

SWS Covid-19 Response Return to School Policy

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Masks/ Facial Coverings/ Shields at School

- The School is requiring all employees, students, parents, visitors, and vendors to use a cloth face covering or, where appropriate, a face shield while on campus.
- The School has directed all employees, students, parents, visitors, and vendors that a cloth face covering or, where appropriate, a face shield must be worn at all times, except if an employee is in their own office and their door remains closed.
- The School has directed all employees, students, parents, visitors, and vendors who wear cloth face coverings to wash such face coverings after each workday. The School has directed all employees who wear face shields to clean and disinfect such face shields after each workday.
- The School has notified all employees, students, parents, visitors, and vendors that they will not be permitted to enter or remain in the facility/campus unless they wear cloth face coverings. Where appropriate, employees may wear or may be required to wear face shields in lieu of a cloth face covering. The School provided such notice by **[means of communication, e.g., posting guidance on its website and/or posting signage at each entrance of the facility/campus]**.
- The School has purchased, and has on hand, a supply of cloth face coverings for use if an employee or student forgets to bring a cloth face covering. The School also has purchased, and has on hand, a supply of face shields, for use by employees, where appropriate, if an employee forgets to bring a face shield.
- In School office areas, the School has arranged employee desks or individual workstations in such a manner so that employees are separated by at least 6 feet.
- In classroom areas, the School has arranged student desks and seating so that students are separated by at least 6 feet when possible, and classroom teachers are at least 6 feet (when possible) away from students.
- The school encourages students two years through second grade to wear a face shield or cloth face covering when appropriate.
- The school encourages the use of face shields during outside play where six feet of distance cannot be maintained or is inappropriate.
- During outside play or learning, where six feet of distance can be maintained the children may remove their face coverings at the discretion and direction of their teacher.

Cloth Face Coverings/Face Shields

All employees and students must wear face coverings while at school at all times, except during designated meal times. Employees must monitor the use of cloth face coverings for students who are 8 years of age or younger to ensure that they are able to breathe without choking or suffocating.

Preschool/Childcare considerations: Preschool students younger than 2 years old are not permitted to wear face masks since doing so is considered a safety risk. Preschool children older than 2 years old should be encouraged, when feasible, to wear facemasks

throughout the school day, other than during meal times. Employees at preschool or childcare facilities may use cloth face coverings or face shields.

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 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: [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html](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 fail to bring one or whose face covering becomes damaged while at school.

Employees and students with medical conditions or disabilities that prevent them from being able to wear a cloth face covering will be provided with accommodations made on a case-by-case basis consistent with the Schools policy on Reasonable Accommodation of Employees. Please see addendum for SWS accommodations for exemptions policy and requirements.

Face Shields

Teachers will be allowed to use face shields, if available, which enable younger students to see their faces and to avoid potential barriers to phonological instruction. Students may choose to wear a face shield when a face mask is inappropriate or impractical.

The State Guidance does not require that preschool students to age 2nd grade wear face masks, but SWS requires all students preschool to 2nd grade to carry a facial covering with them to school and strongly encourages them to wear one. The CDC guidance for childcare facilities, however, states: “When feasible, staff members and older children should wear face coverings within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.” The CDC guidance will be considered part of the applicable standard of care that preschool programs are required to meet in providing services.

Age	Face Covering Requirement
Under 2 years old	None
2 Years old – 2 nd grade	Strongly encouraged Please bring facial covering to school
3 rd grade – 8 th grade	Yes, unless exempt

Please note: The school will exclude employees, students, parents, visitors, and vendors from coming on campus if they are not wearing a face covering/ shield and refuse to wear one provided by the school barring they are not exempt.

Medical Exemption and Request for Accommodation

Some individuals may seek exemption from wearing a facemask or facial covering and may need special accommodations. SWS will make a reasonable effort to provide reasonable accommodations to such requests. (Please note that a face shield may be an appropriate accommodation from a facemask or face covering depending on the functional limitations and medical need.) Also note some needs for accommodation may be temporary in nature and the school may seek additional documentation to help with such requests. SWS reserves the right to request a second opinion if they feel the provider or the limitation request was made without an appropriate patient provider relationship or if the request was made inappropriately. If you or your family member is requesting an accommodation due to a limitation that makes it so you cannot wear a face mask/ face covering please adhere to the following.

- Please provide documentation from your medical or mental health care provider

- Please have the provider indicate the limitations of the condition/s that create a need for accommodations from facemasks or face coverings, as well as any suggestions for successful accommodations.
 - Diagnostic information need not be shared.
- All requests for exemption will be processed by the Administrative director
- You must make arrangements with the Administrative director well in advance before coming on campus to make sure appropriate accommodations can be made for you or you family
- All personal information will be kept confidential within the following parameters
- Your teacher may be provided with information about the limitations of their students in order to provide them with accommodations.
- Your information will be kept securely in a discreet file, separate from student's cumulative files, in accordance with State guideline in the office.

SWS seeks to be an inclusive and safe place for all in our community, and as such, we are committed to providing reasonable accommodations as needed within the framework discussed. If SWS chose not to do so, we would be doing something ethically wrong, in that it would create added risk for our community. Doing so would also create legal risk if the school negligently avoided taking steps to ensure the health and safety of our students, faculty, staff and parents. Thus, these policies are not optional, and any who chose to not comply will not be allowed on the SWS campus.

Health Screening

Policy: Anyone intending to come onto the Waldorf campus will be screened for symptoms associated with COVID-19. A home self-screening form for employees, students, and parents/guardians will be available. Persons without a self-screening form from home may use one of the screening stations upon arrival (8:00-8:35am when school is in session) or the self-screening station outside the office (open during office hours).

Enrolled students will turn in their form to their teachers to be allowed entry into the classroom. Employee forms will be turned into the office. Visitors will receive a dated badge to wear upon turning in their screening form to a screening station or into the office.

Forms will be kept at the school for no less than 14 days.

