



# COVID-19 PREVENTION PLAN FOR LOS ALTOS GRACE SCHOOL

Updated: January 25, 2021

Los Altos Grace School is committed to the physical, mental, social-emotional, and spiritual health and safety of our students, their families, and our staff. We are committed to a successful school year and an exceptional experience for our students. This policy outlines practices regarding social and physical distancing to prevent exposure to COVID-19 while providing an on-campus education to Los Altos Grace School students.

Throughout the COVID-19 pandemic, every action has been and will continue to be in alignment with the California Department of Public Health (CDPH), Long Beach Public Health, and Los Angeles County Department of Public Health guidelines specific for schools. The safety protocols and procedures outlined within this plan are aimed to mitigate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk.

This plan requires parents and employees to ensure that only healthy individuals are entering campus. These policies have been developed based on guidelines from California Department of Public Health (CDPH), California Department of Education (CDE), California Department of Social Services (CDSS), as well as the American Academy of Pediatrics. Los Altos Grace Schools will adhere to the policies and procedures described below and are committed to providing quality education and care.

## Authority and Responsibility

**The school administration** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment

## HEALTH & SAFETY PROTOCOLS

### COVID-19 Exposure Management Plan

A COVID-19 compliance team has been established and is responsible for compliance and education of all protocols and procedures. A member of this team will communicate with Public Health as the liaison in case of an outbreak.

Following a confirmed case of a student who was at school during his or her infectious period, other exposed students and staff should be quarantined for fourteen days. The school should revert to distance learning when multiple cohorts have cases or five percent of students and staff test positive within a fourteen-day period. [Presence of Illness Procedures](#)



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If any individual presents with symptoms of Covid-19, then isolation, dismissal from campus, and [cleaning procedures](#) will be implemented as set forth by directives of the Centers for Disease Control and the California Department of Public Health.

- Staff and students will be monitored including a temperature check upon arrival and assessment for signs of Covid-19 with each individual's health history being taken into consideration; results will be logged. Staff and students will be rescreened during the day as needed.

COVID-19 symptoms are defined by the California Department of Public Health as the following:

- Fever (100.4/38°C or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

*Staff and students will be advised to seek immediate medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.*

- If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.
- If staff exhibit signs of illness, they will be directed to go home or to a medical facility.
- If a child exhibits signs of illness, that child will be isolated in a room separate from other individuals, and the adult(s) designated for pick up will be immediately contacted and directed to pick up the child.

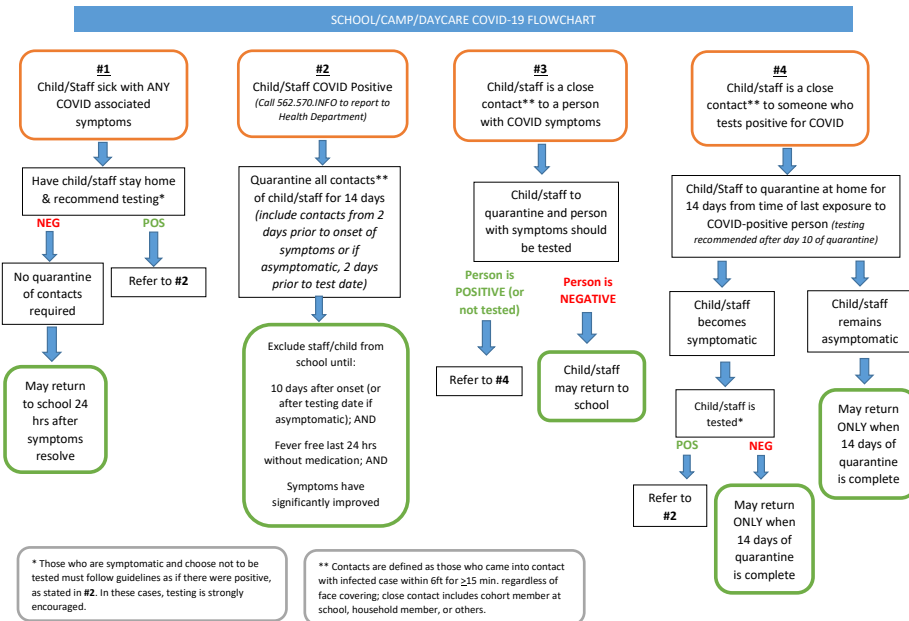
Staff members and students who are ill may not return until they have met [CDC criteria](#) to discontinue home isolation, 24 hours with no fever, symptoms have improved and ten days since symptoms first appeared.

