



**Injury and Illness Prevention Program (IIPP)
For Kern County K-6 School Re-Entry Waiver**

**Heritage Oak School
2020-2021**

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SECTION 1:

COVID PLAN OVERVIEW

The School has adopted this 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. This Policy applies to all areas of the School campus both indoor and outdoor, including buildings, facilities, and grounds when the county is in Phase 2 or 3 of the *Heritage Oak School COVID Guide for Parents and Students (see school website or graphic on next page)*. 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.

Depending on the current state and/or county stage for preventing the spread of COVID-19 at any given time during the school year, we have adopted the following 4 Phase plan to coincide with their recommendations and orders.


SECTION 2:

COVID PHASE GUIDELINES

HERITAGE OAK COVID-19

PHASE GUIDELINES

Phase response based on COVID-19 conditions in Kern Co.



<p>1</p> <p>PHASE ONE <i>RISK HIGH</i></p> <p>FULLY ONLINE K-12</p> <p>Instruction via Google Classrooms</p>	<p>2</p> <p>PHASE TWO <i>RISK MODERATE</i></p> <p>K-6 ON-CAMPUS 7-12 ONLINE</p> <p>K-6 on-campus with approved waiver M-Th; Fridays on-line; No group activities</p>
<p>3</p> <p>PHASE THREE <i>RISK LOW</i></p> <p>K-12 ON-CAMPUS</p> <p>K-12 on-campus due to Kern Co. off watchlist; Limited Activities</p>	<p>4</p> <p>PHASE FOUR <i>RISK VERY LOW</i></p> <p>K-12 ON-CAMPUS</p> <p>K-12 on-campus M-F; All activities resume</p>

SECTION 3:

PROTOCOLS FOR CLEANING & DISINFECTING THE SCHOOL CAMPUS

The School has adopted this 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. This Policy 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.

A. Use and Provision of Cleaning and Disinfectant Products

To carry out the cleaning and disinfecting protocols set forth in this Policy, the School will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19¹, on the Environmental Protection Agency (EPA) “List N: Disinfectants for Use Against SARS-CoV-2” (“List N”) labeled to be effective against emerging viral pathogens. The School will make efforts to select and make available cleaning and disinfectant products on List N with asthma-safe ingredients, such as hydrogen peroxide, citric acid, or lactic acid, and will avoid products that mix hydrogen peroxide, citric acid, or lactic acid with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.

The School and all School employees must also adhere to the following requirements when using cleaning and disinfectant products:

- Follow all label directions including appropriate dilution rates, application methods, and contact times.
- Utilize safe and correct application methods for cleaning and disinfectant products.
- Never mix bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled.
- Keep all cleaning products and disinfectants out of the reach of children.
- Properly ventilate the space while cleaning and disinfecting and introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- Complete thorough cleaning and disinfecting when children are not present and air out the space before children arrive by opening windows, by using an air conditioner

¹ The EPA has compiled a list of disinfectant products that can be used against the virus that causes COVID-19, including ready-to-use sprays, concentrates, and wipes. This includes a limited list of products approved for use on soft and porous materials. The current list of EPA-approved disinfectants, which was last updated on May 7, 2020 and could be modified at any time, can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

setting that brings in fresh air, or by using an HVAC system with an air filter rating of at least MERV 13.

B. Custodial/Maintenance Staff

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 directions on the cleaning products used by the custodial/maintenance staff whose job duties include cleaning and disinfecting the School Campus. The custodial/maintenance staff must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

Appropriate PPE includes disposable gloves and gowns that are compatible with the disinfectant products being used. The School may require the custodial/maintenance staff to wear additional PPE, such as goggles or face shields, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, the custodial/maintenance staff must wear a similar type of covering, such as coveralls, aprons, or work uniforms. Any reusable (washable) clothing worn during the cleaning and disinfecting process must be laundered afterwards. The custodial/maintenance staff whose job duties require them to handle dirty laundry must clean their hands after handling dirty laundry.

The custodial/maintenance staff utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, the custodial/maintenance staff must wash their hands thoroughly with soap and water.

The School will ensure training² is provided to the custodial/maintenance staff on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, how to maintain and dispose of PPE, and the limitations of PPE. The School will also provide training to the custodial/maintenance staff utilizing PPE on proper eye and face protection, hand protection, and respiratory protection. Additional information about PPE requirements and training is located in the School’s Injury and Illness Prevention Program (“IIPP”).

² OSHA regulations include numerous standards that set forth obligations for employers to train their employees on the proper use of PPE. These standards can be found at the following links:

- General PPE Requirements ([29 CFR 1910.132](#))
- Eye and Face Protection ([29 CFR 1910.133](#))
- Hand Protection ([29 CFR 1910.138](#))
- Respiratory Protection ([29 CFR 1910.134](#)); The OSHA website offers a variety of [training videos](#) about respiratory protection.
- When the potential exists for exposure to human blood, certain body fluids, or other potentially infectious materials, workers must receive training on Bloodborne Pathogens ([29 CFR 1910.1030](#))

Since most employees will only be responsible for disinfecting their own workspace or classroom area, training based on the above-referenced standards may not be necessary. If the School has employees whose job duties require them to clean or disinfect its buildings or facilities, the School should evaluate the level of training that is needed for these employees. Schools should consult with legal counsel for guidance on how to satisfy these training obligations.]

C. Provision of Hand-Washing and Other Healthy Hygiene Supplies

The School will make available disposable wipes or hand sanitizer³ with at least 60 percent ethyl alcohol, or other effective disinfectant as well as tissues, paper towels, and no-touch trashcans near each entrance of any School building or facility, at each COVID-19 symptom screening locations, in all classrooms, office areas, the Grove, the Sanctuary, restrooms and in any other appropriate areas on campus for use by students, employees, and visitors for hand-washing and other healthy hygiene practices.

All classrooms for Grammar students include sinks with soap and water with the exception of 2 classrooms which will utilize the designated restrooms as needed.

D. Employee Cleaning and Disinfecting Responsibilities

The School and each of its employees serve a critical role in promoting a safe and healthy school and workplace. 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. A list of examples of frequently touched surfaces and objects is provided in Section (E)(4) below.
- Classroom teachers⁴ must clean and disinfect frequently-touched surfaces and objects in the classroom at mid-day and end-of-day, 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 are ask to regularly 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.

E. Cleaning and Disinfecting Protocols

³ CDE Guidance mentions that students under the age of 9 must use hand sanitizer under adult supervision.

⁴ The School can also arrange for janitorial services to perform this cleaning between student classes.

The School will establish a regular cleaning and disinfecting schedule 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 disinfected daily before and after use.

2. Restrooms

The School will clean restrooms daily and disinfect restrooms and all restroom surfaces three times daily (mid-morning, after lunch/recess, and at the end of the day).

3. Areas Where Meals Are Prepared and Eaten

NO meals will be prepared at school. NO microwaves will be in use for students. The School will clean and disinfect locations where meals are eaten regularly (classrooms in cohorts or outdoors at picnic tables). The School will clean and disinfect surfaces frequently touched by students in designated eating areas, including, but not limited to, tables, desks, chairs, and carts.

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, grounds, and vehicles. 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
- Toys

5. Soft and Porous Items

The School will evaluate the soft and porous materials in each School building and facility to consider whether the items can be removed or stored to reduce frequent handling or contact with multiple people. The School will remove and store all area rugs. The School will clean or launder soft and porous items, as appropriate, by following the directions on the items' labels, using the warmest appropriate water setting. When necessary, as with classroom folding chairs, the School will disinfect the soft and porous materials at the end of the day using an electrostatic sprayer.

6. Drinking Fountains and Water Systems

The School will be suspending the use of drinking fountains and will instead be requiring the use of reusable water bottles.

