



**THE CAREY SCHOOL**

**WAIVER APPLICATION**

# PURPOSE

The Carey School values the health and safety of all employees, contractors, vendors, students and families. The Carey School will protect our workers and consider your health and safety during this pandemic. The Head of School or Assistant Head of School have been designated as the contact person for all related questions about this document; The Carey School COVID-19 Waiver Application.

This document outlines general COVID-19 related guidelines, policies and procedures to monitor Carey community health as Carey plans for reopening school on September 21, 2020, as well as how to respond as the COVID-19 situation evolves. The COVID-19 situation is very fluid and much has yet to be learned; these policies are subject to change. The goal of the Carey administration is to ensure to the extent possible the health and safety of students, faculty and the community at large, while balancing risk, benefits, and intensity of COVID-19 related measures, in proportion to our function as an institution of elementary education.

# BACKGROUND INFORMATION

**Name of Applicant:** The Carey School

**School Type:**

- Private, Independent, or Faith-Based School

**Number of schools:** 1

**Enrollment:** 242

**Superintendent (or equivalent) Name:** Duncan Lyon

**Address:**

1 Carey School Lane  
San Mateo, California 94403

**Grades/Number of Students Proposed to be Reopened:**

44 K                  37 1st                  40 2nd                  38 3rd                  40 4th                  43 5th

**Date of Proposed Reopening:** September 21, 2020

**Name of Person Completing Application:** Duncan Lyon, Head of School

**Phone Number:** (650) 345-2044

**Email:** dlyon@careyschool.org

**Signature:** Duncan Lyon, Head of School                  **Date:** 8/27/2020

## Consultation

Please confirm consultation with the following groups:

- Labor Organization

Name of Organization(s) and Date(s) Consulted:

- Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

A virtual Parent Town Hall meeting was held on July 16, 2020; multiple email communications to parents from the Head of School, including a video, was sent on August 10, 2020; and our summer mailing was issued to families on August 14, 2020.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

A Full Faculty Meeting was held on July 14, 2020 to discuss Reopening Plans. On August 11, 2020 employees were informed of the newly added COVID-19 Appendix to the Employee Handbook, which was shared with employees after the meeting.

Faculty Inservice meetings were held August 24 - August 28, 2020. The following topics were discussed, pertaining to the reopening of school:

- Health and Safety training pertaining to COVID-19 and reopening school

## I. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

- Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

The School has adopted a Cleaning and Disinfecting Policy to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. It applies to all areas of the School campus both indoor and outdoor, including buildings, facilities, and grounds. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, the School may, in its sole and absolute discretion, modify or revoke this Policy at any time.

The School will provide proper personal protective equipment (“PPE”), including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the label instructions on the cleaning products used by Custodial/Maintenance staff whose job duties include cleaning and disinfecting the School Campus. Custodial/Maintenance staff must

wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

The School and each of its employees serve a critical role in promoting a safe and healthy school and workplace. The School will make available soap and water, disposable wipes, hand sanitizer with at least 60 percent ethyl alcohol, or other effective disinfectant as well as tissues, and paper towels in appropriate areas on campus for use by students, employees, and visitors for hand-washing and other healthy hygiene practices. To that end, the School will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees as set forth in the School's IIPP so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.
- Classroom teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student and cohort use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, and any other surface or object in the classroom touched or used by students.
- Classroom teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Classroom teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.
- Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this Policy and as directed by their supervisor.

### **Cleaning And Disinfecting Protocols**

The School has established a regular cleaning and disinfecting schedule (8:45am - 7:00pm) for all School buildings, facilities, and grounds in order to promote a safe and healthy School campus and to minimize the possibility of under- and over-using cleaning and disinfectant products. The School will also complete the following cleaning and disinfecting protocols.

#### **1. Outdoor Areas**

The School will clean outdoor areas of the School campus routinely. Playground equipment will be closed until further notice.

#### **2. Restrooms**

The School will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday.

#### **3. Areas Where Meals Are Prepared And Eaten**

The School will clean and disinfect surfaces frequently touched by students in outdoor eating areas, including, but not limited to, tables, chairs, carts, and payment devices, between each meal service time during the school day. If students eat lunch in their classrooms, teachers will clean and disinfect the students' desks and/or tables before and after use.