Process/Procedure: Parents/guardians will complete the school provided screening form (see attached) for EACH student including a temperature taken that morning **or** they will escort the student to a designated screening area upon arrival. Anyone intending to be on campus for any reason must complete a self-screening form (see attached) **or** be screened/self-screen on campus. If parents/guardians choose not to complete a form students (and adults) will be screened at school at the appropriate screening location. If families would like to screen at home but cannot procure a thermometer one will be provided.

Children/Students are NOT permitted to complete screening forms. Parents/Guardians will complete screening forms.

Forms will be available at the office, at the screening stations, and on Parent Square to download and print from home. Three forms per page will be printed and will need to be cut to conserve paper. The forms will have a small creation date noted so if/when changes need to occur due to new information new forms will be made and put into use. There will be a week-long leeway period before the new forms are required for entry into the classroom.

Drop Off Option:

5th-8th grade students may be dropped off. The students must be screened at home and arrive with a completed and signed form to utilize the drop off option. Students that are being dropped off must have a completed/signed form in hand. They will show a screener as they walk past their designated screening area and will walk *directly to their classroom* without going elsewhere. They will hand the teacher their signed screening form for entry to the classroom.

If the student does not have their completed and signed screening form the parent/guardian or carpool driver will park, escort the student to the appropriate screening area and wait while the student is screened before departing.

Escorting Students to the Classroom:

For parents/guardians that plan to escort their children to the classroom, the parent/guardian will complete a self-screening form for THEMSELVES and each child (separate forms) prior to arrival at school. The parent/guardian and student will wear a mask while walking to the classroom per the Masks at School policy. The parent/guardian/escort will show the student screening form and give the visitor screening form to the screener and collect a dated badge (example: <https://www.amazon.com/Colorful-Name-Tags-Sicker-Labels/dp/B0787S3ZLR?th=1>). The badge will be worn for the duration of the campus visit and may be reapplied for afternoon pick ups. Student forms will be presented to the teacher for entry into the classroom.

If the student or adult does not have a form, the parent/guardian will walk with their child to the appropriate screening areas for screening, complete the forms and the adult will receive a badge.

On Campus Screening

- Locations
 - There will be three screening points at the front of the school with designated grades, open from 8:00am-8:35 on school days.
 - **Screening Point 1: Grades 1,2, and 4** This point will likely be parents and students. (*Location to be determined by HASRTS Committee.*)

- **Screening Point 2: Grades 5-8** This point will have more pre-screened students that will briefly show the screener they have a completed form. For those that do not the parents/guardians will wait while the screening is completed or also be screened to escort their child (or another child) to class if necessary. (*Location to be determined by HASRTS Committee.*)
- **Screening Point 3: Red Rose, Moss Rose, White Rose and Grade 3** For those that already completed their screening they will briefly show their form to the screener. Those that have not been home screened/self-screened will have their temperature taken, sign a form and give it to the teacher. Parents/Guardians escorting their child to school shall wear a mask for the duration of time on campus per the Masks at School policy. (*Location to be determined by HASRTS Committee.*)
- The designated grades for screening points are a *suggestion* to reduce congestion, to maintain efficiency, to encourage proceeding directly to classrooms. Any screening location may be used as an entry point.
- There will be a self-screening station outside the office open during school hours.
 - **Screening Point 4: Office**
Anyone arriving on campus outside of screening hours will self-screen outside the office and go in to exchange their form for a badge if visiting, picking up children, business, etc. or to check in for attendance if tardy.
- Set-Up
 - 2 screeners: 1 staff screener and 1 volunteer or staff at each location
 - Primary screener will be asking questions, visually inspecting for symptoms and taking temperatures.
 - Primary Screener will be in appropriate PPE.
 - Secondary screener/volunteer will be distanced at least 6ft away from the primary screener and will simply be glancing at forms as students/adults walk by or exchanging parent forms for dated visitor badges.
 - No PPE (aside from face covering per the mask policy) is required for glancing at home-screened individual's forms and issuing badges. Second screener may choose to wear additional PPE.
 - Equipment and Materials
 - Tent or established shelter
 - Table or two depending on location
 - Parent/Guardian Forms
 - Student Forms
 - Stacks of uncut student and visitor forms for parents to take home
 - Weights to keep wind from blowing forms away
 - Thermometer
 - 2 Hand sanitizer stations for parents and screeners (one for each screener)

- Extra gloves (change if contact with bodily secretions)
- Alcohol wipes to clean thermometer between individuals (if not using a touchless thermometer)
 - Wipe can be used more than once while it remains wet
- Pens for completing forms
 - Marked “Clean” Cup for clean pens
 - Marked “Dirty” Cup for used pens
- Visitor badges
- 2 Bold sharpies for writing the date on visitor badges (one for each screener)
 - Ground markers to mark 6ft for families waiting to be screened
 - Mask, eye covering, gloves
- Process
 - Screening will be open from 8:00am - 8:35am on school days.
 - Clear indication of where the lines will form with 6ft spacing marked in a direction that does not cause physical congestion or traffic issues.
 - Prior to opening the primary screener will:
 - Collect the equipment and materials bin for their screening station from the eurythmy/music office. The office screening station will be set up by office staff. The equipment and materials bin will be located on the back deck.
 - Ensure 6ft spacing markers are in place on the ground. (Permanent paint may be used in some screening areas.)
 - Set up their screening table with forms, pens, forms to take home, etc.
 - Pre-write date on a number of visitor badges to streamline the process
 - Wash hands for 20 seconds
 - Don mask, eye protection and gloves
 - Sanitize screening station, pens, thermometer
 - Prior to opening the secondary screener will:
 - wash hands for 20 seconds
 - Pre-write date on a number of visitor badges to streamline the process
 - Set up their screening area with a place for hand sanitization, visitor badges, forms for parents to take home
 - Sanitize screening area
 - When a student/parent/guardian approaches the table without a home-screening form, the primary screener will:
 - Ask them to review the list of symptoms associated with COVID-19 on the form and ask if they have experienced any within the last 24 hours.
 - Visually inspect for flushing, cough, difficulty breathing/shortness of breath, runny nose
 - Ask if anyone in the household has been sick with confirmed or suspected COVID-19
 - Ask if the person has been in close contact (within 6ft for more than 15 minutes or direct contact with bodily secretions) with anyone with confirmed or suspected COVID-19
 - Take the temperature of the person being screened
 - Refrain from unnecessary physical contact