7. Ventilation Systems⁵

The School will maintain the School's ventilation systems, air filters, and HVAC systems and maximize the central air filtration for HVAC systems with a targeted filter rating of at least MERV 13. 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 Campus⁶

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 the individual used or visited. The School will wait 24 hours before having the custodial/maintenance staff clean and disinfect the areas. The custodial/maintenance staff will use disinfectants from List N and will wear appropriate PPE while cleaning and disinfecting the areas. If the cleaning and disinfection is performed by School-employed custodial or maintenance staff, the School will provide PPE to such staff as set forth in the School's IIPP. The School will prohibit anyone from entering the areas until after they have been cleaned and disinfected. The School will also clean and disinfect any surfaces or objects touched by the individual.

⁵ The Environmental Protection Agency ("EPA") has recommended that employers consult American Society of Heating and Air-Conditioning Engineers ("ASHRAE") guidance for information on ventilation and filtration to help reduce risks from the virus that causes COVID-19. This guidance can be found here: <https://www.ashrae.org/technical-resources/filtration-disinfection#replacement>

⁶ Cal/OSHA recommends that the cleaning and disinfecting is performed by a professional cleaning service. <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

SECTION 4:

POLICY & PROTOCOLS FOR PHYSICAL DISTANCING & INDIVIDUAL RESPONSIBILITY AT SCHOOL FOR EMPLOYEES⁷

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for employees in schools and is adopted for the protection of students, employees, and families as far as possible considering our unique building configuration. Employees will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

The School will modify this policy, as necessary, to comply with changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such social distancing measures are no longer necessary.

A. Reduction of In-Person Employee Headcount at Any Given Time⁸

To comply with CDC, CDE, state and/or local guidance regarding social distancing protocols, the School may allow, encourage, or require remote work as appropriate for any employee, at any given time.

The School may implement flexible or staggered work hours, including staggered breaks, to accommodate the School’s on-campus class scheduling and physical distancing strategies, as needed.

⁷ This policy is based on the current recommendations and guidance that has been issued by the CDC and the State, and is not a “one-size-fits-all” document. Schools should review local orders and guidelines for schools since they may impose additional requirements or recommendations. Schools should also review any updated guidance issued by the State or CDC.

This policy will need to be tailored by each school based on local orders or guidance, the School’s facilities, staffing levels, and the number of students enrolled. This policy serves as a framework with the different measures that should be implemented or considered to promote social distancing.

⁸ The school should plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals.

A. Campus Access

The School will establish specific entry and exit points to the School's campus to promote physical distancing. Students will walk from the carpool lane down the north side of the building to the breezeway in order to enter their classroom (cohort) directly; they will not enter the main building. Faculty, staff, and their children will walk from the parking lot behind the sanctuary prior to the start of the school day between 7:45 am and 8:00 am and proceed through the breezeway directly to the classroom.

Prior to entering the School's campus, all employees will be subject to screening requirements consistent with the School's Policy and Protocols for Screening Employees. Children of employees will be assessed at the entry point behind the sanctuary. Screening of the students will take place in their vehicle. Employees/students who pass the screening requirements will be required to wash or sanitize their hands upon entering their worksites and/or classrooms.

During the school day, Heritage Oak will reduce access to the campus, and limit the number of visitors and volunteers, including parent volunteers, to those that are needed on any given day.⁹ Visitors may call the school office when arriving on campus for curbside service. If the visitor needs to actually come into the campus, the entry and exit points for campus visitors will be the double doors by the front office. All campus visitors must be approved by the front office staff before proceeding past the administrative office area. 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.

Signs will be placed at conspicuous places at all School entrances that instruct employees, students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs must also require persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while on campus.

B. Physical Distancing – On Campus Generally¹⁰

Employees are required to maintain at least 6 feet of physical distance from other individuals, and are to refrain 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 close congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms,

⁹ This is recommended by the CDE.

¹⁰ The State guidance provides that movement of students, teachers, or staff should be minimized as much as practicable. The State guidance recommends considering ways to keep teachers with one group of students for the whole day.

classrooms, bathrooms, and communal-use spaces. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as hallway direction signs.

The School will rearrange classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for the most distance between individuals as possible. If physical distancing between workspaces or between employees and students is not possible, the School will require the use of face masks, open doors or windows for air circulation, running ventilation systems, conducting classes outdoors during appropriate weather conditions, etc.

Non-essential meetings will be conducted online, cancelled or postponed. When possible, in-person meetings, including parent-teacher conferences, should be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must 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 will 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 according to the School's Policy for Cleaning and Disinfecting before it can be used again.

The School will conduct trainings virtually, or if in-person, employees shall avoid grouping together and make an effort to maintain a minimum physical distancing. The School will encourage virtual activities and events in lieu of field trips, assemblies, and on-site performances unless the location of the field trip is open per state guidelines and appropriate transportation can be conducted. The School will assign outdoor spaces such as lunch areas to minimize the number of students gathering in a particular location at one time when not eating indoors within their classroom cohort.

Employees are expected to encourage the School's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees may require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will also schedule student restroom breaks to avoid overcrowding.

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.)

C. Social Visits to Be Avoided

Employees should visit outdoors whenever possible and refrain from unnecessary social visits to other employees' workstations or classrooms. If indoor socializing cannot be avoided, employees will observe a minimum physical distance of 6 feet between themselves and any other person as much as possible and wear a mask.

D. Physical Distancing in Classrooms

Consistent with CDC, CDE and state guidelines, Grammar School students will be grouped in static educational cohorts of students where students will physical distance 6' apart. These cohorts will be grouped together each day they are at the School to minimize the mixing of student groups. When 6' of social distancing cannot be achieved, students will wear face coverings.

Grammar School Cohort Groups will be by designated by class. Teachers are expected to stay within their assigned educational cohort and use physical distancing strategies amongst the students such as "airplane arms" where students raise their arms to space themselves (without touching another student).

Secondary School Cohort Group will occur in phase 3 and be grouped by grade levels (7/8, 9,10, and 11/12) for classes. When possible, activities will be held outdoors, or students will be sit/stand 6' apart.

Desks, activity stations, tables and/or chairs will be spaced a minimum of 6 feet apart. Student desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not directly facing one another when indoors. An assigned seating arrangement will be used in each class.

The School shall designate additional indoor and outdoor spaces which will be used as classroom space, such as the back-patio area behind the sanctuary, under the oak trees next to the playground, behind the 200 and 300 classrooms in the grass area, and the amphitheater area. Teachers may sign up to use the outdoor areas in the school office and will disinfect the tables and benches at the conclusion of use.

Weather permitting, teachers may open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children.¹¹ If doing so poses a health or safety risk to persons in the classroom, the School will consider alternatives. Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses. Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students will need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student's belongings must be separated from others at their desk or in individually labeled containers, cubbies, or areas. Students are required to bring their personal belongings home each day to be cleaned before bringing them back to school.

¹¹ The CDE provides the example of allowing pollen in or exacerbating asthma symptoms. Leaving doors open may not be possible for younger children based on supervision needs.

Teachers will implement strategies for classroom discussion and turning in assignments that minimizes contact but encourages engagement and participation. Teachers should develop practices that promote physical distancing but also permit students to have movement.

Physical distancing strategies should not result in unintended segregation of students or interfere with specific support for needs (or medical needs) for students with disabilities. Physical distancing strategies should also not inhibit emergency protocols or prohibit access to students. Teachers are expected to meet student personal or support needs as necessary.

E. Handwashing/Promoting Healthy Hygiene Practices

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: 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 regularly handwashing of students. Hand-washing should take place at the beginning of the day, before and after meals, before and after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that require sharing supplies and materials.