#### **4. Hard And Non-Porous Items**

Each school day and workday, the School will clean and disinfect with an appropriate disinfectant frequently touched hard and non-porous surfaces or objects, such as glass, metal, or plastic, within the School's buildings, facilities, and grounds. Examples of frequently used surfaces or objects that will receive routine disinfection include, but are not limited to:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets and sinks
- Touch screens
- Copiers
- Games
- Art supplies
- Electronic devices
- Learning aids
- Printers
- Books/binders
- Refrigerators
- Microwaves
- Coffee makers
- File cabinets and shelves
- Shared computers
- Shared tools/equipment
- Stairways and stairwells
- Handrails
- Elevator buttons
- Toys

#### **5. Soft And Porous Items**

The School has removed/stored the soft and porous materials in each School building and facility to reduce frequent handling or contact with multiple people. The School has removed and stored soft and porous materials that are difficult to clean and disinfect, such as *e.g.*, upholstered seating in communal areas, stuffed animals and other soft toys, and area rugs.

#### **6. Drinking Fountains And Water Systems**

Before reopening, the School will be suspending the use of drinking fountains and instead encouraging the use of reusable water bottles and using the touchless bottle refilling stations on campus.

#### **7. Ventilation Systems**

The School will maintain the School's ventilation systems, air filters, and HVAC systems and maximize the central air filtration for HVAC systems. The School will also increase circulation of outdoor air by opening windows and doors to the extent possible and safe.

#### **8. Cleaning After A Symptomatic Or Infected Person Has Been On The School Campus**

In the event a student, employee, or visitor who exhibits symptoms of COVID-19 or who tests positive for COVID-19 has been on the School campus, the School will close all areas of the campus that the individual used or visited and remote instruction will be sent home upon the second day for all cohort students. The School will wait 24 hours before cleaning and disinfecting the areas. A Third Party Cleaning Company will use disinfectants and will wear appropriate PPE while cleaning and disinfecting the areas. The School will prohibit anyone from entering the areas until after they have been cleaned and disinfected.

- ❑ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Students K-5 will learn in stable cohorts of 12-15 students during the school day. Students will remain at their desks in their classroom, and teachers will move from classroom to classroom. Classrooms will be grouped and designed to allow for proper distancing, with students in their individual desks all facing forward. Students will be exposed to 3-4 teachers from their homeroom team, 1 learning specialist, 1 member from the administration, and 1 PE teacher each week. They will also be exposed to 2 specialist teachers per 4 weeks called a “Deep Dive”. Specialist teachers will only work with one grade level for a 4 week period. Students will also have PE outdoors. Each cohort will have a designated outdoor play and eating space and restroom to use.

Teachers will have a designated workspace in a different area of the school and will share it with their grade level team and the two “Deep Dive” specialist teachers working with that cohort that month. Classrooms will be student spaces with limited furniture to allow for proper distancing. Students will have their own supplies at their desk and will not share materials with other students.

If a student exhibits symptoms associated with COVID-19 while on campus:

- The teacher will separate the student feeling ill, assess signs and/or symptoms, and then call the front office to speak to the Pandemic Coordinator for the next steps.
- The Pandemic Coordinator will ask the student to be brought up to the isolation tent (near the front office) allowing them time to dress in the proper PPE gear (face cover and shield, gown, gloves, and foot coverings). The Pandemic Coordinator will then assess the student and call the parents for an immediate pick up.
- The Pandemic Coordinator will suggest that the family take the student to get a PCR test with their health care provider.
- The School will close all areas of the campus that the individual used or visited. The School will wait 24 hours before a third party cleaning company cleans and disinfects the area(s).
- The School will coordinate with SMCOE and the public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home.

If an employee exhibits symptoms associated with COVID-19 while on campus:

- Employees who develop a fever and cough during the school day or other symptoms consistent with COVID-19 should notify their supervisor and the Pandemic Coordinator, put on a cloth face covering (if not already on) and immediately move to an isolation area.
- The Pandemic Coordinator will suggest that the employee take a PCR test with their health care provider.

- The School will close all areas of the campus that the individual used or visited. The School will wait 24 hours before a third party cleaning company cleans and disinfects the area(s).
- The School will coordinate with SMCOE and the public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home.

- **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Students / Employees:

The School has established ONE main entry and exit point to the School's campus to promote physical distancing. The entry and exit points will be the front/main gate off of the Alameda de las Pulgas. Students and employees will be assigned to enter and exit at specific entry and exit points each school day they are on campus.

