



## COVID-19 Safe at Prentice Plan COVID-19 On-Campus Guidelines

### **Effective Date: November 10, 2021**

*These guidelines will be revised and updated when new data and health guidance from our state and local health agencies emerges. Masking and physical distancing guidance will be revised according to CDPH and OCHCA guidelines.*

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19's highly contagious nature means that exposure to others or contact with surfaces that have been exposed to the virus can lead to infection. Individuals who have COVID-19 may not show any symptoms, even if they are contagious. Research has shown that vaccination against COVID-19 and mitigation strategies can decrease the spread of COVID-19. For more information on COVID-19, visit the websites of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) or the California Department of Public Health (<https://covid19.ca.gov/>).

The Prentice School is mandated to comply with The California Department of Public Health (CDPH) and the Center For Disease Controls (CDC) guidelines, protocols, and recommendations. The Prentice School has implemented safety guidelines and precautions in order to mitigate the spread of COVID-19 on campus and within the Prentice community. By implementing these practices, we can hopefully accomplish our goals of

1. creating a safe learning environment for our students and staff while on campus
2. keeping students and staff on campus for the duration of the school year.

Please review the following guidelines to help ensure we are doing all that we can to keep our community safe and healthy.

### **General Measures**

- Guidance from state and local agencies will be regularly reviewed for the most updated guidelines related to COVID-19. The school's COVID-19 prevention and response plan will be updated accordingly and regularly evaluated for proper implementation.
- All employees will be informed of and trained on the school's Safe at Prentice Plan.
- All Prentice families will be given a copy of the school's Safe at Prentice Plan and acknowledge that they have read and understand its contents.

### **Morning Drop Off:**

- Students are allowed to be dropped off daily between 7:45am and 8:07am.
- Please follow the directional signage to your designated drop off area.
  - Grades 1-5 drop off at the **Blue** gate.
  - Grades 6-8 and RISE drop off at the **Green** gate.
- Students should be dropped off curbside.
- Parents/Guardians are not permitted to enter campus to walk their child to the classroom.
- Parents are required to do a health screening at home, including a temperature check, and are not permitted to bring their child to campus if the child has experienced any of the following in the past 24 hours:



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- A temperature of 100.4 degrees or higher
- A cough or other respiratory symptoms are present
- A sore throat and/or runny nose or congestion
- Chills, muscle aches, loss of taste or smell
- An uncharacteristic throbbing headache
- Nausea, vomiting, or diarrhea
- The student feels ill
- The student has been exposed to someone with or under investigation for COVID-19 in the past 14 days
- The student has tested positive for COVID-19 and is still exhibiting symptoms
- All students will be prompted to wash their hands for 20 seconds with soap and water upon entering their classroom.

### Pick Up:

- Students will be dismissed at staggered times and locations.
- Students MUST be picked up at their assigned pick-up time.
- Please do not enter the pick-up lanes before your assigned pick-up time. Students will not be escorted to their pick-up queue until the start of their pick-up window. If you arrive early, please park on Esplanade across from the Esplanade Trail or in the parking spaces at the back of the Prentice parking lot.
- Grades 1-5 will be picked up at the **Blue** gate
  - Grades 2 and 3 will be picked up from 2:50pm - 3:00pm
  - Grades 4 and 5 will be picked up from 3:00pm - 3:10pm
- Grades 6-8 will be picked up at Pick-Up Plaza (**Green** gate)
  - Grades 6 and RISE will be picked up from 3:00pm-3:10pm
  - Grades 7-8 will be picked up from 3:10pm-3:20pm
- If you are picking up multiple students (siblings or a carpool), you must arrive at the latest pickup time of the students you're picking up.
- Cars follow directional signage to their designated pick up area.
- Double parking in the center lane during pick up is not permitted.
- Parents/Guardians must stay in their car for pick up.