Employees will teach and reinforce CDC guidance on proper handwashing techniques found here: <https://www.cdc.gov/handwashing/index.html>. Employees will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Employees will remind students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

Hand sanitizer¹² will be provided in all classrooms, restrooms, workrooms, offices, the Grove and the Sanctuary. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

Teachers and staff will build routines for washing of hands upon entering and leaving the classroom or other campus space and create regular cleaning practices for frequently used items.

F. Cloth Face Coverings/Face Shields

All employees must bring a face covering for use while at school or one will be provided. Those unable to wear masks for medical reasons must provide written documentation (to be kept in the employee's personnel file in the school office) from their local healthcare provider as to such. When 6' of social distancing cannot be achieved, students will wear face coverings.

¹² Children under age 9 should use hand sanitizer under adult supervision. Hand sanitizer must be a minimum of 60 percent alcohol and fragrance-free. The CDE states that Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers.

- **Cloth Face Coverings**

Cloth face coverings must be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Cloth face coverings are not surgical face masks, respirators, or personal protective equipment. However, the School will provide some employees surgical face masks, respirators, or personal protective equipment dependent (“PPE”) on the employee’s job duties.

Cloth 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. Employees are responsible for maintaining face coverings with proper care. Cloth face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

The School will provide each employee with one (1) washable cloth face covering 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 fails 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, may submit a notice from their medical care provider exempting them from wearing face covering.

- **Face Shields**

Teachers will be allowed to use face shields when social distancing, which enable younger students to see their faces and to avoid potential barriers to phonological instruction.¹³

G. Restrooms

Employees will be assigned designated restrooms and restroom breaks, as appropriate, to promote physical distancing. If an employee needs to use the restroom beyond their designated restroom break, they may do so, but must ensure they follow physical distancing and cleaning/disinfecting protocols. Grammar teachers are assigned breaks on the hour; Secondary teachers are assigned breaks on the half hour as teaching duties permit.

Custodial staff will conduct regular cleanings of restrooms.

H. Break/Meal Periods

Employee breaks and meal periods may be staggered. If using a shared amenity, like a table or bench, exercise caution and assume such equipment has not been cleaned or disinfected. Employees are expected to follow all physical distancing strategies while on a break or during a meal period. Employees assigned lunch duty with their cohort are also expected monitor meal periods and ensure that students are not sharing water bottles, food, or other items.

¹³ This is the guidance from CDE and CDPH; however, “younger students” is not defined.

I. Playgrounds/Outdoor Play Activities/Athletics¹⁴

Outdoor physical education or play activities will be scheduled by cohort in designated locations as assigned to avoid mingling with other cohorts. Students are to maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Teachers will be expected to manage their cohort within their assigned designated area of the campus during outdoor physical education or play activities and stay within the boundaries of the playground until recess is over.

Teachers should develop instructions for appropriate physically distanced outdoor activities that are easy for younger students to understand and are developmentally appropriate (i.e. airplane arms, etc.). Physical education and athletics will be limited to activities that do not involve physical contact with other students.

Playground equipment¹⁵

Students will wipe hands with hand sanitizer before and after outdoor activities. Students will also be reminded to not touch their faces during the games. All PE equipment and playground equipment will be sanitized between student use¹⁶.

J. Field Trips, Performances, and School Assemblies

During Phase 2, Teachers are encouraged to plan virtual activities and events in lieu of field trips, assemblies, and on-site performances.¹⁷ During Phase 3, local field trips may be considered based on venue openings and if social distancing and appropriate, safe transportation is available (i.e. all parents are able to drive their students, cohorts can carpool with appropriate PPE, etc.).

Except as authorized in writing by the Head of School, all School facilities will remain closed for student assemblies, performances, or other large school gatherings, until further notice. (This does not apply to church sponsored gatherings that are not under the prevue of the school.)

K. Employee Cleaning and Disinfecting Responsibilities

The School and each employee of the School serve a critical role in promoting a safe and healthy school and workplace. 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

¹⁴ The State will be issuing additional guidance on school-based sports and extracurricular activities. The current guidance does not provide more detailed information on the types of athletic activities students may engage in.

¹⁵ The CDC guidance recommends that playgrounds be closed, if possible, or otherwise to stagger use and disinfect in between use. The CDPH guidance recommends limiting the use of shared playground equipment, but where allowed, cleaning and disinfecting between uses. The CDE guidance recommends disinfecting playground equipment frequently – at least daily.

¹⁶ The CDC guidance recommends that playgrounds be closed, if possible, or otherwise to stagger use and disinfect in between use. The CDPH guidance recommends limiting the use of shared playground equipment, but where allowed, cleaning and disinfecting between uses. The CDE guidance recommends disinfecting playground equipment frequently – at least daily.

¹⁷ This is consistent with CDC recommendations.

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.
- Teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, sink handles, and any other surface or object in the classroom touched or used by students.
- Teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, pencils, pens, 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.
- 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 School's Cleaning and Disinfecting Policy and as directed by their supervisor.

L. Developing Illness at School

Employees who develop a fever and cough during the school day or other symptoms consistent with COVID-19 should notify their supervisor, and immediately move to an isolation area or leave the campus. For the protection of everyone, once symptomatic, a face mask is appropriate to prevent spread.

To minimize educational disruption, the School may cross-train employees so that more than one employee is familiar with essential job duties. Employees may be trained and assigned to assist in a variety of positions, if needed. For this reason, all teachers must maintain up-to-date lesson plans at all times.

Employees must immediately notify their supervisor if a student develops a fever or cough or other symptoms consistent with COVID-19 during the school day. The employee is expected to review and follow the School's separate Protocol on When a Student Exhibits Symptoms Consistent with COVID-19.

M. Enforcement of Student Physical Distancing

All employees are also required to review the separate policy for Physical Distancing and Individual Responsibility at School for Students (below), and to implement and enforce those protocols. If physical distancing cannot be adhered to for some activity, cancel the activity. Avoid activities where students or others can easily congregate in a limited space. Teachers should also consider ways to promote health hygiene practices and build routines to enforce physical distancing measures.

SECTION 5:

POLICY & PROTOCOLS FOR STUDENT PHYSICAL DISTANCING & INDIVIDUAL RESPONSIBILITY AT SCHOOL ¹⁸

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in Schools and is adopted for the protection of students, employees, and families. Students in the School community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy will be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

A. K-12 Classroom Capacity and Structure

Consistent with CDC, CDE and state guidelines¹⁹, grammar school students will be grouped in static educational cohorts, called pods, of no more than 14 students and will mix with other student groups throughout the school day. Students will be in the cohort with their primary teacher.

During Phase 3, the secondary program schedule has been changed so a student only attends 3 classes per day and PE or Study Hall. Secondary students will be grouped in three cohorts based on classes they attend and will not have more than 14 students (grades 7/8, 9/10, and 11/12).

¹⁸ This policy is based on the current recommendations and guidance that has been issued by the CDC and the State. Schools should review local orders and guidelines for schools since they may impose additional requirements or recommendations. Schools should also review any updated guidance issued by the State or CDC.

This policy will need to be tailored by each school based on local orders or guidance, the School’s facilities, the grade levels served, staffing levels, and the number of students enrolled. This policy serves as a framework with the different measures that should be implemented or considered to promote physical distancing.

¹⁹ The CDC, CDE, and State guidance provides that students should remain in the same space and in groups as small and consistent as practicable, and that the same students or teacher or staff should be with the same group of students to the greatest extent practicable.

