before the next cohort rotates into the classroom.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

		<ul style="list-style-type: none"> o wipe down their desk surface with an all purpose cleaner as described in the “Rocketeer Meals” section and if dirty at any point during the day.
In-day cleaning of shared student materials	Materials shared across cohorts.	<p>Books: The classroom library can be used but it is advised that books that have a 24 hour quarantine after a student reads a book(s) or returns a book(s) from home, before they enter back into the classroom library.</p> <p>Shared Materials: Rocketeers should use hand sanitizer before and after using shared materials in a rotational model. If an item gets visibly dirty it should be cleaned with an all purpose cleaner.</p> <p>Developmental Play Centers in Kindergarten classrooms: Should be disinfected with an electrostatic sprayer at night when students have left school for the day.</p>
In-day cleaning of high touch areas	Once per day (e.g. 2pm), a Day Porter, Ops Specialist, or other staff member should clean “high touch” areas. See the Common Space cleaning checklist and Front Office cleaning checklist . The school staff should use electrostatic sprayer - - see a 1 minute video on how an electrostatic sprayer works - on student restrooms and any developmental play structures in TK and Kindergarten.	
Nightly Cleanings	<p>Custodians will clean desks, bathrooms and high touch areas every weeknight. See Bathroom Cleaning Checklist.</p> <p>Additional regional decision, as disinfecting isn’t as important as once thought. Custodians will also be using an electrostatic sprayer-- see a 1 minute video on how an electrostatic sprayer works - in rooms that have experienced a confirmed or presumptive positive case.</p>	

SCHOOLWIDE SYSTEMS & PRACTICES

Isolation Room (Care Center)

Each school should define a separated area for students with symptoms to wait for parents or guardians to pick them up. This should ideally be close enough to the front office that a school leader can “keep an eye” on the student; while we want to limit potential virus transmission, we do

not want a student with symptoms to feel “locked up” in a room away from other people for an extended period.

Before

- COVID Lead will create a rotational on-call system for which School Leader is responsible for escorting and monitoring students exhibiting symptoms while they await pick up from a parent or emergency contact.

During

- A school leader should monitor the student and ensure the Rocketeer is comfortable
- Any staff member supporting a student with symptoms is encouraged to wear a face shield and/or disposable gown in addition to their mask.
- If the child needs assistance while waiting for a parent, the assisting school leader should take extra precautions around PPE and hand-washing.
 - If a parent cannot pick up their student, seek authorization to reach out to other contacts on the Emergency Contact List.
 - If the student tests positive using the Rapid Test, push the parent to pick up. More secure isolation and check-in on comfort until the parent is able to pick up. The Principal or Covid Lead should meet with the parent upon arrival to discuss pick-up responsibilities.
- If more than one individual has symptoms at one time, they should be kept in separate spaces. If a school only has one space for isolation, they should leverage outdoor space (weather permitting) for additional isolation space(s) and/or ensure individuals can keep 6+ feet of physical distance.

After

- Once the Rocketeer exits the building the isolation room should be disinfected by using the electrostatic sprayer and left to ventilate for at least 10 minutes

Health Screening

Health screening has not been shown to have a large impact on COVID transmission -- but it does make the logistics of arrival much more difficult. Thus, in California, we are adjusting the health screening to help us identify staff and students that need to receive a rapid test to safely enter campus.

- Upon arrival to campus, students will be asked the question: “Do you feel healthy today?”
- If the student replies “no”, the student will have their temperature taken while their parent is present. If they have a fever, the student is sent home with their parent.
- If the student responds with “no” and doesn’t have a temperature, then we will test the student. (See [Student Testing](#))
- Additionally, the guidance provided to parents to keep their “really sick” students at home (during the pandemic and beyond) will be if the student has any of the following symptoms they should be kept home:
 - Fever of 100.4° F or higher
 - Green snot

- Persistent cough or difficulty breathing
- Vomiting or diarrhea
- Staff members
 - We believe staff members can monitor their own health and communicate with their managers. Therefore, we are currently collecting HR guidance for the following situations:
 - When should a staff member stay home
 - When should a staff member come to school to be tested
 - What happens if one staff member reports another staff member to be ill? What should SLs do?