- If the temperature is greater than 100.4 retake the temperature a second time to ensure accuracy.
 - If the temperature appears to be inaccurate (e.g. abnormally low) take it again to ensure an accurate reading.
 - Have the student/parent/guardian/escort write down the temperature, their name/child's name, class, carpool information and sign the form(s).
 - Have the student/parent/guardian/escort take the student forms to present to the classroom teacher.
 - Have the adult sanitize hands (students will be washing hands on classroom entry)
 - Keep the visitor (adult) screening form and give the adult a dated badge to wear
 - If the adult of a 5th to 8th grader is not planning on entering campus they may wait at a distance away from but in sight of the screening table. Once the student has completed the screening and has their form the adult may depart. They do not need to be screened if not entering campus.
- Illness:
 - If a person has been in contact with an individual with confirmed or suspected COVID-19 the screener will flag the person for further reporting
 - Parents/ guardians that appear ill or present with symptoms will not be allowed on campus and will not be permitted to leave their child at school.
 - For students that appear ill with a parent/guardian/escort have the parent/guardian take them home and note on the screening form that they went home due to illness; put aside for tracking. (Follow the return to school guidelines outlined in the Student Becomes Ill at school policy.)
 - For students that appear ill without a parent/guardian/escort follow the protocol for when a Student Becomes Ill at School.
- Home Screened Students/Adults
 - 5th-8th grade students being dropped off may show their completed form to the second screener. This can simply be waved as they walk by. Close inspection is not necessary. They should not wait in line.
 - Parents/guardians escorting children to the classroom may show the second screener the completed forms for themselves (and any children they are escorting) and pause to collect a badge to wear that is clearly marked with the date. This will indicate they have been screened. After placing the badge in a visible location they will proceed directly to their classroom(s).
 - This badge may be retained for use at pick up. If the badge is lost or is no longer able to stick to the adult should self screen at the office, show their form inside, and get a new badge for picking up their child.
- Sanitizing

- Screener 1 will use alcohol wipes to clean pens when they are out of clean pens or when there is a lull.
 - Tables and all non paper items will be sanitized before and after screening times.
- Closing
 - Doff PPE (except for the mask which will be worn until off campus)
 - Wash hands for 20 seconds
 - Take unused forms and completed visitor forms to the office
 - Return equipment to bin and store in the eurhythmy/music room
- Classroom Entry
 - Teachers will meet students at the door and visually assess student
 - Students/Parents/Guardians will not be permitted entry without a badge
 - Teachers will collect forms from students
- Office Screening Point Set-Up and Process
 - Equipment and materials
 - Table outside of office
 - Screening forms for students, visitors, employees
 - Thermometer
 - Pens
 - Hand sanitizer with sign, please use hand sanitizer before entering the office
 - Stack of uncut screening forms available for pick-up without entering office
 - Office staff will set up each morning and put away materials as deemed necessary at close of day
 - Sanitizing
 - Self-screener instructed to clean thermometer/pens. Alcohol wipes provided. (Trash can part of set up.)
 - Alternatively: Office staff cleans several times a day
- Failing a Screening
 - No persons with any of the symptoms associated with COVID-19 (including fever greater than 100.4) will be permitted on campus
 - If a screener or teacher determines that a student is presenting with symptoms or develops symptoms during the day they shall be sent home following the Student Becomes Ill at School protocol.
 - If an employee has any symptoms associated with COVID-19 (including a fever greater than 100.4) they will not be permitted to work.
 - If an employee develops symptoms during the day they will be sent home per the Employee becomes Ill at School protocol.
- Documentation/Tracking
 - Teachers will keep student forms stapled by day in their room for 2 weeks. After two weeks the forms may be discarded.
 - Teacher self-screening forms will be sent to the office with the attendance sheet. After two weeks the forms may be discarded.
 - Employee forms will be kept in the office for 2 weeks and then discarded.
 - Visitor/parent forms will be kept for 2 weeks in the office and then discarded.

- The teachers and office will determine the most effective method of storing and discarding forms. Ideas:
 - Stapled by day
 - Kept in a box
 - Daily discard of 2 week old forms can begin at 2 weeks 1 day

Employee Screening

Teachers will complete a self-screening form at home or immediately upon arriving at school in their classrooms. They will send their screening form to the office with attendance to be kept for 2 weeks by the school.

All other employees will turn in their self-screening form at the office upon arrival or use the self-screening station outside the office and turn in their form to the office.

Visitors

All visitors must have completed a self-screening and/or be screened at school and receive a visitors badge with the date clearly indicated. If arriving after the screening areas are closed all visitors must go to the office, complete a self screening form *including temperature outside* the office door and turn in their form inside. They will be provided a badge to wear to show they have been screened. All visitors will wear a mask on campus per the mask policy.

Students/Parents/Guardians Arriving after the Campus Screening Areas are Closed

If parents/guardians have a completed form for themselves (if escorting the student to class) and their child they may check in at the office and proceed to the classroom and present the teacher the student form. Adults escorting students will get a visitor badge when turning in their screening form to the office. Students arriving late with a completed home screening form will alert the office so that attendance may be updated and proceed to the classroom - presenting their screening form for entry.

Anyone arriving without a screening form will perform a self screening including temperature outside the office, complete the form(s), report inside and then proceed to the classroom.

Attached: Forms

STUDENT SCREENING FORM

Class: _____

Other Classes in Car N/A RR WR MR 1 2 3 4 5 6 7 8

My child has **NOT** had *any* of the following symptoms associated with COVID-19 in the last 24 hours.