During this time, the School will restrict access to the School's campus, and limit visitors and volunteers, including parent volunteers. All campus visitors must be approved in advance by the Head of School or the Assistant Head of School. Visitors, who are authorized to enter the School's campus, will not be able to do so until they have cleared the screening protocols set forth in the School's Policy and Protocols for Screening Students/Employees.

In order to promote physical distancing requirements, the School will be taking the following measures to schedule in-person classes:

- There will be staggered start and end times for the school day. K will begin at 8:30 am and grades 1-5 at 8:15 am. Pre-K and K will end their day at 2:45, 1st and 2nd at 3:00 and 3-5 at 3:15 pm.

Students will be dismissed from classes in a staggered manner: Students will be dismissed and wait in a designated location, physically distanced starting at 2:45pm.

- Student/Faculty cohorts will have designated bathrooms and walking paths on campus and in and out of school. The map of the campus indicates the walking paths that each grade(s) will be allowed to travel while on campus. The bathrooms on campus are also clearly labeled with each grade(s) able to use them, to include an adult only bathroom (for those not in cohorts) and a bathroom allocated for kitchen staff and possible outside vendors.

Employees:

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms,

bathrooms, communal-use spaces, and playgrounds/outside spaces. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as one-way hallways.

The School has rearranged classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, the School may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

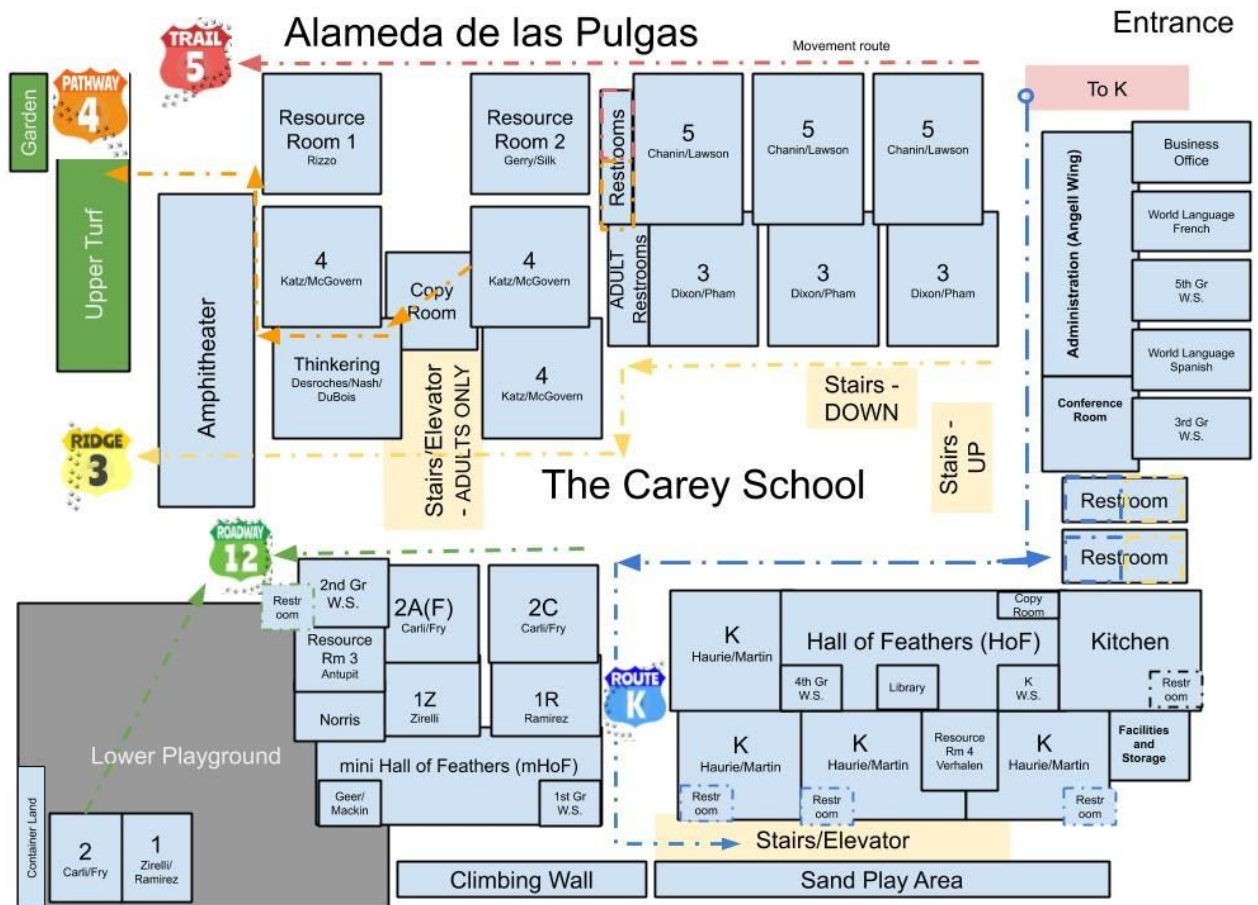
Non-essential meetings have been cancelled or postponed. In-person meetings, including parent-teacher conferences, will be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it will take place in a location that allows all individuals to maintain a minimum distance of 6 feet and all individuals should sign-in to document attendees. Persons attending the meeting should disinfect the space they occupied during the meeting (*e.g.*, chair, area of the table at which they sat), and the location used for the meeting must be cleaned and disinfected before it can be used again.