A student or staff member with any COVID associated symptoms who tests negative for COVID may return to school 24 hours after symptoms resolve.

- Teachers will provide students with options for continuing work at home.
- Absences due to Health Screening restrictions will not be counted as school day absences as students will continue to work from home.

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- If family members are home with COVID-19 or flu-like symptoms, every child in that family should be considered "high risk," and self-quarantine at home.
- Los Altos Grace School will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and will not use the area before [cleaning](#) and disinfection according to CDPH guidelines. To reduce risk of exposure, we will wait twenty-four hours before cleaning and disinfecting. If it is not possible to wait twenty-four hours, we will wait as long as practical. We will ensure a safe and correct application of disinfectants by using personal protective equipment and ventilation recommended for cleaning. We will keep disinfectant products away from students.
- Los Altos Grace School will document cases and notify local health officials of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.



## **COVID-19 TESTING & REPORTING/Surveillance Testing Plan**

When requested by Public Health, employees will reach out to their personal health professional to receive a test for COVID-19 for surveillance purposes. If this is not possible, a test can be taken at any of the testing sites locally operating.

All surveillance tests will be reported to the Health Department.

## **Daily Screening Prior to Entry at Staff Arrival and Child Drop-off**

All Los Altos Grace School staff and administrators will be trained in how to screen for daily entry to the facility. Los Altos Grace School will implement screening procedures for all staff and students that include the following:



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- Inquire whether students have experienced any symptoms (primarily fever, new cough, difficulty breathing, or other signs of illness within the last twenty-four hours, or have administered any fever-reducing medications in the prior twenty-four hours.
- take the temperature of each staff member.
- take the temperature of each child.
- A log to document and track all reported symptoms and/or temperatures

### **Exclusions to campus**

Los Altos Grace School will exclude any child, parent, or staff member showing symptoms of COVID-19.

- Students and staff are required to stay home prior to returning to Los Altos Grace School if they or a household member have traveled to an area identified as high risk. For additional information on [Self Quarantine](#) use this link.
- Students or staff will be required to quarantine for fourteen days prior to returning to Los Altos Grace School if a household member has tested positive for COVID-19.

For further information click on this link. [Screenings and Exclusions](#)

### **Guests, Parents, and Visitors will have limited access to the campus**

Contact to school staff should be made through phone or email unless a campus visit is necessary.

Should there be need for access to the campus during school hours:

- We require that visitors request an appointment if there is a need to be on campus.
- All guests, parents, and visitors will answer health screening questions and have their temperatures checked before entry to the campus.
- All guests, parents, and visitors are required to wear face coverings while on campus.

### **Face Coverings and Other Essential Protective Gear**

**The Los Angeles County Reopening Protocols for K12 Schools states that all students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings (ie. Showering, napping). Anyone entering school property (students, parents and all employees) who has contact with others is required to wear a cloth face covering. Teachers of the youngest grades may wear a face shield with a cloth tucked in drape while they are providing phonological instruction, so that students can see the instructor's face. Please have your containment, response and reopening plans reflect these requirements.**

- We acknowledge that face coverings and face shields can help prevent the spread of illness. [Face Coverings](#)
- All students and employees are required to wear a face covering, especially during transition from one location to another while in common areas.
- All staff will wear a face covering or a face shield with a face covering at all times, including in the halls, break rooms, and other common areas.
- Teachers may wear a face shield with a cloth drape when providing phonological instruction with students.
- Staff may remove face coverings only when alone in a room.



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- Students with medical issues that keep them from wearing a face covering will be required to provide a doctor's note with the designation, and must have at least six feet around them at all times. A face shield with a drape will be worn as an alternative to a facial covering.

