



## **Return to School Handbook**

**Stay Healthy**

**Stay Safe**

**Go Outside!!**

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## Welcome Back!

We are so excited to announce that we are creating a plan to return to in person instruction using a hybrid model. It has been such a long year+ and as an outdoor school this has been particularly challenging. As with most of the year, this plan is coming into focus right now as we consider how to design a hybrid approach that meets the needs of students, families and our teaching staff and keeps all of us as safe as we can.

One quick thing to mention before going into great detail is that we will continue doing Comprehensive Distance Learning (CDL) for any student who chooses. There will be staff people available every day to provide academic support.

We have been particularly careful this year because of the size of our staff. We are so small and what we do is so unique that a prolonged sickness on our staff would have dramatic consequences to the whole school. This remains true as we plan for our return. Things will look and feel very different than they have in the past and we will need all of your help to ensure everyone safety. Additionally, our ability to continue learning in person will be contingent on our ability to avoid positive Covid tests and exposure to positive cases. We want to be in person with you for the rest of the year so we need everyone to work together and follow directions and instructions for how we make that work.

The rest of this document will outline our plan for our return. If you have ideas, questions, concerns or even just words of encouragement we would love to hear them. You can reach Jay at 541-349-7511 or [jaybreslow@twinriverscharter.org](mailto:jaybreslow@twinriverscharter.org).

## The Schedule

Our weekly Hybrid schedule can be seen in table 1. The days are defined below.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Asynchronous Learning Day	In Person Field Education	Comprehensive Distance Learning	Comprehensive Distance Learning	In Person Field Service Day

**Asynchronous Learning Day:** Similar to all weeks so far this year, Mondays will remain a day for students to keep caught up with work or participate in individual instruction as scheduled with teachers/AmeriCorps members. There will be no in person instruction required these days.

**In Person Field Education:** On Tuesdays, students will participate in activities designed to deepen the learning happening online during the rest of the week. Groups will be led by core content instructors.

**Comprehensive Distance Learning:** On Wednesdays and Thursdays we will return to online instruction. The schedule for the day will remain the same as our CDL throughout the year with students rotating through their core content classes.

**In Person Field Service Day:** On Fridays we will again venture outside to do field service work. Students will need to be ready to do conservation-based service work at various locations. Fridays will also contain some core content instruction.

## School day Hours

The school day will be the same for all three crews. School will start at **9 am**. However pick up times will vary if you are riding our busses. For students going to Log Jam, the bus will pick them up at the bus stop (specifics below) between 8:25 and 8:40. Students going to Hendricks Park will be picked up between 8:40 and 8:55.

The school day will end at **3 pm**. Student using public transportation will be dropped back off at the bus stop. Students being transported by family will need to be picked up on time.

## Keeping Ourselves and Each Other Safe

### Being prepared

One of our most important strategies for keeping ourselves and each other safe is to be really organized and prepared for the activities of the day. It will be vital for students to show up to school on time and ready for the activities of the day. That means to have all proper gear and clothing upon arrival. We can provide all necessary gear for students prior to starting in person field learning but we will not be able to provide day-of gear for students. If they show up unprepared we will have to send them home. Daily gear requirements will be posted online and to our Facebook pages. It is the students' responsibility to show up to school ready for the activities of the day.

### Following Safety Protocols

Following safety protocols has become pretty normal for most of us during the past year. All students will be asked a series of questions upon their arrival and we really need for people to be honest about their health and any potential exposure they may have had. Masks will be worn **at all times**, unless specifically told that they are not needed. Kn95 masks will be required for all TRCS bus travel. Social distancing will be required at all times including breaks/lunch/working outdoors. It is our expectation that your willingness to participate in our field learning opportunities indicates your willingness to follow all of our safety protocols.

### Open Communication

We will communicate our plans with you as quickly and completely as we can to ensure students and families have all of the information that they need. We ask that you do the same and let us know if there has been any exposure or potential exposure in your household or in the community.

## Locations

Our in person field education model will take place in three main locations.

**Our own farm:** located next to the school, our 2 acre farm will serve as a main location for field instruction.

**Hendricks Park:** Hendricks Park is located less than a mile west of our campus and is easily within walking distance of the school. We will hold some seminars and other educational opportunities there as well as doing some field service work as part of our Partnership with the City of Eugene.

**Log Jam State Park:** Log Jam is located just below the Jasper Bridge about 13 miles east of the school. We will have service projects and academic field classes out there.

## Arrival and Departure

### At the School

All students participating on the Farm will come to the school site. Though we are scheduling things to make cross-crew interactions difficult, we are asking for students to remain within their crew cohorts at all times. This will help to ensure that if an outbreak occurs we can isolate just one crew and the others can continue to meet in person. Students will enter through the farm gates, not through the school. Bathrooms will only be accessed through the external bathroom doors.

At Hendricks

### Transportation

One unique component of our return to in-person learning is that we are encouraging students and families to drop students off at our sites directly instead of coming to the school first. We will provide transportation when necessary, however students with driver's licenses can transport themselves to the sites and staff will be available at each of the sites for families to drop their students off starting at 8:30 each morning.

**Public Transportation:** Due to reductions in LTD bus routes, there is currently no service that brings students to the school directly. Any student needing to take public transportation will be met with a TRCS bus at the former Bus 27 bus stop on Walnut Street. They will be transported directly to their education/service site from there (now you see why they need to show up prepared!). The buses will depart at the times listed above and *will not wait beyond those times*.

No unsealed beverage or food containers will be allowed on the buses. This includes coffee cups or plastic drink containers with straws (like Dutch Bros cups ;).



**Family Drop Off:** We are asking that any student who will be dropped off and picked up by family members be taken and picked up from our field education site (NOT FROM THE SCHOOL ITSELF). We will be under strict rules as to how many students can get on our buses and may not be able to accommodate unexpected riders.

