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#### A.4.4. Health, Safety and Security Policies and Procedures Coronavirus Disease 2019 Prevention/Reopening Plan

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**This document outlines our school-wide plan for safe, full-time, on-campus classes to begin at the Encinitas Country Day School (ECDS) Manchester Avenue Campus on September 8<sup>th</sup>, for the 2020-21 school year. It includes provisions for a seamless shift to full-time, remote learning, when/if doing so becomes necessary for the health and safety of our students, staff and visitors.**

**The Governor of California has issued an Order that requires schools in California to instruct students remotely for the 2020-21 school year. The Order includes an exception for elementary schools and invites those school to apply for a waiver that is conditioned upon meeting specific criteria set forth in the order and related documents as well as the most current updates to those documents. ECDS has been carefully monitoring the data, the newest research that applies to schools, and the guidance issued by the CDC, State of California, Department of Social Services Community Care Licensing (DSS-CCL), County of San Diego, and our local health department in order to stay current on the concerns regarding Covid-19 and evaluate those concerns as they apply to our local situation and our ability to safely reopen our campus.**

**Although our plan envisions seventh and eighth grade students attending classes on-campus in stable groups with one teacher, with math and science instruction livestreamed into classrooms, we understand it will not be possible for those grade levels to be on-campus without extending the waiver from the local health department to include those grade levels. At this time, there is a general order against on-campus classes for grades seven and above. Therefore our seventh and eighth grade classes will begin remote learning on September 8<sup>th</sup> unless the County of San Diego Covid-19 monitoring criteria stays below specific threshold levels for fourteen days beginning two weeks prior. As of today, there is some hope that the criteria will be met, but it is not something we can count on.**

*ECDS has designated the following school officials to be responsible for the ongoing monitoring of data and updates to local and state orders and see that orders and updates are incorporated into operations, documentation, communications and staff training as necessary to assure schoolwide implementation:*

*Graeg Lehmann, Principal  
Kathleen Porterfield, Executive Director*

*ECDS has designated the following school officials to be responsible for Identification and Tracing of Contacts, Local Health Department Contact, and notification of exposed persons and to communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act):*

*Graeg Lehmann, Principal  
Kathleen Porterfield, Executive Director*

*ECDS has systems for ongoing communication and regular meetings for orienting and training its staff to coordinate plans, information and training. ECDS has established communication systems for routine and emergency communication with parents. ECDS has posted this Coronavirus Disease Prevention/Reopening Plan on its website ([ecdschools.org](http://ecdschools.org)), and developed staff training plans to align staff and prepare teachers to train and reinforce all Covid-19 protocols designed to meet established guidelines as necessary for the smooth and effective implementation of a safe and healthy reopening.*

**The most recent guidelines update includes a need to address facility ventilation:** Key features of our ECDS campus facilities and operations, and the Covid19 protocols we establish along with the joint commitments that we've determined will be required of our families, staff and all who enter our facility, make ECDS uniquely able to provide safe on-campus classes this fall.

**Existing campus facility features, operations protocols, and Covid-19 additions are:**

**A. Facility and Classroom Ventilation**

- Direct access into classrooms (as opposed to hallway access)
- Cross-ventilation when doors on the south and north side of each classroom are open.
- Each classroom has its own ventilation (Heating and air conditioning HVAC) system.
- Each classroom has its own outdoor classroom patio space that will be used to limit time indoors.
- Each classroom has its own outdoor tent space that is adequate for social distancing during meetings, group instruction, and lunch.
- Our campus is oriented to receive a continuous breeze passing through our open doors from south to north throughout the day and year.

**B. Conditions of Entry to On-Campus Classes**

- Parents will sign a commitment and waiver that is a joint agreement between families and school designed to assure each family and staff member is committed to screening and reporting protocols as a condition of entry onto campus.
- Campus entry is additionally conditioned on daily curbside verbal affirmation of meeting the guidelines for entry, wearing a face mask, and a temperature screening prior to granting entry to student or staff member.
- Parents and visitors will not enter the campus except in unavoidable circumstances. If unavoidable, parents and visitors will submit to the same process as staff and students as a condition of entry.
- Parents are kept aware of changes in protocols via regular school communications and updates.

**C. Safe Passage to and from classrooms, bathrooms, and other on-campus destinations:**

- Students will arrive with face masks on and keep masks in place until seated with a face shield or desk partition at their socially-distanced desk where they may remove their face mask.
- Face masks must be worn whenever students leave their desk, and until again seated at their desk, or in a socially-distanced outdoor area (if permitted by current protocols).
- Start times and end times and related drop-off and pick-up times are staggered morning and afternoon.
- To facilitate safe passage along school walkways, we have added directional markings and social distancing prompts throughout the campus.
- Outdoor and classroom water fountains are disabled.
- Social-distancing markings are in place on entry and exit points, and to guide movement throughout the campus and within the classrooms as necessary.
- Staff are trained in the implementation of all safety protocols, in order to teach and reinforce safety protocols to students.
- Scheduling guides group movement beyond their classroom and associated spaces to assure groups are not mixed.
- Where groups use a common area, sanitizing foggers with FDA approved "N" list hypochlorous acid will be used after each use.