Arrival

Before

- In the arrival area, floor stickers should be 3 feet apart
- Arrival staff must have a list of Rocketeers & Staff who can not be on campus that includes the approved return date
- Staff Expectations: Staff members should arrive on campus before the start of Arrival (included in Staff Expectations Training).
 - FYI: Be aware of how many daily hours your staff are scheduled for if all start before 7am. Major morale and overtime issues are possible if not.

During - Car line/Walker

- Families will once again have the option to either walk, park & walk, or use the car line during arrival.
- ALL students should be accompanied by a parent or guardian to school and may leave once the student has been cleared to enter campus (Non-COVID policy)
- Staff and Rocketeers must maintain physical distancing throughout (no touching, holding/carrying, etc - unless there is an emergency situation)
- All Rocketeers go through the Health Screening
 - If a student arrives without an adult, the student's parents should be contacted immediately and asked to return to school to escort their child into the building. The student will be monitored by other school staff outside.
 - If a Rocketeer doesn't pass the health screening they must complete a rapid COVID test or immediately return home. If they test negative, they will be permitted to enter the school. If they test positive, they must immediately return home with their guardian and the school will put in place the protocol for positive cases.
 - See [Student COVID Testing](#) for next steps if the student doesn't have a rapid test waiver on file.

After

- Late Arrivals
 - Rocketeers wait outside with their guardian until OM can screen the student

- All Rocketeers go through the Health Screening
 - If a Rocketeer doesn't pass the health screening they must return home with their guardian. If a student arrives without an adult and does not pass the health screening they will be sent to the isolation room and their guardian will be contacted. If the guardian cannot be contacted or cannot pick up the student right away, the school will continue calling emergency contacts until the Rocketeer is picked up.

Launch and Landing

- If your campus has Rocketeers attending distance learning, ensure they can participate in Launch and Landing virtually
- In-person Launch & Landing
 - Option 1: In-classroom launch for all students
 - Option 2: Utilize your common space areas on a rotational basis (ex: one grade each day of the week), ensuring that students and staff are able to adhere to physical distancing requirements
 - There are likely other options to consider. If a school comes up with an alternative to the options above, the school leadership team must get approval from their DoS and RDO before enacting.

Movement Through the Building

It is recommended that students keep 3 feet of distance from other students and staff members (outside their cohort) where possible. An exception is during transitions, when students are masked and moving quickly. To make transitions as safe as possible, we will take measures such as:

- Transitions & thresholds should be efficient and quick, utilizing outdoor spaces when possible. We want to avoid large groups of people in common spaces for more than a few minutes.
- Hallways & stairwells may be used for bi-directional traffic.
 - If stairwell transitions need to slow down for safety, then students going up should use the stairwell first. Once the stairwell is cleared, then students going down proceed.
- Floor stickers in classrooms, hallways, stairwells and any place you need Rocketeers to line up should be placed to show students where to stand to maintain 3 feet of distance. Adults should maintain 2 floor stickers (6 feet) of distance between themselves and others.
- Have no more than one person in an elevator at once, or two if required to accompany a student

Student Materials

Student materials can be shared without disinfecting in between. However, students should sanitize their hands before and after using materials that are shared across cohorts.

Items that become visibly dirty should be cleaned with an all-purpose cleaner.

If any materials enter a student's mouth or come into contact with any other bodily fluids or secretions (ex: a student sneezes or coughs on them) they should be removed from sharing and disinfected before being shared with anyone else, including students in the same cohort.

How to Disinfect a Chromebook

1. Completely power down your Chromebook
2. Disconnect any cables or peripherals that are plugged into your Chromebook. This will allow you to access and clean every part of the device.
3. Wring out a [bleach-free disinfectant wipe](#) so that it is slightly damp and completely wipe down the entire Chromebook, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen, but not too much since this could damage the display.
 - a. *NOTE: Avoid any abrasive cleaning brushes or cleaning pads that might scratch the surfaces of your Chromebook (this includes MagicErasers). Never spray any cleaning solution directly onto your Chromebook, you should always apply the cleaning solution via a damp wipe to avoid any liquid getting into the device and causing damage.*
4. After everything is dry, you can use a dry microfiber to buff the screen and remove any haze that might be lingering on the display from the disinfection process.

