



## OCEAA'S K-3 REOPENING PARENT GUIDE

***We are very excited to welcome you and your student back to school!***

*We want to assure you that our students, staff and community's safety is our priority and OCEAA has instituted procedures, upgrades to our facilities and guidelines to ensure safety protocols are in place while continuing to provide quality instruction.*

### **ARRIVAL:** Between **7:30am** and **8:10am**

- ❖ Please make sure to self screen at home. Students with a temperature above 100.4 and/or are exhibiting symptoms on the attached [Student Symptom Decision Tree](#) will not be allowed to enter school and/or will be sent home
- ❖ Students must sit on the **right side of your vehicle** (closest to the curb) for safer loading/unloading and temperature check procedures
- ❖ Children should have their belongings gathered, masks on and be ready to unload as soon as your vehicle comes to a complete stop at the curb
- ❖ Children must be able to safely enter and exit on the passenger side by themselves; parents will **NOT** be able to exit their vehicle:
- ❖ While in the valet line, please pull all the way to the front until traffic has stopped
- ❖ All K-3 students will enter through the purple gate and walk to a social distancing floor marker on the playground; staff members will supervise and assist students until they are picked up by their teachers at **8:00am**
- ❖ Breakfast will be offered to all students as they enter the campus
- ❖ Sycamore entrance doors will close at **8:10am**. Anyone arriving after that must come through the front office

### **Late Arrivals:**

- Only 4 students with a parent will be allowed in the front office at a time to be screened before being sent to the classroom
- If the front office lobby is at full capacity, parents/students will be asked to line up outside the building in designated social distancing floor markers
- Entrance will be allowed as students in the lobby are sent to their classrooms
- Tardy slips will be given to students

### **DISMISSAL:** Between **11:55am** and **12:15pm**

- ❖ All K-3 students will line up in the playground on a social distancing floor marker and be called to the gate by staff, who will match them with parents

### **Late Pick Ups:**

- Students **not picked up by 12:15pm** will be held for parent pick up at the front office. Parents must park in the OCEAA visitor parking spots in the OCSA lot, or in metered parking or in the parking structure to pick up their child(dren) directly from the front office.

## FACILITIES

### ❖ **Air Quality Upgrades:**

- We have replaced our HVAC units
- Each classroom will have a 4 in 1 Cart which includes a UVC Surface Disinfection, UVC Air Disinfection, HEPA Filtering and Needlepoint Bipolar Ionizers

### ❖ **Other measures:**

- Social distancing floor or wall markers placed throughout the school including the playground.
- Hand washing stations are located in various areas for ease of hand washing at any moment
- Signage has been placed in restrooms, hallways, front office areas, etc. to remind students of Covid-10 safety practices

### ❖ **Classrooms:**

- Desk shields on every desk
- Hand sanitizer, wipes and disposable masks stations by entrance door
- Perimeter of each desk marked with tape to ensure space is maintained
- Promethean smart boards and voice amplification systems for teacher instruction

## ILLNESS AND ABSENCES

- ❖ In order to protect our students and staff, we ask that you maintain open communication regarding your family's health and well being. OCEAA is following the [Student Symptom Decision Tree](#) provided by the OC Health Care Agency.
- ❖ Per this guidance, we ask that if your child has any of the symptoms shown in the [Student Symptom Decision Tree](#), you keep them home until 24 hours after symptoms resolve. If your child has 2 or more symptoms for more than 24 hours, we ask that they be evaluated by a healthcare provider before returning to school.

## WHAT TO BRING TO SCHOOL

Remember to **charge your device the night before** and bring your device charger to school!  
Masks must be worn at all times.



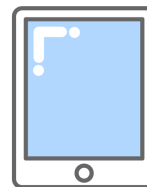
**Water Bottle**



**Headphones**



**Masks**



**iPad**



**Chromebook**

**Pencil case or bag with supplies  
to keep in your backpack**



## PROGRAM SCHEDULES

- ❖ The instructional day for all programs **begins at 8:10am** and **ends at 11:50am**.
- ❖ **Nutrition:** A Grab & Go breakfast, snack and lunch will be provided at school; students may bring an easy to open snack from home
- ❖ **Breaks:** At school, students will have one 15 minute outdoor break; additional breaks may held in class

