
A.4.4. Health, Safety and Security Policies and Procedures Coronavirus Disease 2020 Prevention/Reopening Plan - Update - August 2021

This document outlines our updated school-wide plan for safe, full-time, on-campus classes that begin at the Encinitas Country Day School (ECDS) Manchester Avenue Campus on September 7th for the 2021-22 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.

Background

Last school year the Governor of California issued an Order that required schools in California to instruct students remotely for the 2020-21 school year. The Order included an exception for elementary schools and invited schools to apply for a waiver that was conditioned upon meeting specific criteria set forth in the Order and related documents, as well as the most current updates to those documents. We applied for a waiver, but schools were allowed to re-open before the waiver was granted.

ECDS has continued to carefully monitor 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 concerns regarding Covid-19 and evaluate those concerns as they apply to our local situation and our ability to safely keep our campus open. Ultimately, schools were allowed to open conditioned on our posting a Coronavirus Disease Prevention/Reopening Plan that addressed all known health and safety concerns related to Covid-19. In January 2021, we updated that Plan and now in August 2021 we are again updating our plan to reflect the newest directives and changes for the 2021-22 school year. We understand that more stringent plans, up to and including a move to remote learning, will need to be implemented if such changes are necessary to ensure the ongoing health and safety of a specific student or group of students, or our entire school.

Key points from the Governor's updated directives (as of September 1, 2021), to K-12 Schools are hereby added to our Coronavirus Disease prevention program as an update to our Coronavirus Disease Prevention Plan in order to meet current requirements, retain common sense sanitation protocols, and revert to the more stringent elements of the prior plan for modification or use when/if current requirements change, as noted above.

- The foundational principle of current guidance: All students must have access to safe and full time in-person instruction and to as much instructional time as possible.
- The plan requires all staff and students to be masked while indoors at all K-12 Schools as a means of eliminating the requirement to physically distance while indoors.
- The plan requires that student handwashing and other common-sense sanitation plans remain in effect.
 - a. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
 - b. Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
 - c. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

- The plan strongly emphasizes staff vaccination with weekly testing for unvaccinated staff and requires schools to document their implementation plan.
- The plan makes accommodations for health and learning differences.
- Finally, this approach takes into account the current unknowns associated with variants.

The CDPH states it will continue to assess conditions on an ongoing basis, and will determine no later than November 1, 2021, whether to update mask requirements or recommendations. At that time, depending on the new guidance, ECDS will either update this plan or modify the prior plan or revert to the prior posted plan that was successfully in place throughout the prior school year.

In addition to the general requirements stated above, ECDS will:

- Be prepared to teach proper use of face masks, proper handwashing, and proper in classroom sanitation.
- Enforce face mask requirements by being prepared to provide a face mask or alternative (if medical or learning exception is authorized) as needed by any student, staff or visitor arriving without a face mask and in need of such protection in order to enter our facility.
- Not require masks in outdoor settings throughout our campus.
- Not require physical distancing indoors except in rare circumstances.
- Be prepared to provide limited remote support when/if student/s are excluded due to a symptomatic quarantine and full support when/if an entire group must have remote learning during a group quarantine.

Ventilation:

Continue our protocols for keeping doors open and air flowing through our classrooms and keeping doors closed between classrooms to maximize the independence of our individual HVAC system for each classroom. In addition, we have added MERV13 filtration to our HVAC systems and an air filter unit to each classroom in order to keep airflow moving in room corners or wherever a staff member believes it will do the most good.

Reporting, Testing and Quarantine:

- Continue our protocols for reporting illness and exposure and isolating until the illness or exposure is cleared by test or meeting time requirements.
- Continue our protocols for returning to school after isolation or quarantine.
- Continue our protocols for case reporting to Health Department and to provide Contact Tracing information.
- We will provide unvaccinated staff with paid access to weekly testing as required. Our Covid-19 liaison/s are our principal and executive director.
- We will follow CDH quarantine recommendations for vaccinated exposures and close contacts.
- We will follow CDH quarantine and testing recommendations and conditions for unvaccinated exposures involving unmasked individuals.
- We will follow CDH Isolation recommendations for diagnosed individuals.