Rocketeer Meals (see [Staff Meals](#))

Breakfast

- Before:
 - Teacher wear mask, sanitize hands, use gloves, and place breakfast on student desks ahead of arrival
 - Rocketeers sanitize hands upon entry.
- During:
 - It is recommended lower grade (TK, Kindergarten, 1st grade) teachers wears face shield in addition to mask while students eat
 - Rocketeers stay at their desk
 - Clean-up Procedure: No sharing buckets; all waste goes in trash.

- Option 1: Rocketeers put on masks, compile trash and carry it while following the vortex to the trash can, followed by hand sanitizer
 - Option 2: Rocketeers put on masks, compile all trash on their desk, teacher moves quickly around the room with a trash bag and Rocketeers place their trash in the trash bag
- After:
 - No sharing buckets; all waste goes in trash.
 - Desks are wiped down (students can do this)
 - Rocketeers sanitize hands
 - All breakfast items (including trash) can be placed outside the classroom for pick up and to minimize the entry of other adults into the classroom
 - Floors are swept as needed by staff

Lunch

- Before
 - Handwashing: Students are brought to a sink to wash their hands with soap and water for 20 seconds (Campuses may purchase additional portable sinks- suggestion is 1 per 60 Rocketeers)
 - Distributing lunches:
 - Option 1: Lunch is put on desks, ideally before Rocketeers return from washing hands
 - Option 2: Rocketeers pick up their lunch from a cart one by one while maintaining physical distance
 - Outdoor seating area: If a school has an outdoor seating area like Mosaic or Delta, they may assign 1 to 2 classes to eat outside as long as physical distancing of 3 feet is adhered to.
 - There are likely other options to consider. If a school comes up with an alternative to the options above, the school leadership team must get approval from their DoS and RDO before enacting.
- During:
 - It is recommended lower grade (TK, Kindergarten, 1st grade) teachers wears face shield in addition to mask while students eat
 - Rocketeers stay at their desk
 - Clean-up Procedure: No sharing buckets; all waste goes in trash.
 - Option 1: Rocketeers put on masks, compile trash and carry it while following the vortex to the trash can, followed by hand sanitizer
 - Option 2: Rocketeers put on masks, compile all trash on their desk, teacher moves quickly around the room with a trash bag and Rocketeers place their trash in the trash bag
 - There are likely other options to consider. If a school comes up with an alternative to the options above, the school leadership team must get approval from their DoS and RDO before enacting.

- After:
 - Desks are wiped down (students can do this)
 - Designated staff clean tables once Rocketeers leave (only for TK & Kindergarten)
 - Rocketeers sanitize hands
 - Floors are swept as needed by staff

Bathrooms

- At these points, whole class bathroom breaks should be considered:
 - Lunch/Recess
 - PE/Electives
- For kids who need to use the restroom outside of the bathroom breaks, the campus comes up with a plan.
 - Option 1: Escort individual Rocketeers, as needed (use walkie talkie to call for escort)
 - Option 2: Assign a bathroom monitor during high use times (i.e. 8am to 10am, 1pm to 3pm)
- [Bathroom Cleaning Checklist](#)
 - The bathroom should be cleaned at least once per day and disinfected - using the electrostatic sprayer - at the end of the day. Please disinfect fixtures and high touch surfaces at 12pm or 2pm each day.

Drinking Water

Water fountains will not be in use. Campuses will need to determine how they want to make sure Rocketeers and staff have access to drinking water:

- Option 1: Ask Rocketeers to bring their own filled water bottles from home daily/weekly.
 - Campus must have a plan to refill throughout the day. Some options included, utilizing sinks, procuring gallons of water or smaller plastic water bottles, install a water bubbler or a water dispenser.
 - Adults should be the only ones refilling bottles and they must be careful not to touch the mouth of a bottle to the refill mechanism, as this can spread germs.
- Option 2: Provide plastic water bottles for Rocketeers each day or as needed.
- There are likely other options to consider. If a school comes up with an alternative to the options above, the school leadership team must get approval from their DoS and RDO before enacting.