#### **D. Classroom Configuration and Class Size:**

- Each classroom has a sink with water fountain disabled.
- Each classroom has adequate personal protective and sanitation supplies on hand and an ability to requisition from well-stocked facility supplies.
- Twelve students will be assigned to each classroom (guidelines call each class group a “cohort” and currently limit cohort size to twelve students) and there will be an option for up to four additional students to choose live-streamed remote access to their classroom.
- Since we realize that some families will prefer their student not return to campus for health or other personal reasons, but would like a remote learning option even while we offer on-campus classes, we will offer a combination of school-day livestream access to their child’s on-campus classroom activities and lessons, opportunities to participate in teacher-driven individual and group instruction, and where direct access is ineffective or impossible, one of our online Montessori Elementary I or II teachers will provide support and supervision while the on-campus group of students is not in their classroom space. If the on-campus group must for any reason move to full-time remote learning, families who take this option will receive the same full-time support from their regular teachers, with live special programs and supervision throughout the school day.
- Small class size assures adequate space for social distancing within each classroom when/if all students in a cohort must be indoors. When/if on-campus cohort size limit is increased by updated official guidelines, we may add students to the cohorts (when we can do so safely within the guidelines) but we will not increase our on-campus cohort size beyond our set student/teacher ratios of 16 students to 1 teacher.
- In addition to classroom and covered patio space, covered, outdoor, socially distanced meeting, instructional, and work space has been added adjacent to each classroom, in order to assure students spend a minimum amount of time indoors and may receive socially distanced full ventilation instruction throughout the day. (Our 20X20 octagonal tents are placed away from but within easy view of its associated classroom. Each tent is equipped for social distancing and has windowed sidewalls that may be added as necessary to protect from direct sun.)
- Classroom, patio and tent space will be held to the exclusive use of the assigned stable cohort.
- Cohorts will not mix with other cohorts. Where space is scheduled, fogging will take place between uses by each cohort.
- After school care cannot be offered at this time, because of the requirement to keep students in a stable cohort throughout the day.

#### **E. Student Movement within their Cohort and Classroom Spaces:**

- Classroom tables or desks will be positioned for social-distancing within and around the classroom.
- Each student will have a designated indoor desk and a separate outdoor desk.
- Students not receiving direct instruction will be encouraged to work within teacher view, outdoors on classroom patios.
- Each K-2<sup>nd</sup> grade student will receive a covered container for stowing personal belongings at their table (i.e. such as pens, pencils, scissors and other school supplies and school resources such as the Chromebook issued for each student’s exclusive use).
- Students will receive instruction, and have opportunities to practice using their Chromebooks for remote learning during the first week of school.
- Students will not move school issued materials and equipment away from school except when transitioning to remote learning.
- Students 3-6<sup>th</sup> grade will use their desks for storage but will have covered containers available to transport personal and school-issued belongings if a move to remote learning is deemed best practice.

A. Organization for Learning

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## **F. Seamless move to remote access when/if a group or the entire school must transition to Remote Learning:**

Since our June closing, we have further refined our remote learning protocols to deliver a supervised school day with a schedule that closely matches an on-campus school day, with opportunities for supervised social interaction and fun as well as live special programs classes and supervised independent work times. This means our teaching staff will be with students most of the school day, supervising, answering questions, keeping students on task and seeing that their time is balanced in much the same manner as they would in an on-campus classroom.

The addition of “Go-Guardian” to our Google Classrooms will enable teachers to see their students as well as the content of each student screen. In this way we have enhanced our teachers’ ability to interact with students in a manner that is similar to the ways they connect with them while on campus.

Parents will be instructed to prepare a special remote learning space and see that it is equipped for a successful learning experience whether their student is on or off campus. While we know that parents will always need to be aware of their students when/if there is a transition to remote learning, it is our hope that making these adjustments to our remote learning protocols will optimize the time students spend with their ECDS teachers and make it easier for parents to do the work they need to do while their child is engaged in remote classes.

## **G. Protocols for Health Screenings for Students and Staff**

- ECDS has established referral protocols, and follow-up procedures for routine Covid-19 screening of asymptomatic staff members and critical testing when symptoms are present. Staff will be encouraged to use the outside testing company with which the school has made arrangements to assure consistency and accuracy of results and timely reporting according to current guidelines.
- Staff members who become ill during the school day will be sent home and referred for testing as indicated.
- Students who become ill during the school day will be moved to an isolation area to await parent pickup.
- An ill student or staff member will not be permitted to return until fully cleared of illness (generally one full day symptom-free for most illnesses and 10-14 days and a clear test in the case of Covid-19)
- If there is a suspected exposure or isolation order reported by a parent or staff member, depending on the nature of the suspected exposure, the staff member will be sent for testing and will not return until cleared; and a student will be moved to an isolation area to await pickup and will remain home until the family is cleared. Parents and staff within the associated group will be notified and instructed according to guidelines established by the health department.
  - Generally, the group will stay home while the suspected exposure is either confirmed or cleared by Covid-19 testing.
  - If the person has been cleared, there was no exposure and the group will return to campus.
  - If the person has been cleared but a family member continues to test positive, the student or staff member will remain at home until the family is cleared.