B. On Campus Class Scheduling

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

- There will be staggered start and end times for the school day. ALL drop-offs AND pick-ups will be through the car-pool lane.
 - Staff with students will drop off at 7:45 am near the patio dirt parking lot. Staff will fill out a Google form daily regarding their health status. Students of staff will have their temperature taken prior to exiting the car. Any temperatures of 100.4 or higher will be cause to return home with everyone in the car. Each child of a staff member will remain with his parent until 8:00 am when they will join their cohort.
 - All other Parents will sign up for drop off times of 8 am, 8:05 am or 8:10 am by families or carpools. Student temperatures and health assessment will be taken in the vehicle prior to exiting. Any high temperatures will be cause to return home with everyone in the car. Students with no symptoms will join their cohort.
 - Pick-ups will occur at 12:15 pm for Kindergarten students daily.
 - Pick-ups will occur M-Th at 3:20 pm for grammar students with half the students dismissing from the sanctuary after music and half the students dismissing from the chapel. Pick-ups will occur Friday at 2:20 pm for grammar students with half the students dismissing from the sanctuary and half the students dismissing from the chapel.
 - Pick-ups will occur M-Th at 3:30 pm for secondary students from the chapel, F at 2:30 pm from the chapel.

- The School is implementing a hybrid instruction model. Students will spend time with Google Classroom for homework and occasional remote learning days for training in case we return to a remote instruction model.

C. Use of Markers and Signage

Airplane arms will be used to designate appropriate space between students in line to maintain physical distancing. The bricks wall (planters) will be marked at 6' intervals to space students waiting to use the restrooms or breaks. Students may sit on the wall in these locations as marked. Signage, tape lines and barriers will also be in place to direct students to walk through campus and hallways in a manner that promotes physical distancing. All entrances and exits will be from outside the building. Inner hallways will not be used by students. The School will also designate foot traffic patterns to limit the frequency of students passing each other or coming within six feet of each other, as they move throughout campus.

D. Physical Distancing in Classrooms

All classrooms will be required to meet maximum capacity limits that adequately provide for close to 6 feet physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain physical distancing from others in the classroom whenever possible. In all classrooms, desks, activity stations, tables and chairs will be spaced so that students sit 6' apart from one another. Desks will be arranged facing the same direction. If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not directly facing one another when indoors. When 6' of social distancing cannot be achieved, students will wear face coverings.

The School has also designated additional indoor spaces which will be used as classroom space, such as the sanctuary and chapel. All School buildings and rooms will have maximum capacity limits consistent with implementing physical distancing and the maximum capacity limits will be posted outside these rooms and buildings.

Indoor classrooms will open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to children.²⁰ The HOS School Clerk will monitor the fans and heating/AC system for each classroom to ensure adequate recycling of air.

The School will utilize outdoor classroom space for instruction, weather permitting and by appointment (teachers may reserve a space in the school office). The following 4 areas of the School have been designated as outdoor classroom space: the back lawn, the patio, the outdoor amphitheater area next to the sanctuary and the picnic tables on the playground²¹. Picnic tables or patio furniture is provided and must be sanitized by the teacher at the conclusion of the class.

Circle time, as applicable to younger students, and other activities which bring students close together, will not take place during this time.

Sharing of materials will be limited to computers only, and students will be provided with an individual set of supplies instead of using a communal bin.

Each student's personal belongings must be separated in an individually labeled storage container, cubby, or area. Students are required to bring their personal belongings home each day to be cleaned before bringing them back to school. Rolling backpacks will be encouraged to clean out desks daily in the event of a school closure requiring transitioning to online learning.

²⁰ The CDE provides the example of allowing pollen in or exacerbating asthma symptoms. Leaving doors open may not be possible for younger children based on supervision needs.

²¹ The CDE, CDC, and State guidance recommends the use of outdoor space for instruction.

E. Passing Periods²²

For secondary students, passing periods will occur outside in an orderly fashion according to marked traffic patterns that help ensure social distancing.

F. Recess and Lunch Periods

Recess and lunch periods will be staggered to promote physical distancing.

Recess will be held in designated areas assigned to each cohort. Each day, a different area will be assigned to allow a different cohort to use the playground equipment each day (swings, jungle gym). Students will rotate use of the equipment within their cohort and will be cleaned by the teacher in between students.

Grammar lunches will take place in each cohort with their teacher. All trash will be disposed outside the classroom in the trash can and collected by the designated aides at the conclusion of the lunch/recess period.

All secondary students will eat in their assigned areas by cohort with no more than 3 students per table: the 7/8 cohort will eat at the picnic tables by the playground, the 9/10 cohort will eat under the awning between the 200 and 300 building, and the 11/12 cohort will eat on the back patio. Additional seating for 14 students will be in room 301. For the present time, all self-service buffets for food and condiments will be suspended.²³ Students are not permitted to touch or share others' food. Students in grades 7 - 12 may purchase prepackaged snacks in the breezeway behind the main office from 12:15 - 12:30 only through the back door which will be opened and monitored by staff personnel.

G. Playgrounds/Outdoor Play Activities/Athletics²⁴

Outdoor physical education or play activities will be scheduled by cohort in designated locations as assigned to avoid mingling with other cohorts. Students are to maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Students will wipe hands with hand sanitizer before and after outdoor activities. Students will also be reminded to not touch their faces during the games. All PE equipment (swings, jungle gym) will be sanitized between use of each student.

Student groups will stay within the designated boundaries of the playground for all outdoor activities.

H. Restrooms

Each cohort will be provided with assigned restroom breaks. One student will enter the restroom. After the flush is heard, another student will enter the restroom. Even with two

²² The State guidance provides that movement of students, teachers, or staff should be minimized as much as practicable. The State guidance recommends considering ways to keep teachers with one group of students for the whole day. This will be more difficult for middle and high school students, so if there are passing periods they should be minimized and staggered.

²³ This is consistent with the CDE Food Service Guidance.

²⁴ The State will be issuing additional guidance on school-based sports and extracurricular activities. The current guidance does not provide more detailed information on the types of athletic activities students may engage in.

students in the room at once, there will be minimal contact. Kindergarten students will have one in the restroom at a time. Students who need to use the restroom at unassigned times, will not enter if another student is currently in a stall. While waiting, students will sit 6' apart on the brick wall (as marked). During phase 3, secondary students may have 3 in the restroom at a time as the indoor restrooms are larger. Restrooms will be cleaned after recess break, midday and after school.

I. Entering and Exiting the School

Students will be screened at his or her vehicle. After clearing the screening protocols, students will be directed to their classrooms by School staff. Kindergarten students will be accompanied to their classrooms by a staff member or parent volunteer who has cleared the School's screening requirements.

The School has an entry and exit plan that promotes physical distancing. Students will proceed from the carpool lane at the corner of the building next to the playground and walk down the north side of the building to the breezeway in order to enter their classroom (cohort) directly; they will not enter the main building. Faculty, staff, and their children will walk from the parking lot behind the sanctuary prior to the start of the school day between 7:45 am and 8:00 am and proceed through the breezeway directly to the classroom. Pick up will be through the doors of the Chapel foyer.

Students will be assigned to enter at specific campus entry points and exit at specific exit points each school day and at staggered times. Students in the same family will be assigned the same entry and exit point, to the extent practical. Since drop off is staggered and screenings are occurring in each car, students will maintain physical distancing from others when entering and exiting the School.

The School requests that families designate one parent or caregiver to drop off and pick up their children each school day. However, we realize that this may not be possible for all families and on all school days²⁵.

The School has hand hygiene stations in each classroom so that children can sanitize their hands as they enter the school facilities each day.²⁶

During this time, the School is limiting parent volunteers and visitors to essential business only. Parents and visitors who have business at the school between 8:30 am-3:45 pm are asked to call or email the school clerk to arrange for curbside service or make an appointment to settle the business.

J. Handwashing/Hygiene

Students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, upon arriving and leaving school, before and after meals, before

²⁵ The CDC recommends that the same parent do pick-up and drop-off when possible.