### **Cohorting & Physical Distancing**

- Students will remain in class groups and not mingle with other groups as much as possible.
- The student groups (cohorts) will have the same teachers (max 2) throughout the day.
- Los Altos Grace School will maintain six feet of distance between individuals, as much as is possible and to the best of our ability. [Social and Physical Distancing](#)
- We will arrange classroom furniture, desks, and play spaces to maintain 6-foot separation.
- We will provide barriers as needed when 6-foot separation is not possible.
- Specialists will enter the classroom when needed, making sure they wash their hands upon entering and exiting the classroom.
- When possible, we will utilize the outdoor areas to extend the classroom environment, weather permitting.
- Doors and windows will be open to allow for ventilation.
- We will teach children appropriate "non-touch" greetings such as toe taps or elbow bumps.
- Los Altos Grace School will postpone large gatherings and group activities, reducing all group sizes.
- Emergency drills will be modified to maintain proper physical distancing to the greatest extent possible.

**The Environment:** Los Altos Grace School staff will continue to adhere to best practice procedures for maintaining a clean and healthy environment for children including but not limited to the following:

- Daily wiping down of all touched surfaces, including desks, pencil boxes, games, and electronic devices with cleaning wipes and products specified by the CDPH guidelines. When students are out of the classroom, staff will wipe down door handles, soap dispensers, light switches, desks, chairs, keyboards, headphones and anything else that is frequently handled.
- Restriction of shared play things without previously wiping down that item.
- Provide play activities that do not require close physical contact between children.
- No personal items may be shared (e.g., backpacks, clothing).
- Learning materials may be shared only once disinfected (e.g., textbooks, tablets, Chromebooks).
- All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).
- School personnel will refill water bottles for students. The drinking fountains will be closed and may not be used anywhere on campus except for refilling water bottles by staff. If a student does not bring a water bottle, a disposable water bottle will be provided.

### **Cleaning and Disinfection**

In keeping with health and safety policies set forth and implemented by Los Altos Grace Schools administration and staff, as directed by the CDPH guidelines, Los Altos Grace School will maintain a clean and safe environment through the following:

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### **Cleaning:**

- Continuous implementation and enforcement of strict handwashing guidelines for all staff and students.
- Wipe down doors, knobs, desks, surfaces, and other frequently touched areas each recess or time students leave the classroom.
- Post signs in restrooms and near sinks that convey proper handwashing techniques.
- Review and share with staff and parents important guidance related to prevention and social and physical distancing.
- Implement strategies to model and reinforce social and physical distancing. Staff will create social stories and lessons focusing on social distancing, handwashing, healthy etiquette for sneezes, coughs, etc.

### **Hand washing:**

- Students and staff will wash hands for twenty seconds anytime they are entering the classroom from elsewhere (home, playground, special class, PE...).
- Los Altos Grace School staff will teach all students about [proper hand washing technique](#).
  1. Turn on water.
  2. Wet hands.
  3. Apply soap on hands.
  4. Rub together thoroughly for twenty-thirty seconds.
  5. Rinse hands
  6. Dry hands with a paper towel.
  7. Use a paper towel to turn off water unless someone is waiting to wash (the last student in line can use a paper towel to turn off the water).
  8. If a door must be opened, use the paper towel to open the door before tossing in the trash.
- Hand sanitizer will be used when no sink is available or after handwashing as a secondary barrier against germs (age of student will be taken into consideration).

Hygiene: Los Altos Grace School staff will continue to best ensure the development of healthy hygiene by executing the following:

- Teach, model, and reinforce healthy habits and social skills.
- Explain to students why it's not healthy to share drinks or food, particularly when sick.
- Practice frequent handwashing by singing "happy birthday" or counting to twenty (handwashing should last twenty seconds).
- Teach children to use tissue to wipe their nose and to cough into their arm crease at the elbow.
- Model and practice handwashing after coughing or sneezing, after playing outside, and after using the restroom.



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**Bathroom Hygiene:** In addition to Los Altos Grace School hygiene practices and regular surface wipe down practices, all facilities including bathrooms will be cleaned and sanitized as needed throughout the day, with nightly cleaning by the janitorial staff. In addition to these practices, staff will:

- Heighten vigilance of healthy bathroom habits during this time as an opportunity to reinforce hygiene and monitor proper hand washing.
- Staff will sanitize the sink and toilet handles multiple times during the day.
- Teach children to use a tissue when using the handles to flush the toilet.
- Ensure children wash hands with soap and water for twenty seconds and use paper towels to dry their hands thoroughly.