In limited situations where a face covering cannot be used for pedagogical or developmental reasons, ECDS will require students who are exempt from face mask to wear a face shield with a drape and socially distance while indoors. If a face shield has also been exempted, the student will be required to socially distance and have his/her desk placed in such a manner as to maximize outdoor or air cleaner air flow where he/she works. If student is working outside, interacting staff will wear a face covering outside as necessary.

Cleaning

We will follow CDH Current Cleaning Recommendations as follows:

- a. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
- b. For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, see [Cleaning and Disinfecting Your Facility](#).
- c. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

Food service recommendations

We will follow CDH recommendations for food service as follows.

- a. Students will be eating outdoors whenever possible and socially distance as much as possible when it is necessary to eat indoors.
- b. Frequently touched surfaces will be sanitized regularly. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- c. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals. Served food will be served by one gloved staff member.

Vaccination verification

- a. Staff will provide proof of vaccination or be required to be tested weekly

COVID-19 Safety Planning Transparency

This document will be posted on our School website along with all prior plans.

School-Based Extracurricular Activities

We have adopted the following CDH recommendations for extracurricular activities:

The requirements and recommendations in this guidance also apply to all extracurricular activities that are operated or supervised by schools, and all activities that occur on a school site, whether or not they occur during school hours, including, but not limited to, sports, band, chorus, and clubs. Masks are required for all persons while playing all indoor sports, unless wearing a mask during play has been determined to pose a choking hazard by a well-recognized health authority, such as the American Academy of Pediatrics. [\[1\]](#)

We will conduct these activities outdoors:

For (1) the playing of musical instruments that cannot be done with a face covering (e.g., wind instruments); or (2) when wearing a mask during play poses a choking hazard, at least one of the following options is required:

CDPH will continue to assess conditions on an ongoing basis, and will determine no later than November 1, 2021, whether to update mask requirements or recommendations.

School Visitors and Direct Service Providers

- School Visitor's must be masked to enter our school.
- School activities may be restricted to meet CDH guidelines and avoid unnecessary variables to our school groups. We ask parents to remain sign their student in at the gate and if it is necessary to enter the campus, to remain outside classroom.
- We have limited nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated.
- We require full compliance of our direct service providers.
- We continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

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*

Here begins our prior Coronavirus Disease Prevention Plan as it was Updated in January 2021 and is now incorporated herein to memorialize our intent to return to our original protocols as implemented during the last school year IF CDH and common sense make it become necessary to tighten health and safety protocols for the health and safety of our students, staff and visitors.

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 Update on its website (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.

Key features of our ECDS campus facilities and operations, and the Covid19 protocols we have established along with the joint commitments that we've determined to be required of our families, staff and all who enter our facility, make ECDS uniquely able to provide safe on-campus classes. **The newest requirements for schools require facemasks for all staff and students while indoors.** Since our campus has extensive outdoor environments and indoor destinations, students will need to have their masks with them at all times. In addition to our great ventilation outlined below, this year we have purchased UVC/Hepa air filtration units for each classroom.

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 continue to 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.
- Parents may walk their student to the sign-in table but will not be able to walk their child to his/her classroom.
- If Covid concerns warrant, the school may at its discretion, return to the following protocols.
 - Campus entry is additionally conditioned on daily curbside verbal affirmation of meeting the guidelines for entry, wearing a face mask, and a no-touch 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.

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

- Current directives require all students aged two and above to wear a face mask while indoors.
- Students must be ready to don facemasks whenever entering any building or enclosed space on-campus. We will ask students to wear their masks when going to the Ki's serving area.
- Students are not required to wear facemasks outdoors.
- Students are not required to socially distance indoors at this time. If for any reason we must reinstitute social distancing the following will apply:
- Students enter classrooms with face masks on and keep masks in place until seated with a face shield with a drape and/or a desk partition at their required socially-distanced desk where they may remove their face mask in keeping within current guidelines:
 - Prior guidelines allow students grade two and below an option to remove their facemasks once in their stable cohort but strongly suggest teachers encourage students to keep their masks on.
 - Prior guidelines require facemasks for students grade three and above except in specific circumstances and when socially distanced for lunch, physical education.