- | | |
|---|------------------------------|
| • Temperature 100.4 degrees or higher | • Sore Throat |
| • Cough | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose |
| • Chills | • Nausea |
| • Repeated Shaking with chills | • Vomiting |
| • Muscle or body aches | • Diarrhea |
| • Headache | |

My child has **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Child's Name (please print): _____ Today's
Temperature: _____

Parent/Guardian Signature: _____ Today's
Date: _____
2020/07/07

STUDENT SCREENING FORM

Class: _____

Other Classes in Car N/A RR WR MR 1 2 3 4 5
6 7 8

My child has **NOT** had *any* of the following symptoms associated with COVID-19 in the last 24 hours.

- Temperature 100.4 degrees or higher
- 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

My child has **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Child's Name (please print): _____ Today's
Temperature: _____

Parent/Guardian Signature: _____ Today's
Date: _____
2020/07/07

STUDENT SCREENING FORM

Class: _____

Other Classes in Car N/A RR WR MR 1 2 3 4 5
6 7 8

My child has **NOT** had *any* of the following symptoms associated with COVID-19 in the last 24 hours.

- Temperature 100.4 degrees or higher
- 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

My child has **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Child's Name (please print): _____ Today's
Temperature: _____

Parent/Guardian Signature: _____ Today's
Date: _____

Classes in Car None RR WR MR 1 2 3 4 5 6 7 8
2020/07/07

VISITOR/PARENT/GUARDIAN/ESCORT SCREENING FORM

Location/Class(es) you are

visiting: _____

Drove a carpool: Yes

I have not had any of the following symptoms associated with COVID-19 in the past 24 hours:

- Temperature 100.4 degrees or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated Shaking with chills
- Muscle or body aches
- Diarrhea
- Headache
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting

I have **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Your Name (please print): _____ Today's
Temperature: _____

Your Signature: _____ Today's Date: _____

2020/07/07

VISITOR/PARENT/GUARDIAN/ESCORT SCREENING FORM

Location/Class(es) you are

visiting: _____

Drove a carpool: Yes

I have not had any of the following symptoms associated with COVID-19 in the past 24 hours:

- Temperature 100.4 degrees or higher
- 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

I have **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Your Name (please print): _____ Today's
Temperature: _____

Your Signature: _____ Today's Date: _____

2020/07/07

VISITOR/PARENT/GUARDIAN/ESCORT SCREENING FORM

Location/Class(es) you are

visiting: _____

Drove a carpool: Yes

I have not had any of the following symptoms associated with COVID-19 in the past 24 hours:

- Temperature 100.4 degrees or higher
- 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

I have **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Your Name (please print): _____ Today's
Temperature: _____

Your Signature: _____ Today's Date: _____

2020/07/07

EMPLOYEE SCREENING FORM

Work Location: _____

I have not had any of the following symptoms associated with COVID-19 in the past 24 hours:

- Temperature 100.4 degrees or higher
- 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

I have **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Your Name (please print): _____ Today's
Temperature: _____

Your Signature: _____ Today's Date: _____

2020/07/07

EMPLOYEE SCREENING FORM

Work Location: _____

I have not had any of the following symptoms associated with COVID-19 in the past 24 hours:

- Temperature 100.4 degrees or higher
- 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

I have **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Your Name (please print): _____ Today's
Temperature: _____

Your Signature: _____ Today's Date: _____

2020/07/07

EMPLOYEE SCREENING FORM

Work Location: _____

I have not had any of the following symptoms associated with COVID-19 in the past 24 hours:

- Temperature 100.4 degrees or higher
- 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

I have **NOT** been in close contact with anyone who has confirmed or suspected COVID-19 in the past 14 days.

Your Name (please print): _____ Today's
Temperature: _____

Your Signature: _____ Today's Date: _____

2020/07/07

Physical and Social Distancing

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. 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 may 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.

Reduction of In-Person Employee Headcount At Any Given Time¹

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.

¹ The school should plan to limit the number of people in all campus spaces to the number that can be reasonable accommodated while maintaining a minimum of 6 feet of distance between individuals.

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

Campus Access

The School will establish 3 entry and exit points to the School's campus to promote physical distancing. The entry and exit points will be toward the lower parking lot, the Rawhide room, and in front of Red Rose. Employees will be assigned to enter and exit at specific entry and exit points each school day they are on campus, and at staggered times.

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. While waiting to be screened, employees must remain at least 6 feet apart from others. Employees who pass the screening requirements will be required to wash or sanitize their hands prior to entering their worksites and/or classrooms.

During this time, the School will restrict access to the School's campus, and limit visitors and volunteers, including parent volunteers.² All campus visitors must adhere to all of the return to school policies for 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 instruct 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.

Physical Distancing – On Campus Generally³

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

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers that designate intervals of 6 feet will be placed throughout campus and must

² This is recommended by the CDE.

³ 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.

be followed. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as one-way hallways.

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

Non-essential meetings should be cancelled or postponed. If an in-person meeting is held, please adhere to the essential meetings at school policy

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

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

Social Visits to Be Avoided

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that they maintain minimum physical distance of 6 feet between themselves and any other person at all times.

Physical Distancing in Classrooms

Consistent with CDC, CDE and state guidelines, lower school students will be grouped in static educational pods or cohorts. These cohorts will be grouped together each day they are at the School to minimize the mixing of student groups, Please refer to the pods and cohorts policy. Teachers are expected to stay within their assigned educational cohort and enforce physical distancing strategies amongst the students.

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

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart whenever possible. 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 facing one another. An assigned seating arrangements will be used to the extent possible.⁴

⁴ This is recommended for tracking purposes when there is COVID-19 exposure.

The School shall designate additional indoor and outdoor spaces which will be used as classroom space. All School buildings and rooms will have maximum capacity limits consistent with implementing social distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

Weather permitting, teachers shall open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children.⁵ 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 may 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 and in individually labeled containers, cubbies, or areas. Students are required to bring their belongings home each day to be cleaned before bringing them back to school.

Teachers are encouraged to 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 preschool-age students, or students with disabilities or behavioral challenges. 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.

Preschool Classroom Capacity and Structure

In accordance with the California Department of Social Services (“CDSS”) and county requirements, preschool students will be in groups of 10⁶ or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible⁷, and consistent with CDSS and local adult/child staffing ratios for

⁵ 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.