## On our buses

We will be using our older Ford buses (not the newer Transits) because they offer better ventilation. All students will have their own seat so we will only be able to transport up to 6 students at a time. The windows will stay down (even if it is raining!) and students are required to wear a Kn95 mask provided to them by the school. They can then use a cloth mask when we reach our destination.

## Specs

Detailed information regarding our service sites will be made available to families by email and on our website and Facebook pages. This will include detailed descriptions of where and when students can be dropped off and picked up.

[Specs for School Site](#)

[Specs for Log Jam](#)

[Specs for Hendricks Park](#)

## Health and Safety Protocols

**Education and Commitment to Community Health.** All students will be briefed on issues around the impact of COVID-19 and the strategies required to protect themselves and others from becoming infected. This includes:

- Not coming to school sick;
- Facemasks are **required** unless given specific permission by teachers or team leaders.
- Required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; using hand sanitizer with at least 60% alcohol;
- Cleaning and disinfecting frequently touched objects and surfaces such as telephones, handrails, machines, shared tools, vehicles, restrooms, and others;
- Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- Making a commitment to support the health of the TRCS and partner community. This includes signing the Community Well-being Commitment Document and acting consistently by the principles articulated within. This includes being honest in answering daily health screening questions.

**Daily Health Screening.** Members should be encouraged to take their own temperature and consider the answers to the standard questions **before** they travel to the school site, and to call the crew leaders if temperature is elevated or they have had an exposure **before** they travel to the work site.

- At the work site every morning, crew leaders will briefly ask screening questions and take temperatures, managing the privacy of the member as best possible.

Daily four questions:

- Do you feel ill in any way, or have any symptoms: a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell?
  - Does anyone in your household have symptoms?
  - Did you have any contact with someone showing symptoms since last departing the school?
  - If utilizing public transportation, did you follow mask/distancing?
- Temperature (taken in morning and after lunch).
    - Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

### COVID Testing

TRCS Staff will be trained to use the K-12 BinaxNOW Rapid Test program. Any student showing symptoms of Covid-19 will be immediately tested. Results come within 15 minutes. Any student testing positive will be isolated from everyone else until a parent or family member can come and pick them up.

For more information on the K-12 BinaxNOW Rapid Tests please see:  
<https://sharingsystems.dhsosha.state.or.us/DHSForms/Served/le3560.pdf>

### In case of Positive test results or community exposure

The Oregon Department of Education, in collaboration with the Oregon Health Authority, has provided a detailed document outlining the process when a student has been exposed or potentially exposed. We will follow the scenarios as listed in this form:

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools.pdf>

**Weekly Evaluation of Community Health.** Every Friday (beginning the week before the crew begins) TRCS Staff will evaluate local infection rate criteria/metrics which will determine whether in-person learning for the following week meets parameters and guidelines established for the most reasonable safety possible. In *most* cases we will follow the recommendations of the Oregon Health Authority and Lane County Public Health though we reserve the right to make decisions for TRCS safety

### Sanitation and Cleanliness

- Where soap and running water is available on learning sites, students should be encouraged to interrupt work to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.

- When running water is not available, portable washing stations, with soap, are required. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- Frequently clean and disinfect high-touch surfaces at learning sites, tools, vehicles and other equipment, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the crew leader shall shut down operations until such measures can be achieved and maintained.

### Bathroom Use

- Students will only use the bathroom one at a time to limit exposure inside of the bathrooms. At the School site students will access the bathroom from the exterior doors.
- Students, staff and team leads will take all reasonable efforts to disinfect and maintain the cleanliness of the bathrooms. Any messes should be reported immediately to staff or team leaders.
- In the field, students will use public restrooms. Extra care should be taken to ensure sanitary conditions. Portable handwashing stations and alcohol based hand sanitizer will be available.
- After hand washing water fixtures should be turned off using disposable paper towels. If soap and water is not available (Sani-can, etc.), use hand sanitizer and then utilize nearest hand washing station and perform 20 second handwashing with soap and water before returning to work.

### Group Food

- All students are encouraged to bring a lunch with them to the learning sites. Prepackaged food will be provided.
- Students are encouraged to bring water bottles
- Sharing of food or drinks is prohibited at learning sites.
- Group food is not permitted on community crews, nor should any leader or member share personal food on program.

**Personal Protective Equipment.** All PPE required for safe conservation work shall be utilized on the work site (hard hats, work gloves, ear protection, eye protection, etc.) In addition, the PPE listed below will be required for group protection from COVID-19:

- Work gloves should be used whenever possible. When not appropriate to use work gloves, use Nitrile Gloves.
- Hand sanitizer will be available and used any time gloves come off
- Masks must be worn by leaders and members to appropriate specifications for the type of mask used, and must be worn in vehicles and while working



(except when over ten feet distance to any other person can be maintained). Masks should be taken off carefully for breaks, hydration or eating (once physically distanced) and be kept away from any group food, water or gear.

- Disposal of PPE and other garbage must be managed by crew leaders to prevent contamination.

### Physical Distancing

- **Learning sites.** Distancing of at least 6 feet of separation must be maintained by every person on the learning site at all times for COVID-19 safety. For work safety, 10 feet is better.
  - Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so physical distancing is always maintained.
  - Minimize interactions when picking up tools, equipment or materials, ensure minimum 6- foot separation.
  - Discourage congregation at vehicle(s) without crew leaders present to assure wipe down of all surfaces is accomplished
- **Breaks and Lunch.** Gatherings at breaks and lunch must be facilitated to ensure minimum 6 feet of separation.

### Crew Visitors

- Visitation should be limited to necessary business. All visitors to the crew will maintain all of the same PPE and distancing requirements that the crew practices.