



Dear RCP Families,

Welcome back! We are so happy to offer open doors to our school on April 19, 2021.

Since the closure in March of 2020, the RCP team has been working arduously to reopen.

This addendum to our parent handbook will help you understand our new procedures to help students, staff, and families engage with in-person cohorts as safely as possible. (For social distancing, an in-person cohort will be a classroom of up to 14 students who will study separately from the other cohorts.) We have structured this document to let you know what to expect about your child's school day.

We fully expect that families will have questions we did not anticipate. Please know that we will add answers to those questions as we receive them. Feel free to address any questions you have to your grade-level Director or the Family and Community Engagement Coordinator (see page 10 for contact information).

Thank you,

A handwritten signature in black ink, appearing to read "Peppina Liano", with a stylized flourish at the end.

Peppina Liano, CEO

RCP's Approach to COVID-19 Safety with the Reopening:

In keeping with the California Department of Public Health's [Safe Schools for All](#) guidance, Richmond College Preparatory is focusing on reducing the risk of COVID-19 transmission by implementing a number of mitigation strategies. As the CDPH notes:

A key goal for safe schools is to reduce or eliminate in-school transmission. A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction, is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.

Those "layers" or "strategies" include:

1. Face coverings
2. Stable groups
3. Physical distancing
4. Adequate ventilation
5. Hand hygiene
6. Cleaning and disinfecting
7. Symptom and close contact exposure screening
8. Exclusion from school for staff or students with symptoms or with confirmed close contact

Source: CDPH, "[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)," pp. 17-18). Some epidemiologists refer to this as the "Swiss Cheese Model of Pandemic Defense." That is, no slice is perfect (as it has holes). But when you stack up several layers (e.g., masks, handwashing, social distancing, and testing), the holes on one each slice get blocked by the next slice, and the virus has a harder time getting through. We will have all these temporary layers in place to make sure we are reducing the risk of COVID-19. For more details on our ventilation systems, please see our COVID-19 Safety Reopening Plan.

Getting Ready to Return to School

When will school start?

The RCP Board has approved an **April 19th start date** for part-time social-distancing cohorts of up to 14 students each to enable a small group of students with identified



needs to safely study in-person while separated from the other cohorts. They will study online the rest of the time. **We will offer these part-time cohorts for our students with the highest needs and for 2nd, 3rd, and 4th.** All other students will continue to study online full-time.

What do I need to do to prepare for my child to return for in-person instruction?

1. Let us know that your child will be returning

You should have received a survey on March 22nd or March 23rd. That survey gave each family a chance to confirm whether or not they want their child to participate in in-person instruction beginning on April 19th. If you did not respond to the survey, please contact your grade-level Director or the Family and Community Engagement Coordinator. (see page 10 for contact information).

If you replied to the survey that your child will not be returning for in-person instruction at this time, he or she will continue to study online full-time. If you decide you want your child to return for in-person instruction, please contact your grade-level Director or the Family and Community Engagement Coordinator (see page 10 for contact information).

2. Understanding the schedule

RCP will be open part-time Monday through Thursday for cohorts for in-person instruction. For social distancing, an in-person cohort will be a classroom of up to 14 students who will study separately from the other cohorts. This is because both the state and county Public Health Departments mandate that students maintain a physical distance of six feet where practicable or four feet at a minimum, and they recommend bringing students back in small groups of up to 14 students rather than full classes. Therefore, your child will be on campus some days, as well as learning online and independently on other days.

In order to comply with these guidelines, RCP will have ***part-time in-person cohorts of 14 students Monday through Thursday for students with identified needs and for 2nd, 3rd, and 4th. On Fridays, students will study online via Zoom .***

3. Sign up for COVID-19 testing

Governor Newsom's "Safe Schools for All" program mandates COVID-19 testing for all students and staff in certain instances, and strongly recommends it in many other situations.



- If the case rate in the surrounding area is more than 14 cases per 100,000 residents, the school will require students and staff to be tested weekly.
- If the case rate in the surrounding area is less than 14 cases per 100,000 residents, the school will require students and staff to be tested twice per month.

RCP will let all families know how often they need to get tested. At least in the initial phase of return, we will be testing all students twice monthly, but we encourage families to plan on testing every ten days in order to avoid scheduling back- ups.

RCP will contract with a laboratory which may require a saliva test or a test consisting of a non-invasive nasal swab that enters about one inch into the nostril. The laboratory will use an RT-PCR test to analyze each specimen. You should receive results within 24-48 hours.

If your child tests positive for COVID-19, they will not be able to go to school for 14 days. An RCP staff member will contact you to give you directions on isolation and other healthcare matters.