⁶ This is the current state requirement for all childcare facilities:

<https://www.cdss.ca.gov/inforesources/community-care-licensing/policy/provider-information-notices/child-care>

Note that this requirement could change by the Fall, so schools should check for updates in guidance. To the extent that the County guidance provides stricter requirements, those must be followed.

⁷ Some county orders may require that the same teachers be with the same group of preschool children each day.

preschool programs. Children who are in the same family will be in the same group, to the greatest extent possible.⁸

All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.⁹

For napping, cots, cribs and mats will be placed 6 feet apart, with the children's heads placed alternatively in opposite directions.

All students' personal items should be labeled and kept in a separate bag to ensure personal items are separate from others, and personal toys should be kept home during this time until further notice.

Restrooms

Employees and students may 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.

Custodial staff will conduct regular cleanings of restrooms.

Break/Meal Periods

Employee and student breaks and meal periods will 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 and students are expected to follow physical distancing strategies while on a break or during a meal period. Employees are also expected to comply with and enforce the School's Protocols for Meals at Schools and Childcare Facilities and ensure that students are not sharing water bottles, food, or other items.

Playgrounds/Outdoor Play Activities/Athletics¹⁰

Outdoor physical education or play activities will be staggered for different student groups, and limited to an assigned designated area of the campus. Students must maintain a distance of at least 6 (whenever possible) feet from other students during physical education and athletic activities.

⁸ This is included in the State guidance for preschool programs and the CDSS guidance.

⁹ CDSS recommends using carpet squares mats, or other visuals for spacing, and the state guidance recommends using masking tape or yarn to clearly indicate the space that is designated for each child.

¹⁰ 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.

Teachers will be expected to manage their student group within their assigned designated area of the campus during outdoor physical education or play activities, and will not be permitted to leave their designated area.

Teachers should develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate.

Pods/Class Cohorts

Class Cohorts (Pods)

Class cohorts, also known as “pods,” will provide structure and help to slow the spread of COVID-19 on the SWS campus. Recommended by CDPH* and the AAP** as a key method to prevent widespread outbreaks in schools, class pods cannot prevent all spread of COVID-19 within the school, but may help prevent catastrophic spread or a “super spreader” incident from affecting the entire school community. While transmission might still occur between pods from siblings who are in different classes or from contact among school families outside of school, SWS can still take steps to minimize the spread during the many hours that students spend together as a class. When used along with other measures, pods can decrease the chances that the whole school will need to shut down in the event of an outbreak.

A pod will be made up of all the students in a class and their primary teacher(s) who remain with their class throughout the day; each early childhood class will form its own pod. All other people in the school community will be considered outside a class pod, including students and primary teachers in other classes, administrative staff, specialty teachers, after school care providers, parents/grandparents/guardians, siblings or other children who are not enrolled at SWS, and any other visitors who may come to campus. Classes will aim to remain in their pods as much as possible, and will not mix during recess or lunch times. For classes who share play yards, we will alternate the timing of outdoor activities to lessen interaction between pods.

SWS Class Pods:

- Red Rose
- White Rose
- Moss Rose
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade

Within pods, students will be encouraged to maintain age-appropriate physical distance from each other and their teacher when feasible (e.g., while seated during normal classroom instruction). This may be accomplished by spacing desks or seating areas 6 feet apart whenever classroom space allows. A minimum of 3 feet will be ensured between all desks, see class-specific seating chart plans.

All staff and students will adhere to the masking policy at all times regardless if they are with their pod or cohort.

Pods must maintain a 12 ft. distance away from other pods. In the event that pods plan to interact they may do so by maintaining social distancing and wearing face coverings (refer to masks at school policy).

In order to maintain the integrity of pods it is important for those teachers or assistance that move between pods to adhere to the following rules.

- Must wear an N95 or other particulate respiratory mask or remain outdoors keeping a 10ft+ space from students. Option for N95 with clear plastic piece over mouth to allow for viewing of phonologic instruction
- Must wear a protective apron, covering arms and torso that is changed between classes (disposable ones will be an option)
- Must clean/ disinfect all shared tools/equipment between classes
- Must allow 30 minutes between classes in able to adhere to this policy (Allow FAB committee to adjust time)
- Must complete proper hand hygiene in between classes
- Must keep a log of what classes were held or attended
- If a specialty teacher or assistant does not move between multiple pods a traditional face covering or shield per the masks at school policy may be worn

If a teacher or child is diagnosed with Covid-19, they will be dismissed from school along with their associated pod. Upon notification of this event all students in the affected pod will be required to move to an outdoor location (weather permitting) or an unoccupied building, while parents are contacted and the pod is dismissed. Any persons who have been in close contact (within 6ft for 15 minutes or more) with a positive case

will be dismissed. Your pod will not be dismissed unless a person diagnosed with Covid-19 is in your pod, or your entire pod came in close contact with a Covid-19 positive person. If you have been dismissed from school due to sickness please refer to the sick person at school policy.

If any individual is asked to self-isolate for a period of time by local health authorities, that individual will not be permitted to re-enter their pod or the school campus until the end of their self-isolation period.

Sick Children/ Adults at School

PROTOCOL WHEN AN EMPLOYEE EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 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 intercom 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 a 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 10 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>

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 consult with the local county department of public health to determine necessary next steps.¹¹

PROTOCOL WHEN A STUDENT EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 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, direct the student to wear a face covering or medical mask if feasible, and will notify the student's parent or guardian.¹²

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Administrative Director 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 10 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;
- 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.

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 10 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;¹³
- 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.

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”)¹⁴ 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.

Cleaning and 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

¹³ This is the current CDC standard for home isolation: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

¹⁴ If the school has 50 or more employees and is subject to the FMLA.

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.

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-19, 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. As an example- SWS may use the hydrogen peroxide based cleaning product Oxivir™ HC Disinfectant Cleaner.

