



COVID-19 Preparedness Plan

Purpose

The purpose of this plan is to comply with government requirements related to the COVID-19 pandemic. We believe the most prudent path to educate our children while minimizing risk to the health of staff and students is to begin in-person instruction as soon as we are allowed by the State and County Department of Public Health following strict rules for minimizing the spread of disease as detailed in this COVID-19 Preparedness Plan. Such a plan is required by the CDPH to be in place to operate safely relative to the COVID-19 virus.

Basis

This plan is based on the guidance provided by the State of California Department of Public Health, and has been tailored to meet the unique operating needs and capabilities of our school. For further reading, the guidance on which this plan has been based may be found at these links:

- State website: <https://covid19.ca.gov/roadmap-counties/>
- <https://covid19.ca.gov/industry-guidance/#top>
- Direct link from state for school guidance (including private schools): <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- State website directs schools to CDPH framework: <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Plan

1. General Measures
 - a. The Board and Administrator will regularly review updated guidance from state agencies and discuss at their regular meetings. This plan will remain in effect until modified or canceled; it is intended to remain in effect for as long as required by the State.
 - b. The Board has prepared this plan, incorporating guidance from the CDPH Industry Guidance for Schools and School Programs.
 - c. The administrator will be responsible for executing the plan on campus and training staff. The Board will circulate the plan to parents for their review and encourage compliance with the plan. The Board will evaluate compliance with the plan at its regular visits to the school.
 - d. Parents are directed to notify the administrator if any special accommodations are required.
2. Promote Healthy Hygiene Practices
 - a. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
 - i. Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - ii. Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where

they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.

- iii. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
- iv. Staff should model and practice handwashing.
- v. Students and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- vi. The school will provide hand sanitizer in each classroom.

3. Face Coverings

- a. All students (3rd grade and older) and staff will be required to use face coverings according to the CDPH Guidance for their use.
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf
- b. Face coverings may be removed for meals, snacks, and outdoor recreation.
- c. Special accommodations for communicating with the hearing impaired will be made per the CDPH Guidance, which may include face shields.
- d. Each child should arrive at school with a properly fitting face covering. School will have a few spares for use in the event a face covering is forgotten at home. Students refusing to wear a face covering may be sent home.
- e. Workers or other persons handling or serving food must use gloves in addition to face coverings.

4. Ensure Teacher and Staff Safety

- a. Staff should maintain physical distancing from each other to the extent practicable.
- b. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- c. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- d. Staff must have their temperature checked each day when arriving on campus.

5. Intensify Cleaning, Disinfection, and Ventilation

- a. Students are encouraged to bring personal water bottles from home to minimize use of the drinking fountains. Teachers are encouraged to prop doors open before and after recess to allow entrance and exit to classrooms without each student needing to touch the door.
- b. Staff should clean and disinfect frequently-touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day. Frequently touched surfaces include door handles, light switches, sink handles, bathroom surfaces, and tables.

6. Implementing Distancing Inside and Outside the Classroom

- a. Parents are asked to drop off their students using the parking lot, not the front driveway, and to wait until each of their children’s temperature check is completed (See Section 9).
- b. Avoid traveling from one classroom to the next through the building, instead use external exits for each classroom to minimize cross-traffic.
- c. Parents and students are discouraged from congregating on campus during the drop-off and pick-up times.
- d. Teachers are encouraged to maximize use of outdoor space.

- e. Activities that involve singing must only take place outdoors.
 - f. Implement procedures for turning in assignments to minimize contact.
 - g. Serve meals outdoors where practicable.
 - h. To the extent practicable hold recess activities in separated areas designated by class.
7. Limit Sharing
- a. Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas.
 - b. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
 - c. Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.
8. Train All Staff and Educate Families
- a. Children and parents will be regularly reminded by the teachers to:
 - i. Wash your hands often.
 - ii. Cover your mouth when you sneeze or cough.
 - iii. Eat healthy and stay well-rested.
 - iv. Maintain 6' distance from others whenever practicable.
 - v. DO NOT COME TO SCHOOL SICK.
 - b. This plan will be distributed to all families of students for review and cooperation by parents.
9. Check for Signs and Symptoms
- a. If an individual is sick, they should stay home.
 - b. If an individual has been in close contact (within 6' (or less) for 15 minutes (or more)) with a person with COVID-19, they should stay home for 14 days since contact. In most cases this would mean the entire immediate family of the ill individual would need to remain home.
 - c. All students and staff/volunteers must get a temperature check upon entrance to campus. For students, each should report to his or her teacher for the check. Anyone exhibiting a temperature of greater than 100.4 degrees must go home.
 - d. Students and families will not be penalized for missing class due to illness.
 - e. Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
10. Plan for When a Staff Member, Child or Visitor Becomes Sick
- a. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area designated by the administrator until they can be transported home or to a healthcare facility, as soon as practicable.
 - b. Parents will be contacted to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - i. Fever
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Chills
 - v. Repeated shaking with chills
 - vi. Fatigue
 - vii. Muscle pain

- viii. Headache
 - ix. Sore throat
 - x. Congestion or runny nose
 - xi. Nausea or vomiting
 - xii. Diarrhea
 - xiii. New loss of taste or smell
- c. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
 - d. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
 - e. Distance learning options will be available to students who are well enough to participate in distance learning but who remain in home isolation.

11. Maintain Healthy Operations

- a. School has a roster of substitute teachers in the event one of our teachers is unable to lead instruction.
- b. The administrator will serve as our staff liaison to be responsible for responding to COVID-19 concerns. The liaison will coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- c. Teachers will all be tested for COVID-19 prior to the start of the school year. All staff will daily report symptoms to administrator. See also Section 9.

12. Considerations for Reopening and Partial or Total Closures

- a. When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, the Administrator and Board, in consultation with the local public health department, may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.