²⁶ This is a CDC recommendation.

and 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.²⁷

Hand sanitizer²⁸ will be provided in all classrooms. 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.

K. Face Coverings

All students must bring a face covering for use while at school or one will be provided. When student's 2nd grade and younger are required to wear a mask, employees will closely monitor the use of cloth face coverings for students to ensure that they are able to breathe without choking or suffocating. Those unable to wear masks for medical reasons must provide written documentation (to be kept in the student's file in the school office) from their local healthcare provider as to such. Students who have been asked to wear a mask and do not comply will be sent home. When 6' of social distancing cannot be achieved, students will wear face coverings.

- **Cloth Face Coverings**

Cloth face coverings should be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Cloth face coverings are not surgical faces masks, respirators, or personal protective equipment.

Cloth 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 should be discarded. Parents are responsible for maintaining face coverings with proper care. Cloth face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Parents will provide students with at least one (1) washable cloth face covering.

L. Developing Illness at School

²⁷ Schools should consider using portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible. The CDE recommends developing routines to enable students to wash their hands at regular intervals. The State and CDE guidance recommend requiring handwashing at the times noted in this policy.

²⁸ Children under age 9 should use hand sanitizer under adult supervision. Hand sanitizer must be a minimum of 60 percent alcohol and fragrance-free. The CDE states that Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers.

Students who develop a fever and cough during the school day or other symptoms consistent with COVID-19 will be moved to an isolation area, consistent with the School's separate Protocol on When a Student Exhibits Symptoms Consistent With COVID-19. We have two isolation areas on either side of the sound booth behind the Grove. The HOS Admin Assistant will monitor any students suspected of COVID-19 until a parent picks up the student.

M. Field Trips and School Assemblies

During Phase 3, all field trips and school assemblies will be conducted virtually²⁹ or locally, based on availability. Assemblies will occur in the sanctuary with classes who will benefit the most from the assembly and when 6' social distancing can be maintained.

During Phase 2, no field trips or assemblies will take place on site, but may be conducted virtually. Cohorts may request to use the Chapel area with social distancing guidelines.

N. Direction of Student/Employee Traffic in Hallways and Shared Spaces

Signs and barriers will be installed throughout the campus to direct student and employee traffic in a manner that promotes physical distancing.

O. School Vehicles³⁰

During Phase 3, vehicles providing transportation on a field trip will have a maximum student capacity the parents deem compatible with social distancing in their particular vehicle and both students and the driver will need a mask. Prior to entering the vehicle, students will be screened consistent with the School's COVID-19 Symptom Screening Policy.

P. Posting and Distribution

The School will have signs posted at conspicuous places at all School entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). Any parent or visitor entering the school facility will be screened in the school office by the school clerk before any business is conducted or the parent is allowed within the student areas.

²⁹ This is consistent with CDE recommendations.

³⁰ To include for Schools that continue to offer buses or other transport to and from school.

SECTION 6:

PROTOCOLS FOR MEALS AT SCHOOL

Heritage Oak School has adopted these protocols to establish practices to mitigate the spread of COVID-19 during mealtimes and to promote safe and healthy dining.

Grammar Student Consumption of Meals in Individual Classrooms

Students will eat their meals in a designated classroom. Students will be supervised by their teacher while eating.

The School will provide appropriate supplies for the cleaning and disinfecting of surfaces at the conclusion of a meal period. This will include supplies for trash removal. Trash will be promptly removed from classrooms at the conclusion of a meal period.

Secondary Students will Consume Meals Outdoors and in Room 301

When weather permits, secondary students will eat outdoors. The 7/8 grade cohort will eat at the picnic tables and benches by the playground, the 9/10 grade cohort will eat between the 200 and 300 building area, and the 11/12 grade cohort will eat on the back patio. Room 301 will be available to eat in for 15 students should they wish to eat indoors. Students will be supervised by one or more teacher(s) or staff while eating. The same students and teacher(s) or staff will be grouped together as often as possible.

The School will provide appropriate supplies for the cleaning and disinfecting of surfaces at the conclusion of a meal period. This will include supplies for trash removal. Trash will be promptly removed from these outdoor areas.

Managing Behavior During Meal Periods

School employees must require that students practice social distance while eating. Employees are expected to actively monitor students to promote safe and hygienic eating practices. This includes discouraging students from sharing food, drinking cups, and eating utensils. This also includes having students wash their hands with soap and water or using hand sanitizer before and after eating, after coughing or sneezing, and any time they use the restroom during the meal period.

Physical Distancing of School Employees while on Meal Breaks

School employees must continue to follow the School's Protocols for Cleaning and Disinfecting the School Campus and its Protocols for Physical Distancing and Individual Responsibility for Employees and Students, even while on meal breaks. Employees may not congregate in break rooms or staff lounges while on meal breaks and they must adhere to the maximum capacity limits posted in each of these rooms. Staggered lunch times and limited seating will aide in limiting faculty interactions. Kindergarten students will not have lunch since they leave campus

at 12:15. The 4th-6th grade teachers will eat first, then 1st-3rd teachers, then the 3 secondary faculty will eat last. Anyone who eats in the lunchroom will then sanitize the surfaces right after lunch. Office staff will eat on the back patio or appropriately distanced in the Chapel. Faculty may also eat their meals in their individual classrooms or outdoor areas and must adhere to relaxed social distancing requirements. If employees use communal resources such as refrigerators, microwaves, and water dispensers to store and prepare their food, they must clean and disinfect those surfaces after each use, consistent with the School's Protocols for Cleaning and Disinfecting the School Campus.

SECTION 7:

PROTOCOL FOR EMPLOYEE COVID-19 SYMPTOM SCREENING³¹

In order to protect the safety of our students, employees, and the school community at large, employees will be screened for symptoms of COVID-19 prior to entering School facilities/campuses. The School adopts this Employee COVID-19 Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Industrial Relations, California Department of Education, and local public health officials. This policy will remain in place until further notice.

A. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher³²
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

³¹ We prepared this policy based on the current CDC and State guidelines as of June 17, 2020. Schools also need to comply with local guidelines and orders. We note that the State guidance provides that screening procedures be adopted for all students and staff.

³² Some counties have stricter requirements and state that anyone with a temperature of 100 degrees or more must be excluded. It is important for schools to review their local orders.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should not come to work and should report their need for time off to their supervisor as soon as possible.

B. Self-Screening and Self-Reporting Obligations

School employees working on campus will be trained in self screening for symptoms of COVID-19. The training will enable them to recognize symptoms of COVID-19 and when to seek medical attention. Employees shall self-screen daily by checking their temperature and observing 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. Employees who report symptoms associated with COVID-19 may return to School after they have met the requirements set forth in Section D of this Policy.

In addition to daily reporting the results of self-screenings, employees are obligated to report the following information as applicable and isolate at home as recommended by the CDC:

- If the employee has traveled outside of the country, he or she may not return to work for 14 days after returning to the U.S.
- If the employee had close contact with someone who was ill with COVID-19, he or she may not return to work until 14 days after the date of exposure. According to the CDC, “close contact” means being with 6 feet of an individual for at least 10 minutes.
- If a member of the employee’s household is ill with confirmed or suspected COVID-19, he or she may not return to work until 14 days after the date of exposure and shall remain least 6 feet away from the ill individual until it is safe for that individual to discontinue isolation.³³

C. Screening Procedure

Employees will fill out a self-screening form prior to coming to school via the Gradelink text link sent each morning. Non-exempt employees will be compensated for screening time. This will be monitored by the School Clerk daily and retained as part of our confidential records for the duration of the school year.