The School will conduct trainings virtually, or if in-person, employees shall avoid grouping together and ensure minimum physical distancing is maintained. The School will require virtual activities and events in lieu of field trips, assemblies, and on-site performances.

Employees are expected to enforce the School's physical distancing strategies and shall take measures to decrease students congregating in any one location.

Physical distancing is key to preventing the spread of COVID-19. The School discourages employees and students from gathering elsewhere, off campus, or creating situations where there are large group gatherings (*e.g.*, parties, etc.)





- ❑ **Face Coverings and Other Essential Protective Gear:** How CDPH’s face covering requirements will be satisfied and enforced.

Students:

Pursuant to recommendations from public health officials, all employees and students by appropriate grade level, must wear a face covering while at school, except during designated meal times. Face coverings must be made out of breathable cloth materials, cover a student’s entire nose and mouth area, and be secured to the student’s head with elastic ties or straps. A face covering should be considered essential clothing that is laundered at home by hand or machine wash and worn to school each day.

Parents have been asked to comply with [CDC training on proper use, removal, and washing of cloth face coverings](#). Parents have been asked to discuss proper use of face covering with their children, and have children practice wearing face coverings prior to the Fall.

Students with medical conditions or disabilities that prevent them from being able to wear a cloth face covering, will be provided with accommodations, which may include wearing a face shield with a cloth drape attached across the bottom and tucked into a shirt; this determination will be made on a case-by-case basis consistent with the School’s policy on reasonable accommodation of students.

Students are encouraged to bring their own face coverings from home, but the School will have face coverings available to students who fail to do so or whose face coverings become damaged while at school.

Face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Students and parents are responsible for maintaining face coverings with proper care. Fabric face coverings should be washed daily per [CDC guidance](#).

Employees:

- **Face Coverings**

The School will provide each employee with five (5) washable cloth face coverings upon returning to the School. Employees are welcome to use their own face coverings from home, as long as they are workplace appropriate. The School will have face covering or face shields available for employees who fail to bring one or whose face covering becomes damaged while at school.

Employees with medical conditions or disabilities that prevent them from being able to wear a cloth face covering, will be provided with accommodations made on a case-by-case basis consistent with the School's Policy on Reasonable Accommodation of Employees.

- **Face Shields**

According to the CDC a face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.

However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired. Here are some considerations for individuals who must wear a face shield instead of a mask:

- Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others:
  - Face shields that wrap around the sides of the wearer's face and extend below the chin.
  - Hooded face shields.
- Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.
- Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions.
- Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](#).

- **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Students:

In order to protect the safety of our students, employees, and the School community at large, students and any parents or visitors will be required to complete a pre-screening for symptoms

of COVID-19 using the TitanHST app prior to coming to the School facilities/campuses. This policy will remain in place until further notice.

Parents shall screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. Parents will be required to complete a pre-screening app (Titan) daily prior to coming to the School facilities/campuses. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 and notify the School of the reason for the student's absence.

Access to campus will be restricted to designated point(s) of entry where School employees will review the pre-screening app (Titan) for symptoms associated with COVID-19. Student morning drop off will take place outside near the main School entrance/exit. Parents should drive up to the front of the drop-off lane (Alameda and/or the La Salle circle) and all passengers should remain in the vehicle until a School official has identified the vehicle. Parents should then present their cell phone with the Titan app, by holding it up to the front windshield or front window to show a "green screen/thumbs up" which indicates that the student is clear of COVID-19 symptoms and cleared to enter campus. The School employee will then give an acknowledgement that the student is able to open their own car door and enter the campus. By staggering this process School officials will ensure that students remain at least six (6) feet apart from other parties. After clearing the screening protocols, students will be directed to their classrooms by School staff.