Recess and Physical Education

Before:

- Cohorts are assigned their play area in advance
 - Examples of “play area”: playground, pavement, grass, gym, etc
 - We recommend rotating cohorts through the different areas over time to provide variety
- Hand sanitizer must be available for each space, as it will be used throughout the block
 - Option 1: Hand sanitizer stands in each space
 - Option 2: Hand sanitizer pumps brought by the recess/physical education teacher

During:

- Masks must be worn during outdoor play time
- Rocketeers must bring their water bottle (see [Drinking Water](#))
- Playground play:
 - One cohort at a time to support physical distancing.
 - Rocketeers must sanitize their hands immediately before and after using the playground.
 - Rocketeers must be supervised while using the playground to ensure safety and adherence to mitigation strategies.
 - Rocketeers should keep some distance between each other to the greatest extent possible, staff will be supervising to support this.
- Play on the pavement/grass:
 - If possible, clean equipment (i.e. hula hoops, dodge balls, basketballs, jump ropes, etc.) at end of the day
 - At minimum, clean dirty equipment once a week

After:

- Rocketeers must sanitize their hands before returning to class

Dismissal

Before

- Students should be dismissed from their classroom, to maintain physical distancing.
- In the dismissal area, floor stickers should be 3' apart

During - Car line/Walker

- Staff and Rocketeers must maintain physical distancing throughout (no touching, holding/carrying, etc - unless there is an emergency situation)

After

- Late Pick-ups
 - Rocketeers stay in their cohorted space, as long as possible before mixing cohorts in the same room
 - If you need to bring Rocketeers into the same space adhere to the following guidelines:
 - Move rocketeers to wait outdoors in the shade.
 - Same family or cohort: Mirror the physical distancing in the classroom
 - Different cohort: maintain 6' physical distance
 - Schools must maintain a written record of students who are brought into the same space and the amount of time spent together in case contact tracing is necessary.
 - Guardian will wait for their Rocketeer outside, Rocketeers will be brought outside to their parent
- After School programs must follow Rocketship dismissal protocols

Classroom Setup: Health & Safety

Each classroom should be set up with the following items. Systems should be in place to check in regularly and ensure they remain present and in good working condition.

- There is a wall-mounted hand sanitizer pump in each room.
- There is a minimum of 1 running air purifier (see: [Clean Air](#))
- The HVAC system is always “on” with the fan running at a minimum in order to circulate air and push it through out filters (see: [Clean Air](#))
- Desks are physically distanced (adhering to regional requirements) and should all face in the same direction.
- Classrooms will not use rugs at the beginning of the year. We will reassess this later in the Fall to consider bringing rugs back over Winter break, when Rocketeers will have access to vaccines.
- There are floor stickers on the ground which support in maintaining physical distancing while transitioning.
- There is a labeled and easy to access cleaning cart in each classroom, stocked with:
 - Extra masks for kids and adults
 - Disinfecting spray
 - Paper Towels
 - Gloves
 - Extra hand sanitizer
 - Vomit powder
- Plexiglass dividers on desk tops and tutoring tables
 - Schools have the option of purchasing and using the plexiglass dividers as needed

Field Trips

Given that Rocketeers do not yet have the opportunity to be vaccinated, and there is higher COVID risk when traveling to places outside of campus, in California we are continuing to offer only virtual field trips for the fall of 2021-22 with the exception of science camps (due to safety protocols). **Any on-campus activities for students must follow masking and physical distancing/cohorting protocol.** We will revisit this policy in the spring and hope to begin offering in-person field trips if we feel like we are able to do so safely at that time.

Rocketship Staff and Family Events

Events that bring groups of people together increase the risk of spreading COVID-19. This is especially true for family events, given that some parents and all students are unvaccinated at this point. **All in-person family gatherings (or staff social gatherings) must follow these [CA Event Guidelines](#).**

In-person recruitment and enrollment tours are permitted, but must follow these [Guidelines for In-person Recruitment & Enrollment Tours](#) to ensure safety.