In circumstances wherein, according to guidelines, facemasks are optional, face masks must still be worn whenever students leave their desk, and until again seated at their desk, once arrived at a socially-distanced outdoor area (only as permitted by current protocols).
- Start times and end times and related drop-off and pick-up times are staggered morning and afternoon. If you park and walk your child to the sign in tables, please leave promptly to facilitate parking for other parents.
- To facilitate safe passage along school walkways, we had added directional markings and social distancing prompts throughout the campus. This practice and those outlined below will be reinstated as necessary.
 - 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, and updated as necessary, 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, facemask protocols and sanitizing foggers with FDA approved "N" list hypochlorous acid will be used after each use.

D. Classroom Configuration and Class Size: We will return to our normal class sizes this fall, with classroom assistants as necessary. The new directives allow us to offer after school care for TK-K and Elementary students as long as. The following protocols will apply if Covid concerns warrant.

- 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.
- Directives will determine how many students will be assigned to each classroom (guidelines call each class group a "cohort") and there will be an option for up to four additional students to choose live-streamed remote access to their classroom or a higher number on campus as guidelines change.
- 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-

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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.
- 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 when there is a requirement to keep students in a stable cohort throughout the day.

E. Student Movement within their Cohort and Classroom Spaces will be unrestricted except students and staff must wear masks while indoors. If social distancing requirements are reinstated the following will apply:

- 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-1st 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 their first week of attendance.
- Students will not move school issued materials and equipment away from school except when transitioning to remote learning.
- Students 2-6th 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.

F. We have planned a seamless move to remote access when/if a group or the entire school must transition to Remote Learning: Our remote learning protocols 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 enables 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:

- Unvaccinated staff will be Covid Tested weekly to assure the safety of our staff and students.
- 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 in the case of positive or presumed exposure to 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 cohort will be moved to remote learning and the Health Department will be notified. 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.

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H. Health and Safety Training and Personal Protection Protocols

- Teachers are trained and students are 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 are trained on all Covid-19 protocols applicable to their role at ECDS.
- Teachers and other staff are 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.
- If current requirements to wear face masks indoors only are changed, the following will apply:
 - Accommodations will be made to timely update staff and students as protocols are added or change.
 - Teachers are trained and students will be instructed on passing protocols, directional arrows and social distancing markings.
 - Staff and 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 health safety) 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.
 - Current guidelines require students in grade three and above to wear facemasks at all times with very limited exceptions for lunch, physical education, and when under a health waiver.
 - Guidelines are unclear about whether a face shield with a drape is equivalent to a facemask.
 - Teachers will have a supply of facemasks 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 as necessary.

- 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 are 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.

K. Testing of Staff and Students: ECDS has arranged access to rapid PCR testing for its unvaccinated staff to be tested weekly. In addition, staff will be tested whenever there is a suspected exposure and as part of a plan for ongoing asymptomatic testing. Suspected exposed staff or students will be isolated until they can leave the campus or be picked up by a parent. If tested positive, ECDS will follow direction of Health Department or standard protocols published by the Health Department.

L. Identification and tracing of Contacts: ECDS will report to and work with the Health Department to facilitate contact tracing, notifying members of the cohort, staff, building, school as necessary when there is a confirmed case of COVID-19 associated with our facility.

M. Communicating with Families: ECDS will provide ongoing education to its families and school community by sharing new information and protocols and offering support through its newsletters and email system, in a timely manner.

We have continually reviewed the data and specific criteria that must be met in any plan for continuing safe, full-time, opening of on-campus classes. We believe all criteria have been met.

Our families and staff have been polled and overwhelmingly support ECDS continuing on-campus classes for the 2021-22 school year and beyond.

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 and periodically updated for safely opening and keeping schools open for the 2020-21 school year.

We have been holding full-time, on-campus classes, since September 8th, 2020. We continue to be prepared to move to full-time remote learning if an on-campus cohort must be 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) with a link to the complete document.

We are pleased that our school has continued to offer students safe, full-time, on-campus classes since September 8th 2020!