If parents or caregivers are entering the campus to pick up a sick child they must be screened for symptoms associated with COVID-19 in the manner described herein with the Titan app and having the all clear being given by the Pandemic Coordinator in the front office via the camera at the front gate. Parents and caregivers must wear a face covering at all times while on School grounds and all visits must be as brief as possible. Parents and caregivers must pass through doorways one at a time to allow for social distancing. Parents and caregivers are asked to meet their child at the School entrance for pick-ups and drop-offs whenever possible.

#### Employees:

In order to protect the safety of our students, employees, and the school community at large, employees will be required to complete a pre-screening for symptoms of COVID-19 using the Titan HST app prior to coming to the School facilities/campuses, regardless of whether students are on campus or if on campus to conduct distance learning, and have it verified by a Pandemic Coordinator. While waiting to be verified, employees must remain at least 6 feet apart from others. Employees who pass the screening requirements will be required to wash or sanitize their hands prior to starting their work day. This policy will remain in place until further notice.

School employees will check their temperature daily and observe for other symptoms associated with COVID-19 prior to leaving for work. An employee exhibiting one or more symptoms associated with COVID-19 shall stay home and notify his or her supervisor of the reason for his or her absence.

COVID-19 Response Chart from California Department of Public Health Office

Student or Staff Who:	Action	Communication
1. Presents with COVID-19 Symptoms.  Symptom Screening: CDPH, p. 14	<ul style="list-style-type: none"> <li>❖ Send home</li> <li>❖ Recommend testing                             <ul style="list-style-type: none"> <li>➢ If positive, see #3</li> <li>➢ If negative, see #4</li> </ul> </li> <li>❖ School/classroom remain open</li> </ul>	No action needed
2. Is a close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>❖ Send home</li> <li>❖ Quarantine for 14 days from last exposure</li> <li>❖ Recommend testing (but will not shorten 14-day quarantine)</li> <li>❖ School/classroom remain open</li> </ul>	<p>Message sent to larger school community</p> <p>Message sent to community member who may be a contact</p>
3. Has a confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>❖ Notify the Public Health Department</li> <li>❖ Isolate the case and exclude from school for 10 days from symptom onset or test date</li> <li>❖ Identify contacts, quarantine, and exclude exposed contacts (likely entire cohort) for 14 days after the last day the case was present at school while infectious</li> <li>❖ Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14 day quarantine)</li> <li>❖ Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>❖ School remains open</li> </ul>	Message sent to entire school community
4. Tests negative after symptoms	<p>May return to school 3 days after symptoms resolve</p> <p>School/classroom remain open</p>	No action needed

- ❑ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

The School has made every effort to make handwashing and hand sanitizing stations available across the campus. Every classroom and restroom have touchless hand sanitizing stations installed close to the classroom door. In addition, the School has installed touchless soap dispensers in each classroom and each of the restrooms on campus.

The School has plumbed in a handwashing station outside our newest building (1st Grade classrooms) that will have three touchless faucets. In addition to that station the School has purchased 2 portable hand washing stations to be placed in strategic locations on campus.



**Students:**

Students will be required to wash their hands with soap and water at least every two hours, or use hand sanitizer if soap and water are not available, before leaving home, when arriving and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.

Students using soap and water must follow CDC guidance on proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Parents should teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. The School encourages parents to also remind students to follow these practices.

**Employees:**

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available and after any of the following activities or at least every two hours: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility or classroom, going on break, and before and after their work shift.

Employees must also promote and reinforce regular handwashing of students at least every two hours. Hand-washing should take place at the beginning of the day, before and after meals, after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that involve sharing supplies and materials.

- ❑ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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<sup>1</sup> Handwashing station

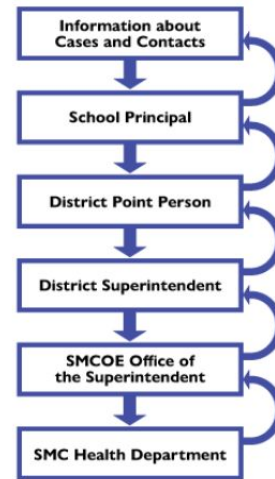
<sup>2</sup> Touchless faucet for handwashing station

At the time the School has a confirmed case we will work in coordination with the public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home.