The School and all School employees and contractors 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 of classrooms by class/pod teacher prior to school start and during lunch. Air out the space before children arrive by opening windows, by using an air conditioner setting that brings in fresh air, or by using an HVAC system.
- A commercial cleaning service may be responsible for cleaning restrooms, classrooms and common rooms at the end of the school day.

Personal protective equipment (“PPE”):

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 school staff whose job duties include cleaning and disinfecting the School Campus. School 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 school 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, school staff must wear a similar type of covering, such as coveralls, or aprons. Any reusable (washable) clothing worn during the cleaning and disinfecting process must be laundered afterwards. School staff whose job duties require them to handle dirty laundry must clean their hands after handling dirty laundry.

School 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, school staff must wash their hands thoroughly with soap and water.

The School will provide training to school staff on when to use PPE, what PPE is necessary, how to properly put on (don), use, and take off (doff) PPE, how to maintain and dispose of PPE.

The School will communicate to the third party company responsible for cleaning and disinfecting the School campus after hours about its expectations regarding the use of personal protective equipment (“PPE”), cleaning and disinfect products, cleaning and disinfecting schedule, and other expectations related to cleaning and disinfecting the School campus.

Provision Of Hand-Washing And Other Healthy Hygiene Supplies:

The School will make available soap and water, disposable wipes, hand sanitizer with at least 60 percent ethyl alcohol, or other effective disinfectant as well as tissues, paper towels, and no-touch trash cans near each entrance of any School building or facility, at each COVID-19 symptom screening location, and in other appropriate areas on campus for use by students, employees, and visitors for hand-washing and other healthy hygiene practices. Further information on guidelines can be found in the **SWS Policy on Hand Washing and Hygiene Practices**.

Teacher / Pod leader 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 policies so employees can carry out the following individual responsibilities:

- School employees must clean and disinfect all frequently-touched surfaces and objects employees come into contact with 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 Table 1 below.
- Classroom 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, and any other surface or object in the classroom touched or used by students.
- Classroom teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Classroom teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.

Cleaning And Disinfecting Protocols:

The School has established the following regular cleaning and disinfecting schedule for all School buildings and facilities, in order to promote a safe and healthy School campus and to minimize the possibility of under- and over-using cleaning and disinfectant products.

Classrooms will be cleaned and disinfected no less than once per day, preferably prior to the school day by classroom teachers / pod leaders or by a commercial cleaning service at the end of the school day. If practical, classroom teachers may choose to additionally clean classrooms during lunch break.

The School will clean outdoor areas of the School campus routinely. Playground equipment with frequently touched hard surfaces will be cleaned between each pod usage if practical.

The School will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday. Restrooms will be cleaned by a commercial cleaning service at the end of the school day using protocols and

products outlined above. Restroom doors will be propped open when feasible to promote increased airflow and limit touching of door handles.

The classroom teachers / pod leaders will clean and disinfect locations where meals are prepared and eaten regularly. The School will also clean and disinfect surfaces frequently touched by students in eating areas, including, but not limited to, tables and chairs.

Table 1- Hard surfaces:

Examples of frequently used surfaces or objects that will receive routine disinfection include, but are not limited to:

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

Soft surfaces:

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 soft and porous materials that are difficult to clean and disinfect. The School will disinfect soft

and porous materials that are frequently touched using an appropriate disinfectant. Frequently used bedding / blankets will be laundered daily.

Drinking Water:

The School will secure touch-less water dispensers, or water dispensers will be decontaminated in-between each use. Each student will have individual reusable water bottles.

Ventilation Systems:

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

Additional Considerations For Early Childhood Education:

Schools must clean and sanitize toys used in the preschool program regularly. The School will remove and store toys that cannot be cleaned and sanitized. Classroom teachers and other School employees will set aside toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions until they are cleaned by hand by a person wearing gloves according to the following procedure: clean with water and detergent, rinse, sanitize with disinfectant from List N, rinse again, and air-dry. Alternatively, the School may clean toys in a mechanical dishwasher. Classroom teachers should be mindful of items more likely to be placed in a child's mouth.

Classroom teachers should set aside machine washable cloth toys in a designated location marked "soiled toys" away from students after use by one student. The School will launder the machine washable cloth toy before it is used by another student.

Classroom teachers should monitor use of toys so that they are not shared between different groups of students. Toys must be washed and sanitized before being moved from one group of students to another. Classroom teachers should set aside toys that need to be cleaned and either place them in a dish pan with soapy water out of reach from children to prevent drowning, or put in a separate container marked "soiled toys." Washing toys with soapy water is the ideal method for cleaning. The School will attempt to have enough toys available so that the toys can be rotated through cleanings.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

The School will use bedding that can be washed (*e.g.*, sheets, pillows, blankets, sleeping bags), and store student's bedding and other personal belongings in individually labeled bins, cubbies, or bags. Classroom teachers will take steps to keep each student's bedding separate, to prevent sharing of bedding between students, and to confirm that student's bedding, such as cots and mats, are labeled for each student. Classroom teachers will send any student's bedding that touches the student's skin home each week to be cleaned. Bedding cannot be shared between students without being laundered in between use.

Cleaning After A Symptomatic Or Infected Person Has Been On The School Campus

In the event a student, employee, or visitor who exhibits symptoms of COVID-19 or who tests positive for COVID-19 has been on the School campus, the School will close all areas of the campus the individual used or visited. If the sick person or student can not leave campus, they will be isolated according to the policy related to **Sick children and adults at school**. The School will vacate the involved areas until the complete disinfection process is finished. SWS may contract with a Third Party Cleaning Company to perform the disinfection process in such a case. Staff or Third Party Cleaning Company 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 staff, the School will provide PPE to such staff as set forth in the School's policies. The School will prohibit anyone from entering the involved areas until after they have been cleaned and disinfected. The School will also clean and disinfect any surfaces or objects touched by the individual.