Self- screening will include:

- An opportunity for the employee to claim if they have had symptoms associated with COVID-19 within the last 24 hours, will ask whether anyone in the employee’s household has had symptoms associated with COVID-19 or a positive COVID-19 test and

³³ CDC guidance for discontinuing isolation can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

ask if the employee has had contact with anyone else who has tested positive for COVID-19 in the last 24 hours.

D. Exclusion From Worksite Based on Symptoms of COVID-19

No persons who have a fever of 100.4° F (38.0° C) or other symptoms associated with COVID-19 will be permitted on campus. If the screener determines that an employee is presenting with symptoms associated with COVID-19, the employee will not be allowed to enter the School facilities/campus and will be sent home pursuant to the School's Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at Work.

Employees who are sent home based on symptom screening results must notify their supervisor(s) as soon as possible by phone or email and await further instructions. The School may track employees' potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee's medical symptoms, will be considered confidential medical records.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to School until one of the following occurs:

- He or she certifies that at least 14 days have passed since the symptoms first appeared AND the employee has been free from fever without the use of fever-reducing medication for at least 3 days AND respiratory symptoms have improved;³⁴
- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable); or
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA")³⁵ and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

³⁴ This is the current CDC standard for home isolation: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

³⁵ If the school has 50 or more employees and is subject to the FMLA.

SECTION 8:

PROTOCOLS FOR STUDENT & VISITOR COVID-19 SYMPTOM SCREENING

In order to protect the safety of our students, employees, and the School community at large, School employees will screen students and any parents or visitors for symptoms of COVID-19 at designated screening points. The School adopts this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

The School asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

A. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher³⁶
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

³⁶ Some counties have stricter requirements and state that anyone with a temperature of 100 degrees or more must be excluded. It is important for schools to review their local orders.

B. Self-Screening and Self-Reporting Obligations

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 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. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements set forth in Section E of this Policy. If the student has one of these symptoms, they are asked to remain at home. Students who drive to school with the student who has symptoms will not be allowed to exit the vehicle.

In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC: "Close contact" means being within six (6) feet of an individual for at least 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain least 6 feet away from the ill individual until 14 days have passed to the extent possible.

C. Campus Access

Access to campus will be restricted by staggering drop off to 3 designated times through a carpool drop offline. All occupants in the vehicle will have their mask on before reaching the checkpoint. Prior to exiting the vehicle, a School employee will take the student's temperature and screen for symptoms associated with COVID-19.

D. Symptom Screening

Designated screeners will screen all students, parents, or visitors as follows before they can enter the school campus. The screening will include:

- Taking each person's temperature using a non-invasive contactless infrared thermometer.³⁷ If necessary, the School may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result;

³⁷ Some counties have stricter requirements and state that anyone with a temperature of 100 degrees or more must be excluded. It is important for schools to review their local orders.

- Visually checking for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity;
- Asking whether the person has experienced symptoms associated with COVID-19 within the last 24 hours;
- Asking whether anyone in the household has had symptoms associated with COVID-19 or a positive COVID-19 test;
- Asking whether the person has had close contact with anyone with a positive test for COVID-19.

The Administrative Assistant will track a student’s potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student’s COVID-19 symptoms will be considered confidential medical records pursuant to the School’s Policy for Use and Disclosure of Student Information Related to COVID-19.

Screeners will be trained on CDC recommendations³⁸ for proper use of personal protective equipment, clinical manifestations of COVID-19³⁹, pediatric presentations⁴⁰, and Centers for Disease Control transmission-based precautions⁴¹.

E. Exclusion from School Based On Symptom Screening

Persons presenting with a fever of 100.4° F (38.0° C)⁴² or higher will be excluded from the School facility/campus. The School will also exclude any individual who presents symptoms associated with COVID-19.

During the school day, any students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be isolated and sent home as soon as practicable per the School’s Protocol When a Student Exhibits Symptoms Associated With COVID-19 at School. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- He or she certifies that at least 14 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for at least three (3) days AND respiratory symptoms have improved;⁴³

³⁸ Available here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.

³⁹ See CDC guidance on clinical manifestations: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html>

⁴⁰ See CDC guidance on pediatric presentations: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html>.

⁴¹ Available at: https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Finfection-control%2Fcontrol-recommendations.html.

⁴² Some counties have stricter requirements and state that anyone with a temperature of 100 degrees or more must be excluded. It is important for schools to review their local orders.

⁴³ This is the current CDC standard for home isolation as of June 17, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19; or
- The person is otherwise safe to be around others per CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The School will maintain COVID-19 test results and doctor's notes submitted pursuant to this Policy as students' confidential medical records.

SECTION 9:

POLICY FOR THE USE & DISCLOSURE OF CONFIDENTIAL EMPLOYEE MEDICAL INFORMATION RELATED TO COVID-19

The purpose of this Policy is to safeguard confidential employee medical information from self-assessed screenings in a manner compliant with the Confidentiality of Medical Information Act (“CMIA”), the Americans with Disabilities Act (“ADA”) with respect to all confidential medical information that the School obtains through implementing COVID-19 symptom screening protocols for employees.

As used in this Policy, “Confidential Medical Information” is defined as any individually identifiable information, in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient’s medical history, mental or physical condition, or treatment.

This Policy shall be effective immediately and shall remain in effect as long as necessary to safeguard Confidential Medical Information acquired or obtained by the School and as otherwise required by law.

A. Scope of Coverage

This Policy covers the Confidential Medical Information that the School acquires or obtains for School employees and applicants relating to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

Specifically, this Policy covers the following types of Confidential Medical Information:

- All Confidential Medical Information acquired by the School during or because of the administration of the School policies listed above. The Policy covers COVID-19 test results, temperature test results, the results of screenings for symptoms associated with COVID-19, and information regarding other medical conditions.
- All Confidential Medical Information that the School obtains by means other than by screening administered by the School. For example, the County Public Health Department may inform the School that a School employee has tested positive for COVID-19 or a School employee may voluntarily disclose a positive or negative COVID-19 diagnosis that is not the result of a test result obtained directly by the School.
- All Confidential Medical Information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about an employee’s health or

medical conditions that may put the employee at increased risk of serious illness if the employee contracts COVID-19.

B. Permissible Uses and Disclosures of Confidential Medical Information Related to COVID-19

The School may use and disclose an employee's Confidential Medical Information related to COVID-19 for certain public interest and benefit purposes that are job-related and consistent with business necessity, including, but not limited to:

- Where there is a serious threat to public health or safety;
- To a public health authority that is authorized by law to collect or receive the information for the purpose of preventing or controlling disease and conducting public health investigations; and
- As required by law.

The uses and disclosures of an employee's Confidential Medical Information related to COVID-19 for these purposes do not require the employee's authorization. Further, the School may use and disclose an employee's Confidential Medical Information related to COVID-19 for the following purposes:

- If compelled by judicial or administrative process or by any other specific provision of law;
- If compelled by a search warrant;
- If compelled by a medical examiner, forensic pathologist, or coroner;
- To be used in a lawsuit, arbitration, grievance, or other claim or challenge to which the employer and employee are parties and in which the employee has placed in issue his or her medical history, mental or physical condition, or treatment;
- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons; and
- To first aid and safety personnel if the employee's condition might require emergency treatment.

C. Disclosures of Confidential Medical Information Related to COVID-19 to the Employee

Employees are entitled to access and review their medical file as maintained by the School. The School must disclose the Confidential Medical Information contained in the employee's medical file to the employee when requested.

D. Reasonable Safeguards for Confidential Medical Information Related to COVID-19

The School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of employee Confidential Medical Information related to COVID-19. As with other Confidential Medical Information the School receives, the School will store Confidential Medical Information related to COVID-19 in a medical file that is separate and distinct from the employee's personnel file or a password protected computer file.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of Confidential Medical Information related to COVID-19:

- (1) Determine if individuals not permitted to access Confidential Medical Information are with an employee before discussing the employee's Confidential Medical Information.
- (2) Do not assume an employee will permit disclosure of his/her/their Confidential Medical Information to anyone in the workplace, including a family member or friend.
- (3) Dispose of unnecessary paper products that contain Confidential Medical Information in a shredder.