Building Visitors & Volunteers

Rocketship California prioritizes our parent community feeling welcome on our campuses and engaged in the daily operations of our schools. We aim to balance that priority with maintaining the health and safety of our entire community through our policies related to building visitors and volunteers.

All building visitors and volunteers **(including parents)** must follow all standard Rocketship visitor policies AND all Rocketship health and safety protocols at all times when on Rocketship campuses, including but not limited to:

- All building visitors and volunteers must wear a mask at all times, indoors and outdoors.
- All building visitors and volunteers must maintain 6+ feet of distance between themselves and all other individuals.
- All building visitors and volunteers must sign in and out of the building and note which spaces they will be entering. This will create a record that would be used in the event of contact tracing.
- Prior to the first time an individual volunteers on campus they must complete a brief virtual training on Rocketship's safety protocols that affirms they understand the policies and agree to follow them.

Summer events such as Orientation should be held either virtually or outdoors (see event guidance).

For the first four weeks of the school year visitors will only be allowed on campus for outdoor launch. After the first four weeks, campuses should limit the number of visitors/volunteers on campus at any one time. This allows for physical distancing and better monitoring of protocols.

Best practices for additional staff and visitors on campus:

- **Substitute Teachers:** If possible, hire subs for the full week when you are in need of someone so that we have a consistent adult on campus instead of multiple people throughout the week.
- **Vendors:** If possible, schedule vendors for times when students are out of the building.
- **Related Service Providers:** Due to their central role in student’s educational experience, all related service providers will be allowed on campus.
- **IEP Meetings:** If any IEP must be renewed in the first 30 days, all necessary meeting attendees are invited to join the meeting in person on campus. All attendees will go through a brief screening process, and be required to wear a mask at all times.

We will re-evaluate these policies after the first 30 days of the school year.

STAFF ONLY HEALTH & SAFETY PROTOCOLS

Guidelines for Adults on Campus

Ahead of the first time a staff member returns to campus, they must read the following document and fill out an **[this document must be created for each region, reach out to Larisa Yarmolovich for support] “exit ticket” survey [to be created and linked]**. They must then adhere to the guidelines at all times on campus. To the extent possible, non-staff who will be on campus should do this as well (e.g. aftercare providers, substitutes, temporary staff, and other regular vendors.)

[Guidelines for Adults on Campus \(English version\)](#)

[Guidelines for Adults on Campus \(Spanish version\)](#)

Exit ticket link: <https://tinyurl.com/buildingticket>

Staff Meals

Mealtimes for adults are one of the most dangerous times of day, as people take off masks to eat, and often let their guard down a bit.

- Before

- Wash hands
- During
 - Vaccinated staff may eat lunch indoors together as long as they maintain 3+ feet of physical distance (See Core Principals). Schools should determine the capacity of various eating spaces based on room size and post at the door.
 - Unvaccinated Staff Option 1: Eat outside with 3+ feet between others
 - Unvaccinated Staff Option 2: Eat INSIDE with 6+ feet between others
 - Unvaccinated Staff Option 3: Eat in a space by yourself
- After
 - If eating on campus, clean your space
 - Wash hands or use hand sanitizer

Personal Protective Equipment

Type of PPE	Mandatory for	Optional for	Use
Masks	All	n/a	See Masking
Face Shields	<ul style="list-style-type: none"> ● TK, Kinder, and 1st grade Breakfast and Lunch teachers ● Isolation Room Attendant (whether vaccinated or not) ● Teaching phonics when 	<ul style="list-style-type: none"> ● Arrival Staff ● Health Screener ● G2-G5 Lunch & Breakfast Teacher ● Dismissal Staff 	<p>Face shields should be worn by unvaccinated staff (for TK/K during breakfast and Lunch) in addition to masks when coming in contact with Rocketeers without masks (during meals), when you need to come closer than 6' to others or those who are displaying symptoms (Health Screener and Isolation Room Attendant).</p> <p><i>Anyone who would like to wear a face shield in addition to their mask may.</i></p>

	not wearing mask (vaccinated staff only)		
Gloves	<ul style="list-style-type: none"> • Breakfast teacher • Lunch teacher • Lead Server • First Aid 	<ul style="list-style-type: none"> • Arrival Staff • Dismissal Staff 	<p>Gloves must be worn when:</p> <ul style="list-style-type: none"> • serving food • administering first aid • handling something contaminated or bodily fluids • doing heavy cleaning <p><i>Anyone who would like to wear gloves may, but it is important that gloves are worn properly and are changed and disposed of after touching a contaminated surface. Wearing gloves is not a substitute for washing and sanitizing hands frequently.</i></p>