Hand Washing and Hygiene Practices

SWS Teachers and staff will teach and reinforce best practices for hygiene and washing hands. These best practices will include the following:




- Avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before entering the classroom. Hand washing should also be done frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Particular attention should be paid to areas frequently neglected during handwashing such as the thumb and thumb base, between fingers, fingertips and wrist. (Fig 1).
- Teachers and Staff should model and practice handwashing
- SWS will install extra handwashing stations throughout the campus
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practical. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers which contain at least 60% Ethyl alcohol are preferred and should be used when there is the potential of unsupervised use by children.
- Any product containing methyl alcohol (methanol or “wood alcohol”) is unsafe and should be avoided. Methanol is a substance that can be toxic when absorbed through the skin or ingested and can be life-threatening when ingested.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- SWS Teachers and Staff will encourage students to regularly wash their hands at staggered intervals to avoid crowding of stations, classroom sinks and bathrooms.
- SWS will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

More information about handwashing best practices can be found at:
<https://www.cdc.gov/handwashing/index.html>

Figure 1:



-  Areas most frequently missed during hand washing
-  Less frequently missed
-  Not missed

Classroom Capacity and Dimensions

Room	@6' student spacing	@4' student spacing
1st	12	14-16 depending on teacher desk location
2nd	12	14-16 depending on teacher desk location
3rd	10	14
4th	11	14
5th	9	14
6th	10	15
7th	10	15
8th	10	15
Rawhide	18	

Classroom	dimensions	square feet	number of fluorescent lights	other notes
Rawhide	19x40	760	0	
Red Rose	23.5x29.5 (-12x6)	621.25 classroom 72 bathroom	12	12x6 bathroom
Moss Rose	40x23 (-18x8)	776 classroom 72 bathroom 72 storage	10 classroom 1 bathroom 1 storage	18x8 bathroom and storage
White Rose	23.5x25.5	599.25 classroom 94.5 kitchen 84 bathroom	8 classroom 2 kitchen ½ bathroom	9x10.5 kitchen 8x10.5 bathroom
Sweet Pea	16x35	560 classroom 63 bathroom	8 classroom ½ bathroom	10.5x6 bathroom
First	21x28.5	598.5	0	7x21 kitchen/hall included in

				total
Second	26x21.5	559	0	5.5x11.5 kitchen/ entry included in total
Third	23.5x39.5 (-13x16)	720.25	9	17x23.5 carpeted area
ASC	13x16	208	3	
Fourth	19x25	475	0	
Fifth	19x25	475	0	
Sixth	29x23 (-4x8)	635	8	
Seventh	29x23 (-4x8)	635	8	
Eighth	29x23	667	9	
Puppetry	29x23	667 total 556.5 classroom 110.25 storage	7 classroom 2 storage	10.5x10.5 storage
Bathrooms	Girls 15x8 Boys 15x8 Staff 6x8	120 120 48	2 2 1	

Each fluorescent light unit holds four 48 inch tubes. ½ indicates 24 inch tubes.

Food at School

SWS will observe safe food handling, hand hygiene, and physical distancing practices whenever food is prepared, served and eaten on campus. **Food preparation** activities on campus during the COVID-19 pandemic may include cooking soup and bread in the Red Rose Moss Rose and White Rose classrooms, cooking food in the 3rd grade classroom, and preparing small samples of fresh produce for students to taste in the garden. All of these activities involve students as well as faculty/staff, and are part of the curriculum for those classes. **Food service** activities on campus this year may include serving food in the Kinder and 3rd grade classrooms, serving samples of garden produce in the garden, serving snacks during afterschool care, serving food provided to classrooms by families for birthdays or celebrations, serving lunch food prepared by local restaurants (e.g., pizza and burritos) to students in grades 2-8 as weekly class fundraisers, and self-service of food brought from home at designated lunch and snack times by students, faculty and staff. Note that pot-luck or buffet style meals (e.g., faculty lunches) and large meals served at festivals or public gatherings on campus (e.g., Blue Iris Cafe) will be suspended during the COVID-19 pandemic.

Following the best available information from the CDC, FDA and other health authorities, the following practices will be used for **food preparation** and **food service** activities on campus:

- Everyone involved in food preparation and food service will properly wash their hands before beginning food-related activities, and again after touching anything other than food, clean food preparation equipment, or clean dishes/utensils.
- Anyone preparing or serving food should consider wearing disposable gloves in addition to hand washing. However, gloves are NOT a substitute for proper hand washing, and must be replaced after touching anything other than food, clean food preparation equipment, or clean dishes/utensils. Hands should also be properly washed after removing gloves used to serve food.
- Anyone preparing or serving food must follow all other school protocols related to COVID-19 safety.
- Food that will not be cooked to a temperature of at least 140 degrees before serving (e.g., raw vegetables, cold sandwiches, etc.) should only be prepared by adults or older children who can reliably follow hand hygiene and safe food handling practices.
- Keep foods that will not be cooked to at least 140 degrees separate from foods that will be eaten raw. Do not use the same knives, cutting boards, or other utensils for raw vs. cooked items without properly washing first.
- All equipment used to prepare food and all reusable dishes/utensils used to serve food should be washed as soon as possible after use. Wash in hot soapy water, rinse in clean running water, place in an approved iodine-based dish sanitizing solution for two minutes (following specific product specifications), dry, and put away in a clean location. Equipment/dishes/utensils should be air dried or dried using a disposable towel. Counters, sinks and faucets should be cleaned at least daily according to school cleaning protocol. Equipment/dishes/utensils should always be handled with clean hands.
- Personal food and dishes/utensils brought to school by individual students, teachers, or staff should not be shared with others at meals or snacks.
- Food brought to school for birthdays or celebrations and intended to be shared with a class must either be purchased from a reputable business, or be prepared according to the same food preparation standards as food prepared on campus.

- If food is to be distributed to a group, items should not be left touching on a platter or in a bag, and should not be passed from person to person. Instead one adult with clean hands should place food in an easily accessible layout such that a single item can be taken without touching other items. Items can then be picked up one by one to be eaten.
 - Ex: A platter of birthday muffins is brought to share with a class. The class teacher washes their hands and places each muffin on a clean plate or napkin on a counter or table. After washing their hands, students pick up a single muffin one at a time and return to their place before eating.
- Food should be eaten outside when possible, or inside individual classrooms when necessary, maintaining class pods.
- Physical distance should be maintained while eating.
- Everyone should properly wash their hands after preparing, serving or eating food, before resuming other activities.