To get the location and schedule of testing for your student, RCP will have a FAQ on student COVID-19 testing on our website.

Please note that if you refuse to consent to testing for your student, your student will not be allowed to return to campus for in-person instruction and will need to remain with distance learning.

Update Your Emergency Contact Information

If your child gets sick, s/he will need to be picked up from school immediately.

Your New Morning Routine

RCP must follow county and state public health guidelines in order to open schools for in-person instruction. That means that your morning routine is going to be a little different. **Please read this section carefully!**

1. Fill out the health screening



All families will need to fill out an online health screening for each of their students before sending them to school. The screening will arrive by text. You will need to fill out one form for each student, and you will need to do it every school day.

The health screen will ask you for:

- Your child's name
- Your child's grade
- Your child's cohort (RCP will send you your child's cohort through ClassDojo.)
- Whether your child has been exposed to anyone with COVID-19
- Whether your child has tested positive for or has symptoms of COVID-19

Important note: Students (and staff) cannot come to campus if they:

- Have had close contact with someone who was diagnosed with or tested positive for COVID-19
- Have any symptoms of COVID-19
- Have tested positive for COVID-19

Students who have not been cleared with negative COVID-19 test results will not be allowed on campus until a parent/guardian or other adult provides RCP with negative test results.

If your child regularly has symptoms similar to COVID-19 (e.g., headaches or a runny nose due to allergies), please have your doctor fill out the "Certification of Chronic Medical Conditions" at the end of this handbook.

What does my child need to bring to school each day?

A mask

- Your child will need to wear a mask at all times while on campus.
- The mask needs to comply with Centers for Disease Control (CDC) recommendations. Such masks can be either paper surgical masks with multiple layers of non-woven material or a cloth mask with at least two layers.
- All masks should cover the mouth and nose and fit snugly on your child's face.

Students who for medical reasons cannot wear cloth or paper masks are allowed to wear plastic face shields with a drape or a cloth mask. RCP has these plastic shields.

Students are not allowed to use bandanas or masks with valves, as these do not control the spread of the coronavirus.



RCP will provide cloth and/or paper masks to students (and also staff!) who forget or lose their masks that day or who are wearing an inadequate mask. If you are able to provide an appropriate mask to your child, please use that one, so that we can reserve our mask supplies for students whose families cannot provide them.

Water bottle

Due to the risk of COVID-19 spreading, we cannot let students use water fountains at this time. Please send your child to school with a full and refillable water bottle. Students will be allowed to lift their masks briefly to drink from their water bottles. Touchless bottle filling (“hydration”) stations will be operational on campus.

Backpack

Your student is allowed to bring a backpack and will be asked to store their backpack on their own hook or cubby or on the back of their chair.

Chromebooks and other supplies

Chromebooks will need to be brought daily in your child’s backpack along with their water bottle. Please do not allow your child to bring anything else unless advised by their teacher. Please note, however, that RCP is providing supplies so that every student will have their own kit.

Layers

Make sure your child has an extra layer of warm clothing. It is likely that classrooms will be cooler than usual because we have set our ventilation system to circulate air more frequently. To increase ventilation inside the classroom, some teachers may also leave doors and windows open. Layering of clothing will also allow your child to get cooler if the classroom heats up.

Food

Free meals will be available for all students whether on campus or not. **Mondays we will operate curbside pick-up.** Each student will receive a bag that includes five breakfasts and five lunches. In addition to the meals that you pick up for your students for the week, students on campus will get a grab-and-go lunch each day that their cohort is attending in-person instruction.

Students will not be able to bring food to campus as we want them to keep their masks on as much as possible. (Some exceptions to this rule will apply to students who have a medical need for frequent snacks.)

What to Expect When You Arrive at School

Coming to campus

Entering campus needs to be done differently during the pandemic so that we can make sure your children: a) have been cleared via the health screening; b) are fever free; and c) aren't gathering in large groups. As such, **we ask that you try to arrive a little earlier than usual.**

Here's what to expect:

1. Your Director will send information about where to enter your campus and what protocols to follow when you arrive.
2. As you enter the Maritime Building, there will be a canopy with an RCP employee who is checking people in; they will make sure you have a completed health screening form for the day and if needed will provide the necessary PPE (Personal Protective Equipment).

Inside the Classroom

RCP has ordered classroom supplies and is making classroom improvements to create a safe environment for students and staff. All improvements made meet *or exceed* public health mandates from county, state, and national agencies and organizations.