Staff Interactions & Materials

We should work (within reason) to keep unvaccinated adults away from each other. If any adult tests positive for COVID, any other unvaccinated adult he/she has been in close contact with is at risk, and needs to stay home and get tested as well. Schools should be creative about how to accomplish this in all aspects of the day.

To limit exposure to students and staff, we are striving to reduce the number of contacts each individual member of the community has while at school/work. Interactions should be limited to things that must occur in person (e.g. direct student support, observations, on-campus operations.) There is no “cap” on the number of cohorts a staff member can interact with, or the number of campuses a staff member can visit in any given time period. We should try to avoid having more than one adult in an office or two adults in a classroom at once when we can avoid it -- though we know it is not always logistically possible to do so, and that is ok. However, in planning schedules, leaders should be mindful that more interaction means more risk and increases the chances that multiple groups would need to quarantine if there is a positive case on campus.

Meetings (1:1s, Common Planning Time, School Leadership Meetings, etc) We should hold as few in-person group meetings as possible.

- If a meeting has 7 or fewer people involved, the meeting should begin with masks on. Then everyone should answer the following question:
 - “Are you comfortable meeting with this group **maskless**?”
- If everyone replies “yes”, then the meeting can proceed maskless.
- If anyone replies “no,” then the meeting will proceed with all participants wearing masks.
- **EVERY MEETING**, we should ask the question since circumstances for individual staff members may vary over time.

Professional Development (Group Meetings) We should hold as few in-person professional development meetings as possible. Our region will participate in Professional Development in the following ways:

- *Option 1:* Slide content via Zoom, even if you’re located the same building + practice content outdoors, 3+ feet apart, with masks
- *Option 2:* Slide content and practice Indoors, 3+ feet apart, with masks (*if one person later tested positive for COVID, anyone unvaccinated would likely have to stay home and quarantine*)
- Participants must maintain 3+ feet of physical distancing during PD.
- Participants must wear masks in any meeting with more than 7 participants.

Observations

School Leaders and NeST can observe as many classrooms as needed as long as they wear masks, follow physical distancing guidelines, sanitize hands on the way in and out, and try to minimize length of time spent in each room. With these precautions, there will not be a huge risk of them spreading viruses across classrooms.

Materials & Supplies

Adults will be provided with their own basic materials kits at the beginning of the year. They may replenish their supplies by following their school’s supply procedure. All common space equipment like copiers, Keurigs, paper cutters, laminators, etc. should be cleaned at least twice a day by either the day porter or staff member who will be cleaning these areas. We recommend staff to sanitize before using. There will be cleaning supplies available.

Staff travel

Travel is permitted for high-priority essential business purposes that cannot be conducted virtually. Staff travel must be approved by an SLT or RLT member and must be undertaken voluntarily by the employee. No quarantine is required after travel.

Adult Warnings for not following COVID Protocols

We won't be perfect, but we do need to try our hardest to follow these procedures. It is important that we all hold each other accountable when we see slip ups happen. When on campus following the protocols are required to keep each other safe, if you do make a mistake you should expect to receive feedback in the following ways. For questions or support, reach out to your Human Resources Business Partner (HRBP).

1. **First warning.** Verbal in-the-moment feedback from COVID Lead, a School Leader, or your manager. E.g.: “Please always make sure to cover your nose with your mask”
 - a. The staff member needs to make sure to solve the problem. E.g. Do you need a different mask? Ask for a disposable one for the day.
2. **Second warning.** Formal email to staff member and manager to make sure the staff member really understands the change that needs to be made in order to keep us all safe.
3. **Third warning.** Further follow-up to ensure unsafe behavior does not continue on our campus. This could include further discussion of the issue, more individual training, a “pause” from being on campus, and/or other steps.