Updated information on COVID-19 and food handling from the CDC, summarized below, is available here: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/food-and-COVID-19.html>

“The risk of infection by the virus from food products, food packaging, or bags is thought to be very low. Currently, no cases of COVID-19 have been identified where infection was thought to have occurred by touching food, food packaging, or shopping bags...Coronaviruses, like the one that causes COVID-19, are thought to spread mostly person-to-person through respiratory droplets when someone coughs, sneezes, or talks. It is possible that a person can get COVID-19 by touching a surface or object, including food or food packaging, that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads. After shopping, handling food packages, or before preparing or eating food, it is important to always wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Remember, it is always important to follow good food safety practices to reduce the risk of illness from common foodborne pathogens.”

From the COVID-19 Industry Guidance Document released by CDPH 7/17/20

- *Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.*
- *Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals.*

After School Care

After School Care may operate with the following stipulations.

- One caregiver will be required for each pod using after school care
 - Each kindergarten class is considered a separate pod and will require separate caregivers
- Pods will remain in their designated outdoor space and use their designated classroom when appropriate
- Each student will be required to provide their own snack (ASC will not prepare snacks for students)
- ASC will adhere to all of the return to school policies developed for SWS
- Small toys/games would likely not be used to avoid sterilization/cleaning needs.
- ASC will acquire individual supply kits grades 1-4 (scissors, pencils, bees wax, crayons, books) for students to reduce cross contamination.
- Aftercare provider will sign students out when releasing students for pickup. Only the caregiver will handle the binder.
- Adults who have not received an on-campus screening "badge" in the morning must bring a self-screening form to pick up or obtain one from the screening station outside of the office. See screening policy for details.
- (Alternatively, in lieu of adults coming on to campus, students could move with caregiver to a designated area near the parking lot at the set pickup time and released with visual contact of parent or responsible adult.)

Home Visits

In lieu of home visits, teachers will schedule individual family visits on campus. Classrooms will be cleaned between visits according to the cleaning policy.

Essential meetings on campus

Non-essential meetings should be cancelled or postponed. In-person meetings should be replaced with other means of communications, such as phone conferences or a virtual format.

California department of public health allows for regular scheduled school and essential work to continue during the pandemic. A meeting will be determined essential by the Administrative director or designee.

Essential on campus meetings (adults only)

- Meetings will be booked through the office (*process/tracking TBD*)
- Any meeting that needs in to be in person will need to be planned with the administrative director and will be allowed to proceed on campus on a case by cases basis
- No more than 10 people with gather on campus at one time
- All attendees will have a self-health screening form completed prior to arriving on campus or self screen upon arrival
- A sign in sheet for each meeting will note ALL attendees - the person in charge of disinfecting the room will be noted.
- Only specified meeting areas may be used (*TBD*) e.g.
 - Rawhide Room
 - 8th grade classroom
 - Lawns
 - Screening Tents
- 30 minutes between the end of one meeting and the beginning of the next for meetings that are booked in the same location.
- Location and equipment (e.g. chairs, tables) must be disinfected per policy after each meeting.
 - The person that booked the room is responsible for ensuring disinfection will occur.
 - The person assigned to disinfect the room will be noted on the meeting sign-in sheet.
- Adults will maintain the recommended 6ft social distance
 - The size of the space will determine the limit of attendees (*TBD: limits will be set after the meeting locations are finalized*)
- Per school policy, unless exempt, all adults will wear face coverings
- Ideally an option to attend remotely would be available
 - Possibility for wi-fi in the rawhide room to allow for zoom (*possibility TBD*)
 - Conference call service and speaker so folks can call in and listen/participate (*possibility TBD*)
 - *Reason for wanting remote access to meetings: Some of our community might not be comfortable meeting in person; some of our community may be quarantined to home and work from time to time; some of our community may test positive for COVID-19 or have someone in their household test positive*

Covid Testing for Employees

All employees of SWS are required to be tested for Covid -19 on a regular basis and prior to coming to school for the 2020/2021 school year.

- Free state testing available at the Angels Camp Fairgrounds. Pre-registration and appointment are required. Please register at <https://lhi.care/covidtesting>.
- Drive-Thru testing can be performed at AH Sonora with a doctor's order
- Turn around time for testing for asymptomatic individuals is anywhere from 5 to 14 days.
- SWS will test employees periodically as testing capacity permits and when practical
 - Testing will proceed in a staggered fashion where 25% of the staff are tested the first 2 weeks and 50% at the end of the month so that all testing is completed in a two month period.
 - If the school is placed on the monitoring list monthly testing is required.
- SWS requires viral testing, antibody testing is not permissible
- SWS will pay for any required laboratory testing of their employees
- A negative test is not required to start or return to work
- A CMIA waiver must be obtained from an employee before accessing test results from a healthcare provider/ laboratory
- CDC does not require or recommend systematic or universal testing of students

Revision Policy by Health and Safety Committee

The Health and Safety Committee acknowledges the fluid nature of the Covid-19 pandemic and the ever-changing information available. Due to this reality we have created a policy to make sure our policies are up to date with current information and mandates by our state and local health department.

- We will review and edit policies as new information becomes available to the public
- We will consistently review policies on a monthly basis to make sure they make sense for our community and school and are up to date with local and state requirements

- The review process can be conducted by the Chair or any combination of the executive team on this committee including the Chair and Co-chair, Secretary and Administrative Director
- Any document that is edited will be reviewed by the HAS committee, consented upon and then sent to FAB (Faculty and Board) for final review and consent
- A record will be kept of any updates made to existing policies

Medically Fragile Students

While COVID-19 school policies can reduce risk, they will not prevent it entirely. Even with safety steps in place, some students with high-risk medical conditions may need other accommodations. Parents of medically fragile students should talk with their pediatrician and school staff to determine if their child can safely return to school.