Let's talk about what your child will see first:

1. Desks will be 3 feet apart.
2. All students and all staff will be wearing masks!

It is likely, too, that your student's teacher will maintain more physical distance in the classroom than in the past. Please let your child know about this change.

Classroom Protocols

Behavioral expectations inside the classroom will also be different. Specifically:

1. **Wash Your Hands**



Children will be asked to **wash their hands** as they enter and exit the classroom as well as before meals. All classrooms with sinks will have soap and paper towels, as well as hand sanitizer. Classrooms that don't have sinks will have hand sanitizer.

2. Wear a Mask

Students will be required to wear masks at all times except when they are taking sips of water.

3. Watch your Distance

Students will be asked to maintain three feet of distance between each other whether they are in the classroom, at recess, or doing outdoor learning.

Teachers will spend time during the first few weeks of school reviewing and reinforcing these expectations with students.

Getting Around Campus

The hallways and campus of your child's school now have markings to help students stay physically distanced from each other. Signs have also been posted. Teachers and Directors will help students learn how to follow the signs and marks.

Please remind your children that when they are moving around campus individually or in pairs, they should still continue to observe all the social distancing rules at their school, as well as keeping their masks on.

If Your Child Gets Sick At School

RCP has to follow mandated procedures for responding to students who:

- Have tested positive for COVID-19
- Have symptoms of COVID-19
- Have had close contact with people who have COVID-19

The symptoms of COVID-19 are quite wide ranging. Because of that, any student displaying COVID-19 symptoms needs to stay home, and any student who develops symptoms at school needs to be picked up from school immediately. Those symptoms include but are not limited to:

- Fever (100.0 F or more) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child develops these symptoms at school, the teacher will call the office. A staff member will take your child from the classroom to an isolated place, where they will be supervised until picked up. Students - and their siblings - must be picked up within **30 minutes** by you or your identified emergency contact.

When the parent arrives to pick up their child, they will be asked to stay in the car, call the office, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time.

If your child is sent home, your grade level Director, Family and Community Engagement Coordinator or other office staff will follow up with you.

Because of the small size of our cohorts, having one sick student can affect the entire group. RCP staff have been trained as COVID-19 Liaisons by the Public Health Department and will work closely with the department on positive student and staff cases. Those staff members have also provided training to school office staff to be "School Liaisons."

Students who **test positive for COVID-19** must stay home, in isolation, for at least 10-14 days from symptom onset date or, if asymptomatic, for 10 days from the date the student was tested. Their entire cohort - or small group - has to quarantine for 10-14 days. Staff will conduct a case investigation, identify classmates or staff who had close contact with the student, and also disinfect the classroom. The class will continue in distance learning until the quarantine period is over.

Students who display **one symptom and have had non-close contacts exposure to someone with COVID-19** will need to remain in isolation until they have been tested or a medical evaluator has sent a letter ruling out COVID-19. The student's cohort will also have to go into quarantine until COVID-19 has been ruled out. The ill student can return to school if s/he is feeling better, has been fever free for 24 hours (without the use of medicine) and a medical evaluator provides a letter saying the symptoms were not due to COVID-19.

Students with **close contact to a positive case** must quarantine for 14 days. We will recommend that your child be tested 10 days after close contact and that you send the test results to the school. If the test comes back negative, the student still must stay in



quarantine for the full 14 days, due to the chance of being infectious or developing symptoms.

Pick Up Protocols

Your Director will provide you with information about how students will be released at the end of their school day on campus.

School Safety Policies

Consistent with the School's COVID-19 Health and Safety Policy, and absent a documented and legally recognized accommodation, students who do not comply with the School's screening procedures and other COVID-19 health and safety protocols will be excluded from campus and will participate in distance learning. Such protocols include, but not limited to wearing facial coverings, social distancing, and COVID-19 testing. Students and/or parents and guardians who believe their student may be entitled to an accommodation from the School's COVID-19 health and safety protocol should contact their Director and the Family and Community Engagement Coordinator.

2020- 21 School Year

Director TK - 4th Grade: Diana Gurrola-Ramirez (510)235-2066 x101

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Director 5th – 8th Grade: Cedric Jones (510)235-2066 x201

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Family & Community Engagement Coordinator: Tana Monteiro (510)292-1930

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WHEN SHOULD I SEND MY CHILD TO SCHOOL?

The suggestions below are general guidelines for children 5 to 18 years of age. Recommendations may be different for infants and younger children.

Items in blue refer to distance learning or learning from home.