E. Limiting the Use of Confidential Medical Information Related to COVID-19

The School limits the use of Confidential Medical Information to the "minimum necessary" amount needed to accomplish the intended purpose of the use of the information. Any use of the information must be job-related and consistent with business necessity.

F. Limiting the Disclosures of Confidential Medical Information Related to COVID-19

All requests for Confidential Medical Information, whether routine or non-routine, by the employee, physician, or Health Department representative, are handled by the School Clerk, Administrative Assistant, Principal or Head of School.

G. Accounting of Disclosures

Employees are entitled to an accounting of any disclosures of their Confidential Medical Information. When an employee requests an accounting of the School's disclosures of their Confidential Medical Information, the School will provide the accounting in a timely manner

H. Policy on Requests to Amend Confidential Medical Information Related to COVID-19

Employees are entitled to request that the School amend, or addend Confidential Medical Information contained in the employee's medical file if the information is incomplete or inaccurate.

If the employee requests to addend the Confidential Medical Information contained in the employee's medical file, the School will add the employee's written addendum to the file. The School shall provide the written addendum as part of all subsequent disclosures of the employee's Confidential Medical Information.

If the School accepts an employee's request to amend the existing record, the School shall make a reasonable effort to provide the amended information to the following:

- (1) Persons the employee identifies as needing the information; and
- (2) Persons the School knows may rely on un-amended information to the program participant's detriment.

If the School denies an employee's request for amendment of medical records, the School will provide the employee a written denial of the request and allow the employee to submit a statement of disagreement within 30 business days. The School shall place both the School's written denial and any statement provided by the employee in the employee's medical file.

I. Protocol on Requests to Restrict Use and Disclosure of Confidential Medical Information Related to COVID-19

Employees are entitled to request the School restrict the use or disclosure of Confidential Medical Information. However, the School is under no obligation to agree to requests for restrictions made by employees.

J. Confidential Communications Protocol

The School provides employees the opportunity to request alternative means for receiving communications regarding Confidential Medical Information.

SECTION 10:

POLICY FOR THE USE & DISCLOSURE OF CONFIDENTIAL STUDENT MEDICAL INFORMATION RELATED TO COVID-19

In order to protect the health and safety of the school community and pursuant to guidance and recommendations from the Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health, the California Department of Education, and local public health officials, the School is implementing policies to take students’ temperatures and screen for symptoms associated with COVID-19 daily. These policies authorize the School to collect certain medical information related to students.

The purpose of this Policy is to safeguard confidential medical information in a manner compliant with the Confidentiality of Medical Information Act (“CMIA”) with respect to all confidential medical information that the School acquires through implementing the Temperature Testing and COVID-19 Symptom Screening Policy, or obtains by other means.

A. Scope of Coverage

This Policy covers the confidential medical information of all School students that the School acquires or obtains, and which relates to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the student at high-risk for a serious illness if the student contracted COVID-19.

Specifically, this Policy covers the following types of confidential medical information:

- All confidential medical information acquired by the School during or because of the administration of the School policies related to COVID-19.
- All confidential medical information that the School obtains by means other than by testing or screening administered by the School. For example, the County Public Health Department may inform the School that a student has tested positive or a student may voluntarily disclose a positive or negative COVID-19 diagnosis not as the result of a test result obtained directly by the School.
- All confidential medical information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about a student’s health or medical conditions that may put the student at increased risk of serious illness should the student contract COVID-19.

B. Permissible Uses and Disclosures of Confidential Medical Information

The School may use and disclose a student’s confidential medical information to certain parties for certain purposes, including, but not limited to:

- Disclosure to School employees who have a legitimate need to know the information;
- Disclosure to appropriate persons where there is a health or safety emergency and the information is necessary to protect the health or safety of the student or others;
- As required by law, subject to applicable restrictions.

C. Reasonable Safeguards for Confidential Medical Information

The School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of student confidential medical information.

The School will store confidential medical information related to COVID-19 in a medical file that is separate and distinct from the student's other pupil records or in password protected computer file.

The School password protects all computers/networks used to store confidential medical information and restricts access to the confidential medical information to be accessed on a need-to-know basis, only.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of confidential medical information:

- (1) Determine if individuals not permitted to access confidential information are with a student before discussing the student's confidential medical information.
- (2) Do not assume a student will permit disclosure of his/her/their confidential medical information to any individual.
- (3) Dispose of unnecessary paper products that contain confidential medical information in a shredder.

SECTION 11:

PROTOCOL WHEN AN EMPLOYEE EXHIBITS COVID-19 SYMPTOMS AT WORK

Employees exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other employees and report this information to their supervisor by phone or email as soon as possible so that they can be relieved from work and sent home, and ensure they are wearing a face mask.

The School may seek emergency medical attention on behalf of an employee if symptoms associated with COVID-19 become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The School may also arrange for an emergency contact to pick up the employee if the employee is not able to drive home.

An employee exhibiting one or more symptoms associated with COVID-19 who is not able to leave campus on his or her own, will be required to wait in the designated isolation room/area while the employee waits for transport home or to a healthcare facility.

The School will close off indoor areas contaminated by the ill employee's respiratory droplets until the area has been cleaned and disinfected according to the Cleaning and Disinfecting Policy. The School will similarly disinfect any shared equipment used by the employee.

The employee may not return to School until one of the following occurs:

- The employee certifies that at least 14 days have passed since the employee's symptoms first appeared, the employee has been free from fever without the use of fever-reducing medication for at least 3 days, and the employee's respiratory symptoms have improved;
- The employee provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The employee's health care provider certifies that he or she is free from COVID-19; or
- The employee is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html> and reads as follows:

"1) If you think or know you had COVID-19 **AND** had symptoms, you can be with others after 3 days with no fever, respiratory symptoms have improved (cough, shortness of breath), **AND** 10 days since symptoms first appeared.

**Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.*

2) If you tested positive for COVID-19 but had no symptoms, you can be with others after 14 days have passed since you were tested.

**Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.*

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

3) If you have a weakened immune system due to a health or medication, you might need to stay home longer than 14 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available, your doctor should work with an infectious disease expert at your local health department to determine if you are likely to spread COVID-19 to others and need to stay home longer."

Employees must complete the Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will notify and consult with the local county department of public health to determine necessary next steps.

SECTION 12:

PROTOCOL WHEN A STUDENT EXHIBITS COVID-19 SYMPTOMS AT SCHOOL

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. The School will separate the student from others in a designated isolation room/area (next to the Administrative Assistance office), direct the student and employee supervisor to wear a face covering or medical mask if feasible, and will notify the student's parent or guardian. Should additional isolation space be needed, the Grove will become the larger quarantine area for isolating students until parent pick up can be completed.

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Head of School or designee specifically authorizes otherwise. The School may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until one of the following occurs:

- The student's parent or guardian certifies that at least 14 days have passed since the student's symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 3 days, and the student's respiratory symptoms have improved;
- The student provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student's health care provider certifies that he or she is free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Students' parent or guardian must complete the Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to School. Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments and will be provided with remote learning academic support.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will notify and consult with the local county department of public health to determine necessary next steps.

SECTION 13:

IDENTIFICATION & CONTACT TRACING

Definition of Contact: *Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.*

Identification and contact tracing of students with COVID-19 symptoms will be conducted by the School staff. Notification to the Kern County Public Health Department will be conducted by the Head of School.