### PROGRAM 1: A/B COHORTS

<p><b>Week 1</b> <b>April 12-April 16</b> Students will log in with their new teachers from home M-W, and return to school Th and Fri.</p>	<p>MONDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>All Groups</b> AT HOME         </div>	<p>TUESDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>All Groups</b> AT HOME         </div>	<p>WEDNESDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>All Groups</b> AT HOME         </div>	<p>THURSDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>Group A</b> AT SCHOOL   <b>Group B</b> AT HOME         </div>	<p>FRIDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>Group B</b> AT SCHOOL   <b>Group A</b> AT HOME         </div>
<p><b>Weeks 2-7</b> <b>April 19-May 26</b> Students will begin A/B rotations on Monday</p>	<p>MONDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>Group A</b> AT SCHOOL   <b>Group B</b> AT HOME         </div>	<p>TUESDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>Group B</b> AT SCHOOL   <b>Group A</b> AT HOME         </div>	<p>WEDNESDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>All Groups</b> AT HOME         </div>	<p>THURSDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>Group A</b> AT SCHOOL   <b>Group B</b> AT HOME         </div>	<p>FRIDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>Group B</b> AT SCHOOL   <b>Group A</b> AT HOME         </div>

### PROGRAM 2: 100% DISTANCE LEARNING

<p>Beginning April 12, students will log into class from home daily at 8:10am</p>	<p>MONDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>At home</b> </div>	<p>TUESDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>At home</b> </div>	<p>WEDNESDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>At home</b> </div>	<p>THURSDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>At home</b> </div>	<p>FRIDAY</p> <div style="background-color: orange; color: white; padding: 5px; text-align: center;"> <b>At home</b> </div>
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### PROGRAM 3: PRIORITY COHORTS

<p>Beginning April 12, students will attend school daily at 8:10am</p>	<p>MONDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>At school</b> </div>	<p>TUESDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>At school</b> </div>	<p>WEDNESDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>At school</b> </div>	<p>THURSDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>At school</b> </div>	<p>FRIDAY</p> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center;"> <b>At school</b> </div>
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## COMMUNICATION TOOLS

Before April 12th, you will be invited to new classes on ClassDojo and Seesaw; current classes will no longer be active.



## CONTACTS AND IMPORTANT RESOURCES

<b>Main Office</b>	Cathy Finneran, Office Manager ( <a href="mailto:cfinneran@oceaa.org">cfinneran@oceaa.org</a> , 714-558-2787), will be available to answer questions related to school operations, including questions about registration, records, and enrollment.
<b>Attendance</b>	Students are expected to participate in school activities at home and at school. Teachers will take attendance by 8:30am daily and check student work submissions. If you know your child will attend school or learn from home please let the teacher know through ClassDojo or e-mail or contact the attendance office at (714) 558-2787 or <a href="mailto:attendance@oceaa.org">attendance@oceaa.org</a> .
<b>Socioemotional and Behavioral Support</b>	Cesar Alcaraz, School Counselor, is available through ClassDojo or <a href="mailto:calcaraz@oceaa.org">calcaraz@oceaa.org</a> if you have concerns about your student's social emotional wellness, if your student is struggling with attention and organization, or if your family is in crisis and in need of support services.
<b>Technology Help</b>	The Technology Support Hotline for OCEAA families will be accessible Monday through Friday 8:00am-12:00pm ( <a href="mailto:FamilyTechHelp@oceaa.org">FamilyTechHelp@oceaa.org</a> , 714-404-4326)
<b>Program Oversight</b>	Kristin Collins, School Director, can be reached by ClassDojo or <a href="mailto:kcollins@oceaa.org">kcollins@oceaa.org</a> for assistance with any program problem that is unable to be resolved with other staff. This includes any concerns regarding students receiving special education services through an IEP or accommodations through a 504 plan.

# Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

## Low-risk: general symptoms



Fever ( $\geq 100.4^{\circ}\text{F}$ )



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

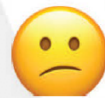
## High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

### Exposure to COVID-19 positive person?

Close contact: Within 6 ft for > 15 minutes cumulative (regardless of mask)

**NO**

▶ 1 **low risk** symptom



Send home



Return to school 24 hrs after symptom resolution (without fever reducing medication)

▶  $\geq 2$  **low risk** symptoms  
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

**1**

Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed.



Return to school after 24 hrs without fever and symptoms improving

**2**

**Negative** SARS-CoV-2 PCR test.



Return to school after 24 hrs without fever and symptoms improving

**3**

**Positive** SARS-CoV-2 PCR test  
OR  
No provider visit or test.



**Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.**

**YES**



Stay home\*



**Return to school after 10 days from last exposure, unless symptoms develop. Continue symptom monitoring through 14 days after last exposure. If symptoms develop obtain a PCR test.**

\*In consultation with OC Health Care Agency (HCA)



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change 12-10-20