- If a student or staff member is diagnosed with Covid-19, parents of all students suspected to have been exposed will be notified to isolate at home for fourteen days and their student will be served remotely until the family is cleared and the student or group can return to campus.
- If a student or staff member is diagnosed with Covid-19 and a school group or groups are considered exposed, the Health Department will be notified and the school will take direction from the Health Department.
- If a Health Department or other government order prevents on-campus classes for a group or the entire school, the school will provide remote instructions for those students impacted until it is safe to return to on-campus classes.

## **H. Health and Safety Training and Personal Protection Protocols**

- Teachers will be trained and students will be instructed in all personal safety protocols, including social distancing, hand washing, covering coughs, disposing of tissues, not touching one's face, wearing facemasks, managing their personal possessions.
- Prompts for social distancing, hand washing, covering coughs, disposing of tissues, not touching one's face, and proper facemask and face shield use are posted appropriately in near sinks, tissues, and sanitizing supplies in classrooms and bathrooms throughout the campus.
- Teachers and other staff will be trained on all Covid-19 protocols applicable to their role at ECDS.
- Teachers and other staff will be trained during required staff meetings prior to the start of the school year and refreshed as necessary throughout the school year.
- Accommodations will be made to assure limited English language students and staff receive instruction in their native language.
- Teachers will be trained and students will be instructed on passing protocols, directional arrows and social distancing markings.
- Students will wear face coverings as directed in the guidelines for schools as issued by the health department unless a requirement is waived for health reasons or guidelines change.
  - Each student will be issued a personal face shield for use in their classroom within guidelines.
  - Parents will be asked to send students with a facemask that meets their standards for their child to wear and a spare in case one is soiled or lost.
  - All students must wear a face mask (as required in protocols and guidelines) to enter and remain on campus, unless he/she has a health waiver.
  - Teachers will have a supply of face masks for use when a child loses his/her facemask.
  - The school has purchased face shields for staff and student use and will provide training to assure face shields are used according to published guidelines.

## **I. Parents will provide the following items to assure their student has access to personal protection supplies when away from class at school (for instance at P.E or Music Class):**

- Parents are instructed to provide a clean facemask and spare facemask with a level of protection they deem proper for their child and family.
- Parents will provide students with a waist pack equipped with mask/s and non-toxic personal sanitizer for student use as needed when away from a sink.
- Parents will provide a beach mat for student use within classroom outdoor space, during socially distanced free times.

**J. The school will provide ongoing sanitation throughout the day and overnight using FDA “N” list sanitizers.**

- The school has purchased equipment to make hypochlorous acid, (a non-toxic anti-viral sanitizer approved for Covid19 by the FDA), for spray and wipe, and equipment for fogging large areas with hypochlorous acid. The school has developed protocols to assure regular sanitization of our classrooms and campus.
- Hypochlorous acid, soft soap, sanitizer, wipes, and gloves are readily available for teacher use and students will be allowed to wipe their own desks with parent permission to use a safe hypochlorous acid solution.
- The school has purchased fogging equipment to assure regular sanitizing of common areas as necessary throughout the day and overnight.
- Teachers will be provided gloves and approved sanitizer to sanitize door handles, desks, and equipment as necessary throughout the day.
- Equipment sharing will be kept to a minimum and set aside to be sanitized as necessary before returning to shelves.
- Classroom materials that are not easily sanitized have been recreated as touch screen programs and will be available to K-2 students on their school issued Chromebooks.
- School indoor and outdoor classrooms, bathrooms and common areas will be fog-sanitized nightly and as necessary and safe throughout the day.
- The school has stocked all needed equipment and supplies to support regular sanitizing within and beyond the classrooms and assure teachers and facilities staff have ready access to all necessary personal protective supplies to support their efforts to maintain a safe and healthy environment at ECDS.

**We have carefully reviewed the data and specific criteria that must be met in any plan for a safe, full-time, opening of on-campus classes this fall. We believe all criteria to obtain a waiver for our elementary school, and to anticipate the day when our seventh and eighth grade students will return to on-campus classes, have been met.**

**Our families and staff have been polled and overwhelmingly support ECDS holding on-campus classes for the 2020-21 school year beginning September 8<sup>th</sup>.**

**In addition to the facility features, operations protocols, and covid-19 safety additions listed above, we have positively addressed each criteria and the related guidelines established by the health department for safely opening schools for the 2020-21 school year.**

*We are prepared to hold on-campus classes, or move to full-time remote learning if on-campus classes must be delayed or temporarily suspended due to Covid-19 exposure at any point during the school year. We have published this document on the homepage of our website ([ecdschools.org](http://ecdschools.org)) with a link to the complete document.*

**We are eager and hopeful we will be welcoming students to safe, full-time, on-campus classes on September 8th!**