At the start of the day, students will only be allowed to enter the school grounds after passing a temperature assessment and health screening. Records of the assessment screening will be kept in the school administrative offices and considered part of the student's confidential records.

During the day, teachers will immediately call the school office if any student states he or she has one of the COVID-19 symptoms or exhibits such symptoms. Once contacted, the school Administrative Assistant or Head of School will go to the classroom, collect the student, and bring them to the isolation area for further assessment and parent pick up.

Additional temperature assessments and health screenings will take place if the school is in Phase 3 before the class is leaving campus for a local field trip. If a student has symptoms of COVID-19 prior to leaving campus, the field trip will be canceled, and steps will be taken for exposure within a cohort (*Section 12: Protocol When a Student Exhibits COVID-19 Symptoms at School*).

Teachers are expected to limit their movement on campus as much as possible and provide information as needed should they exhibit COVID-19 symptoms. Once campus tracing has been determined that portion of the building will be close, cleaned, and disinfected according to cleaning protocols in *Section 3: Protocols for Cleaning and Disinfecting the School Campus*.

During the school day, students will remain with their cohort in their respective classroom the entire day and do not need to enter the rooms through an interior hallway. Grammar students will use the outdoor restrooms and only travel inside the building through the designated pathway to enter the Chapel and Sanctuary for worship or music (Phase 3) or pick up. All other activities will be conducted outdoors. As such, it will be assumed that the student has been in each of these areas if they exhibit symptoms and that portion of the building will be closed, cleaned, and disinfected according to cleaning protocols in *Section 3: Protocols for Cleaning and Disinfecting the School Campus*.

SECTION 14:

TRIGGERS FOR SWITCHING TO ONLINE INSTRUCTION

Triggers for switching employees and students to online instruction will occur in one of two situations.

A. Class Closure

If a teacher or student in a class has demonstrated symptoms of COVID-19, the entire class, including the teacher, will be asked to remain at home for online instruction via Google Classroom for 72 hours for symptom monitoring or until the ill student has received a negative COVID-19 test.

Should testing confirm the student has COVID-19, the rest of the class will continue online instruction for another 11 days until a total period of 14 days have passed. Only students who do not exhibit COVID-19 symptoms will be allowed to return to the campus.

In the event that additional students in the class have contracted COVID-19 during the 14 day quarantine at home, the school will determine if it is the best interest for the remainder of the class to return or stay at home for further online instruction and symptom monitoring.

B. School Closure

If 5% of the campus population has confirmed COVID-19, the entire school will move to online instruction via Google Classroom for a minimum of 14 days for monitoring of symptoms and the school building will be thoroughly disinfected.

Grammar School (Phase 2 with Waiver)

The Grammar School Consists of 54 students, 7 faculty members, 2 part time aides, and 5 staff members for a total of 68 individuals. When 3 students or more have confirmed COVID, the Grammar school will move to online instruction for 14 days of symptom monitoring.

Secondary School (Phase 3)

The Secondary School Consists of 35 students, 9 faculty members, and utilizes 1 additional staff member in addition to the 5 for the grammar school for a total of 50. When 2 students or more have confirmed COVID, the Secondary school will move to online instruction for 14 days of symptom monitoring.

During Phase 3 should 5 students total from the Grammar and Secondary School combined have confirmed COVID, the entire school community will move to online instruction for 14 days of symptom monitoring.

SECTION 15:

COMMUNICATION PROTOCOLS FOR COVID-19 EXPOSURE WITHIN THE SCHOOL COMMUNITY

Parents are expected to keep their contact numbers up to date on Gradelink in order for Administrative staff to reach them as quickly as possible if their student becomes ill or to alert them of a class or school closure.

At all times, employee and student privacy will be carefully guarded in respect to those with COVID-19 symptoms or confirmed illness.

A. Ill Student with COVID-19 Symptoms

Parents will be contacted by phone if their student becomes ill with COVID-19 symptoms while at school. To avoid further spread of COVID-19, parents are expected to pick their child up promptly and are encouraged to seek student testing for those with symptoms of COVID-19. The class will remain open unless the ill student test results confirm COVID-19.

Note: If parents wish the School to release their child to another adult, requests must be made beforehand on the student's *Emergency Contacts* card and signed by the parents.

B. Class Closure

If a student or teacher has a confirmed case of COVID-19, the school will notify the parents of students in the class and any personnel that had significant direct contact. A 14-day quarantine for monitoring for symptoms will be required before returning to school and testing will be recommended for those exposed.

The Head of School will contact the Kern County Health Department regarding the COVID-19 positive community member and ensure that the classroom and any other area where the positive case spent significant time is cleaned and disinfected.

C. School Closure

Should the Heritage Oak need to close due to widespread COVID-19 in the School community, the administration will notify parents via Gradelink text alerts and email. Information will be included as to the recommended monitoring of symptoms for a 14-day period and testing for COVID-19. The Head of School will ensure the entire building is cleaned and disinfected.

If the school transitions from on campus to online instruction, additional information will be provided to the parents regarding classes as needed either by email or the Knight Life Newsletter. All students will have pre-established Google Classrooms that will be utilized for instruction during this time.

D. Off Campus Illness

If a student becomes ill with a confirmed or possible case of COVID-19 while off campus (such as during the Christmas break), and the student has been on campus in the past 14 days, it is understood that the parents are obligated to contact the School administration regarding the possible exposure in order to contain the spread further.

Once notified, the School will alert parents via Gradelink in order to monitor for symptoms, but the class/school will remain open.

NOTE: See *Appendix A* for CPHD chart for action steps.

SECTION 16:

EMPLOYEE COVID-19 TESTING

Faculty and staff will be tested every 2 months for COVID-19. The Administrative Assistant and School Clerk will be responsible for setting up a testing schedule for 25% of the faculty and staff being tested every two weeks at the location in Appendix B.

Confidential records with the results will be kept in the School office.

SECTION 17:

EMPLOYEE, PARENT, & STUDENT TRAINING IN CAMPUS COVID-19 PROTOCOLS

Heritage Oak School will make every effort to train and communicate with the entire School community prior to the beginning of the school year and to provide reminders throughout the year.

A. Employee COVID-19 Training

Faculty and staff members will be trained during the week of Teacher Orientation prior to the start of school. Additional updates and reviews will be conducted in teacher meetings throughout the school year.

Teachers will be provided a copy of the Illness and Injury Prevention Program (COVID-19 Guide) in their Teacher Resource Manual.

B. Parent Training

A review of the HOS COVID-19 Re-Entry Guide will be conducted at the Parent Back-to-School Night in August. The Guide will be on the School's website and on the School News page on Gradelink under *COVID FAQ*.

C. Student Training

Students in grades 7 - 12 will review the HOS COVID-19 RE-Entry Guide with the Head of School at Student Orientation in August. Additional reviews will be conducted throughout the year and as needed based on student department on campus. The Guide will be on the School's website and on the School News page on Gradelink under *COVID FAQ*.

Students in grades K - 6 will review appropriate parts the HOS COVID-19 RE-Entry Guide with their teacher on the first day of school as well as the Principal or Head of School at the first Chapel service. Ongoing reminders will be provided throughout the school year.

APPENDIX A:

CALIFORNIA PUBLIC HEALTH DEPARTMENT ACTION STEPS FOR COVID-19 EXPOSURE & CONFIRMED CASES

Heritage Oak School will follow the recommended guidelines as outlined below:



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

CDPH, MS 0500 • P.O. Box 997377 • Sacramento, CA 95899-7377
(www.cdph.ca.gov)



APPENDIX B: TEHACHAPI TESTING LOCATIONS

Adventist Health Tehachapi Valley – Laboratory Services
1100 Magellan Drive

Tehachapi, CA 93561

Testing is available M- F from 8am – 2:30pm by appointment.