### Daily Health Screening - Employee

- Prior to coming to work each day, school employees will complete a daily self health screening, including a temperature check, for symptoms.
- School employees will **not** be permitted access to the rest of the campus if the employee has experienced any of the following in the past 24 hours:
  - A temperature of 100.4 degrees or higher
  - A cough or other respiratory symptoms are present
  - A sore throat and/or runny nose or congestion
  - Chills, muscle aches, loss of taste or smell
  - An uncharacteristic throbbing headache
  - Nausea, vomiting, or diarrhea
  - The employee feels ill



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- The employee has been exposed to someone with or under investigation for COVID-19 in the past 14 days
- The employee has tested positive for COVID-19 and is still exhibiting symptoms
- Employees must notify their direct supervisor immediately if they have answered “yes” to any of the items above.

#### Physical Distancing

- While physical distancing guidelines are not currently required for K-12 settings, Prentice classrooms can comfortably accommodate 12 student desks set six feet apart from one another.
- The Prentice School will implement physical distancing if the guidance for K-12 schools is revised to include this as a mitigation strategy to slow the spread of Covid-19.
- Physical distancing (6 feet) indoors will be enforced when a student is taking a temporary “mask break.”

#### Face Coverings

- When indoors, **all** students and staff, regardless of vaccination status, are required to wear a face mask.
- Masks are optional for students when they are outdoors (before school, recess, lunch, pick-up, outdoor classroom transitions, and outdoor instructional time). Please note that physical distancing may not be feasible when students are playing outdoors.
  - Students may need to wear masks outdoors if Prentice has an increase in Covid exposures.
- School employees, regardless of vaccination status, will wear a face mask when outdoors.
- The school will provide a mask to any or staff student who fails to bring one to school.
- Proper medical documentation must be completed by a physician and on file at Prentice for any student requesting a mask exemption/mask alternative.

#### Hygiene

- Teachers and instructional staff will teach and reinforce proper hand washing, avoiding contact with one’s eyes, nose and mouth, and the appropriate way to cover coughs and sneezes (inside a tissue or their elbow).
- Teachers and instructional staff will prompt students to wash their hands with soap and water for 20 seconds upon entering a classroom.
- Hand sanitizer will also be available in the classroom setting. Teachers and instructional staff will prompt students to use hand sanitizer throughout the day when hand washing isn’t available.
- When a student returns to the classroom after using the restroom, the teacher or instructional staff will prompt the student to wash his/her hands with soap and water for 20 seconds in the classroom sink.
- At the end of recess and lunch, teachers and instructional staff will prompt students to wash their hands with soap and water for 20 seconds in the classroom sink or a designated wash area.
- Multiple hand washing stations are available throughout the campus. These include in the classrooms, 4 student restrooms, and 6 additional outside wash stations.



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#### **School Supplies and Personal Items (Minimizing Shared Items)**

- Students will be given their own personal school supplies and supplies container(s).
- Sharing of supplies within the classroom will be limited.
- Students should bring a small backpack daily and a clearly marked personal water bottle.
- Students are permitted to bring a sweatshirt or jacket.
- Other personal items, such as toys, stuffed animals, and fidgets are not allowed.

#### **Cleaning and Disinfection**

- Teachers, instructional staff and students will thoroughly wipe down with approved cleaner all desks and chairs (teacher and student) at set times throughout the school day (classroom transitions) and at the end of the day.
- Custodial staff will regularly clean and disinfect surfaces within the classrooms and bathrooms.
- Restrooms will be cleaned and disinfected during the day and at the end of each school day.
- To reduce the risk of exposure, any area used by an individual who is suspected of having or is positive for COVID-19 will be closed for 24 hours and then disinfected appropriately.

#### **Ventilation and Air Filters**

- Teachers will leave the classroom door(s) open for increased ventilation.
- Office doors will be kept open as much as possible for increased air circulation and ventilation.
- Each classroom is equipped with an air conditioning unit that pulls air in from outside, HEPA filters that are changed every 3 months, and portable air purifying units.