### **Morning Arrival**

- Kindergarten - Second grade students will be admitted through the Stearns St. gate. A staff member will screen for symptoms and take temperature as adults sign students in.
  - Observe all physical distancing requirements.
  - Face coverings must be worn by all persons during drop-off and pick-up.
  - Temperatures and screening questions will be completed each day before entrance to campus.
  - Students will wash hands upon admittance to the classroom.

**Late Arrivals:** Students checking in after school begins need to check in at the Stearns Street gate for a health screening with an adult.

### **Pick Up at the end of the day: Please observe all physical distancing requirements**

All students will wash their hands before leaving the pick-up area.

- Kindergarten students will depart through the Stearns St. gate.
- First - Second graders will depart through the El Progreso St. gate.
- *Interactions with the teacher are to be as brief as possible and parents agree to adhere to face covering and social distancing policies by remaining in the car and at least six feet away from staff.*

**Early Release due to appointment, family need, or other reason:** Parents will need to call the office in advance to request an early dismissal for their child. Student(s) will be released when the parent is visible at the gate. Upon return to school, each student will need to perform an entrance health check.

**Lunch Times:** Students will bring a snack, lunch, and personal water bottle each morning from home. Los Altos Grace School staff will adjust the procedures for lunch time to accommodate social distancing policies.

Staff will:

- Continue to ensure the practice of proper hand washing before and after eating.
- Clean and disinfect tables after lunch (students pick up their own trash)
- Students may not share food.
- Hand sanitizer from home should be kept in the student's lunch box and not shared.



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- Students will place their face covering in their lunch box while eating.
- On rainy days, students will eat in classrooms or the basement allowing for distancing policies.

### **School Office: 7:30am - 4:00pm**

- School office hours will remain in place; however, we ask parents to resolve matters via telephone, email, or video conferencing whenever possible.
- Parent meetings may be conducted via telephone or virtually, when needed.
- Person to person meetings may take place if necessary, as long as the following precautions are taken: all participants must wear a face covering and physical distancing of a minimum of six feet will be required.
- Meetings may take place outdoors instead of in the office or classroom.
- Necessary paperwork and payments may be dropped off at arrival or pick up.

### **Student Campus Health Acknowledgement Form**

In addition to all annual documents from the start of school, parents will submit a Health Acknowledgement Form that confirms that they have read the school plans and policies and that they commit to supporting these plans and policies.

## **ON CAMPUS LEARNING**

### **In class:**

- All classrooms will be set for physical distancing.
- All students will have barriers in work areas.
- Students will sit in individual desks with distancing and barriers.
- All students will have their own supplies.
- Face Coverings:
  - Students in third - sixth grade will wear face coverings all day.
  - Students in K- second grade will have a mask at school for times when physical distancing is not possible.
  - All teachers and staff will wear face covering and/or face shield at all times.
  - Teachers will wear face covering when not able to be six feet from another person.
  - Teachers will wear a face shield when teaching students. A face shield will be used alone when necessary to allow for phonemic awareness, enunciation, and other clarity of subject matter.

### **Arts:**

- Music classes (K-3) Band (4-6 for those signed up) will be adapted to meet all requirements.
- Choir will take a break for the first half of the school year. We will re-evaluate in January.
- Art and Computer classes will be adapted to meet all requirements.

### **P.E. & Recess:**

- Contact sports will not be permitted during Physical Education classes or recess times.
- Recreational and sports equipment will be regularly cleaned and sanitized.
- Recess: Classes will utilize areas of the playground and Kindergarten grass area as a class to be rotated throughout the day/week.
- Jackets worn on the playground will be tied around the student's waist when not worn to keep them from being on the ground or lying on the tables.
- Hand washing will take place before and after recess.

### **Attendance:**

Students who need to quarantine at home will not be counted absent.





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### DISTANCE LEARNING PLAN

A Distance learning plan is in place for those who choose to quarantine, those that must isolate or quarantine, or should a cohort need to move to quarantine. This "Learning from Home" option will support any student as needed. Communicate with the office to enroll.

#### Sample schedule for Distance Learning

	Start Time	End Time	Total Minutes
Morning Meeting	8:30am	8:45	15
Transition	8:45	8:50	5
Bible Lesson	8:50	9:20	30
Transition	9:20	9:25	5
Language Arts	9:25	10:25	60
Break	10:25	10:40	15
Math	10:40	11:40	60
Lunch Break	11:40	12:40	60
Social Studies/Sci	12:40	1:20	40