Two of the School employees have been trained to be a Pandemic Coordinator, via Joffe Emergency Services and a COVID-19 Contact Tracing course via Johns Hopkins University. These individuals will be responsible for assisting with the support of contact tracing; creating lists of class cohorts and faculty that could have been possibly exposed to the case.

The reporting process has been outlined as the following:

- 1. San Mateo County Office of Education**  
(650) 802-5515  
[info@smcoe.org](mailto:info@smcoe.org)  
[plove@smcoe.org](mailto:plove@smcoe.org)
- 2. San Mateo County Public Health Office**  
(650) 573-2629



Titan HST, the company the School has contracted with for the pre-screening app, also has phone-to-phone contact tracing as part of their package. This will allow a phone, with the Titan HST app on it, to log other phones it comes into contact with. The app will be able to log the length of time an employee has been in contact with another employee (or rather each individual phone), and how far away an employee was.

- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Students K-5 will learn in stable cohorts of 12-15 students during the school day. Students will stay at their desks in their classroom, and teachers will move from classroom to classroom. Classrooms will be grouped and designed with individual desks for each student, all student desks are facing the same direction and 6ft apart to allow for proper distancing. Students will be exposed to 3-4 teachers from their homeroom team, 1 learning specialist, 1 member from the administration, and 1 PE teacher each week. They will also be exposed to 2 specialist teachers per 4 weeks. Specialist teachers will only work with one grade level for a 4 week period. Each cohort will have a designated outdoor play and eating space and restrooms. Students will also have PE outdoors.

Employees have been informed to maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on

campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as one-way hallways.

The School has rearranged classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, the School may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

- ❑ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

On Monday, August 24, 2020 the Pandemic Coordinator(s) provided training to the employees on the COVID-19 Back to Campus Health and Safety Training, a 90 min course. In addition to the training, on August 11, 2020 all employees received an electronic version of the COVID-19 Appendix to the Employee Handbook. Each employee is required to acknowledge that they read the Appendix and other Return to School information.

Families received the COVID-19 Appendix to the Parent Student Handbook on Friday, August 14. They are required to submit an electronic acknowledgement that they have read the Parent Student Handbook and the COVID-19 Appendix.

- ❑ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

The School has contracted with Eurofins to handle our PCR nasal swab testing for all employees beginning on August 27, 2020. The School will begin with individual PCR testing of employees, then move to a schedule of PCR testing at least every other week for employees.

Additionally we have the ability to conduct signal wastewater sample testing.

- ❑ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

The Head of School and the Administration will close the school if 3% of the School's population has contracted the Coronavirus. This decision will be made in consultation with the San Mateo County Health Department. The School will also be in consultation with the San Mateo County Health Department with regard to reopening the school.

- ❑ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

The School will use the *COVID-19 Response Chart* from the California Department of Public Health Office to gauge the type of communication necessary for the situational needs.

<b>Student or Staff Who:</b>	<b>Action</b>	<b>Communication</b>
1. Presents with COVID-19 Symptoms.  Symptom Screening: CDPH, p. 14	<ul style="list-style-type: none"> <li>❖ Send home</li> <li>❖ Recommend testing               <ul style="list-style-type: none"> <li>➢ If positive, see #3</li> <li>➢ If negative, see #4</li> </ul> </li> <li>❖ School/classroom remain open</li> </ul>	No action needed
2. Is a close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>❖ Send home</li> <li>❖ Quarantine for 14 days from last exposure</li> <li>❖ Recommend testing (but will not shorten 14-day quarantine)</li> <li>❖ School/classroom remain open</li> </ul>	<p>Message sent to larger school community</p> <p>Message sent to community member who may be a contact</p>
3. Has a confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>❖ Notify the Public Health Department</li> <li>❖ Isolate the case and exclude from school for 10 days from symptom onset or test date</li> <li>❖ Identify contacts, quarantine, and exclude exposed contacts (likely entire cohort) for 14 days after the last day the case was present at school while infectious</li> <li>❖ Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14 day quarantine)</li> <li>❖ Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>❖ School remains open</li> </ul>	Message sent to entire school community
4. Tests negative after symptoms	<p>May return to school 3 days after symptoms resolve</p> <p>School/classroom remain open</p>	No action needed