#### **Live Virtual Classroom Option**

- Students that have been exposed or infected with COVID-19 may be required to isolate at home will have the option of continuing to attend their classes via a daily live virtual classroom and the Prentice@Home remote learning platform during their quarantine period.
- Students and parents are required to adhere to the Prentice@Home Virtual Learning Guidelines (available on the Prentice website).

#### **Positive Cases/Employees or Students Showing COVID-19 Symptoms**

- If an employee exhibits signs of COVID-19 illness, they will be directed to go home or to a medical facility by administration.
- If a child exhibits signs of COVID-19 illness while on campus, that child will be required to wear a face covering and isolated in a room separate from other individuals and the adult/s designated for pick up will be immediately contacted and directed to pick up the child.
- Students/employees should follow CDC and CDPH guidelines if they are sick, if they were exposed to someone with COVID-19, or if they have been in close contact with anyone under investigation of having COVID-19.
- Employees and families should self-report to the school if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- Local health officials will be notified immediately if there is a positive COVID-19 case on campus. The school will follow their guidance in determining next steps, including notification of employees and families and facility closure.
  - Exposed staff and families will be notified as relevant while maintaining confidentiality.



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- If there is a positive case of COVID-19 on campus, the campus may be initially closed for 2-5 days to allow for local health officials to gain a better understanding of the COVID-19 situation impacting the school.
- To reduce the risk of exposure, any area used by an individual who is positive for COVID-19 will be closed off immediately and cleaned and disinfected after 24 hours. The areas may remain closed temporarily.
- Individuals, groups, and/or classes that are considered to have been in close contact with an individual with COVID-19 may be required to quarantine for 10 - 14 days.

#### **Returning to Campus - Students and Staff (regardless of vaccination status)**

- Students and staff with COVID-19 symptoms or who are positive for COVID-19 with or without symptoms may not return to campus until they have met the following criteria to return to school/work for those with symptoms:
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - Other symptoms have improved; and
  - They have a negative test for COVID-19 OR a healthcare provider has documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis
  - At least 10 days have passed since symptom onset.
- Students and staff cannot return to school until criteria to discontinue home isolation is met and completion of the Certification to Return to School is submitted, reviewed, and approved.

#### **Triggers for Switching to Virtual Learning**

- Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.
- Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. For example:
  - If two or more pods (cohorts) require mandatory or self-quarantine protocols, The Prentice School may shift all students to virtual classroom instruction or upon OCHCA recommendation based on the positive COVID-19 test results.
  - If 5 or more employees are quarantined, The Prentice School may shift to a virtual learning platform temporarily.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and the following have occurred:
  - Cleaning and disinfection
  - Public health investigation
  - Consultation with the local public health department



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### **Travel Advisory - Students and Employees**

#### ***Fully Vaccinated Students and Employees (must provide proof of vaccine)***

##### Domestic Travel:

- No quarantine or Covid-19 testing required to return to school.
- Self-monitor for symptoms for 10 days.

##### International Travel:

- Get tested with a viral test 3-5 days after your travels and share negative test result with Prentice Health Office.
- Self-monitor for symptoms for 10 days.

#### ***Unvaccinated Students and Employees***

##### Domestic Travel:

- Get tested with a viral test 3-5 days after your travels and share negative test result with Prentice Health Office.
- Wear a mask both indoors and outdoors at school for 7 days.
- Self-monitor for symptoms for 10 days.

##### International Travel:

- Get tested with a viral test 3-5 days after your travels and share negative test result with Prentice Health Office.
- Wear a mask both indoors and outdoors at school for 7 days.
- Self-monitor for symptoms for 10 days.

##### International Travel to Destination on CDC's **High Risk** or **Very High Risk** List

- Get tested with a viral test 3-5 days after your travels and share negative test result with Prentice Health Office.
- Quarantine for 7 days after travel.
- Self-monitor for symptoms for 10 days.

### **Visitors on Campus**

- At this time, visitors (including parents and family members of current students) are limited on campus. Masks are required indoors and outdoors, regardless of vaccination status.
- Before entering campus, all visitors must complete a health screening at the Front Office before entering the Prentice campus.