Symptoms and Illnesses	Should My Child Go To School?
Parent is Sick, Stressed, Hospitalized	No - If you or a close relative are sick, stressed or hospitalized due to Covid-19 your child cannot come to school. They may still participate in distance learning if possible and are not in need of your assistance.
Chronic Diseases (Asthma, Diabetes, Sickle Cell, Epilepsy etc.) Chronic disease is a long-lasting condition that can be controlled but not cured.	YES - Your child should attend school or participate in distance learning.
Child Doesn't Want to go to School Frequent crying, fear, anger, not wanting to socialize, behavior change, stomachache, nausea (These can be signs of depression, anxiety, post-traumatic stress, or fear)	YES - You should keep your child in school but try to determine what is causing the changes. Talk to school personnel and consult a health care provider. Your child may be experiencing bullying or trauma, may be behind in his or her schoolwork or not getting along with others.
Cold Symptoms/Ear Infections Stuffy nose/runny nose, sneezing, mild cough	No - Although these symptoms may be a common cold, they can also be signs of Covid-19. Check with your child's health care provider before sending them to school and report to school personnel any diagnosis. They may still be able to participate in distance learning from home.
Conjunctivitis (Pink Eye) The white of the eye is pink and there is a thick yellow/green discharge.	No - Usually a child can attend school but call a health care provider as this can also be a symptom of Covid-19. Check your school's policy if it is determined to be Pink Eye to see if they can return to school.
Head Lice	YES - Your child can be in school. Check with your school for their policy. They can participate in distance learning from home.
Strains, Sprains and Pains	YES - If there is no known injury and your child can function (walk, talk, eat) he or she should be in school or participate in distance learning. If pain is severe or doesn't stop, consult a health care provider.
Menstrual Issues (periods)	YES - Most of the time menstrual issues should not be a problem. If they are severe and interfering with your daughter attending school, consult with a health care provider.
Fever Fever usually means illness, especially if your child has a fever of 100 or higher as well as other symptoms like behavior change, rash, sore throat, vomiting etc.	NO - If your child has a fever of 100 or higher, keep them at home until his or her fever is below 100 for 24 hours without the use of fever reducing medication. If the fever does not go away after 2-3 days or is 102 or higher, you should consult a health care provider.
Diarrhea Frequent (2 or more), loose or watery stool may mean illness but can also be caused by food and medication	NO - If, in addition to diarrhea, your child acts ill, has a fever or is vomiting, keep him or her at home. If stool is bloody, if the child has abdominal pain, fever or vomiting, you should consult a health care provider.
Vomiting Child has vomited 2 or more times in a 24-hour period	NO - Keep your child at home until the vomiting has stopped for 24 hours. If vomiting continues, contact a health care provider.
Coughing Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing	NO - Keep your child home and contact a health care provider. Asthma - if symptoms are due to asthma, provide treatment according to your child's Asthma Action Plan and when symptoms are controlled send your child to school or have them participate in distance learning.
Rash with Fever	NO - If a rash spreads quickly, is not healing, or has open weeping wounds, you should keep your child at home and have him or her seen by a health care provider. Distance learning may still be possible.
Strep Throat Sore throat, fever, stomachache, and red, swollen tonsils	NO - Keep your child at home for the first 24 hours after an antibiotic is begun.
Vaccine Preventable Diseases Chicken Pox - fever, headache, stomachache or sore throat, then a red itchy skin rash develops on the stomach first and then limbs and face. Measles & Rubella (German Measles) - swollen glands, rash that starts behind ears then the face and the rest of the body, sore joints, mild fever and cough, red eyes Mumps - fever, headache, muscle aches, loss of appetite, swollen tender salivary glands Pertussis (Whooping Cough) - many rapid coughs followed by a high-pitched "whoop", vomiting, very tired	NO - Keep your child at home until a health care provider has determined that your child is not contagious and notify the school immediately. Get a note from your health care provider clearing your child to return to school.



<http://atschool.alcoda.org>

This information is based upon recommended guidelines from reliable sources to include the Centers for Disease Control (CDC), American Academy of Pediatrics, Public Health Association and has been reviewed by Alameda County Public Health Department.

Agreement that the handbook was read... with signature

Confirmation of Receipt



By signing below, I acknowledge that I have received, read, and understand the School's Student/Family Guide to Cohort Instruction.

I also understand that if I have any questions regarding this Policy, I shall contact the School as outlined above.

- I understand that I will notify RCP as soon as possible if my child has COVID symptoms, anyone in our household has COVID symptoms, or if anyone my child has been in contact with has tested positive for COVID.
- I understand that my child has to be dropped off at RCP by 8 am and picked up by 11:15 am.
- I understand that my child must wear a face mask at all times.

Student Name

Date

Parent/Guardian Name

Parent/Guardian Signature