



# **Park Day School**

## **School Reopening Plan**

### **September 2020**

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## Purpose

The purpose of this highly infectious disease preparedness plan is to establish norms for responding to a disease outbreak, understand our roles and capacities for keeping our students and staff safe, and streamline the communication to our staff, students and families in the event of an outbreak. This document contains guidance pertinent to both periods when only our faculty and staff are on campus and when a portion of students and/or our whole community comes back together on campus in person. Highly infectious illnesses can spread quickly and have widespread impact on communities, such as schools, with regular close physical interactions. As such, this plan serves as a resource guide for planning and responding to a sudden pandemic within our school.

The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives by reducing health risks while minimizing disruption to education and social interaction.
- Enable Park Day School to continue to operate and provide education as effectively as possible in the event of a highly infectious disease outbreak with minimal losses to finances, talent, enrolled students, and academic achievement.
- Park Day School's response will be directed by the Alameda County Public Health Department's direction and guidance. This plan also corresponds with federal, state, and local agencies' guidelines.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention efforts and infection control strategies.

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and their ineffective hand washing. As a school, we play an important role in protecting the health of our students and staff from contagious diseases. This pandemic flu/infectious disease plan provides guidance for reducing illness at school on a regular basis as well as procedures during infectious disease outbreaks and pandemic periods. It includes:

- 1) Strategies to prevent and reduce the spread of infectious diseases at our school
- 2) Procedures for canceling school due to an infectious disease outbreak
- 3) Considerations for reopening our school

## Protecting Community Health

**Though we began the year with Distance Learning, when permitted by Alameda County, we are planning for a return to campus in stable cohorts.** Decision making will be based on guidelines from local public health officials, State guidelines, Alameda County's recent [School Reopening Guidance](#), and CDC recommendations, including physical distancing in

the classroom, facial coverings for staff and students, expanded cleaning and health protocols to minimize risk of infection, and screenings for illness. We have worked with Joffe Emergency Services and epidemiologists at Capsid Consulting to refine and improve our plans.

We recognize that we can only manage the safety procedures for the daily operations on the Park Day campus. The success of our plan to have all students learning on campus depends upon our families and community upholding their social responsibility to remain vigilant, adhering to the health and safety orders of our county.

**It is important for our school community to recognize that our plan to protect student and staff health is two fold:**

1. Testing, screening, and contact tracing are vital. Segmenting students within stable cohorts enables our school to better respond through contact tracing in the likelihood of an infection or outbreak.
2. Physical safety within defined spaces is reliant on proper distancing, personal protective equipment, and rigorous personal and facilities-wide hygiene practices.

We plan to provide regular and transparent updates to our community as local, State, and Federal recommendations evolve. Prior to re-opening campus, we will require each family to complete the [COVID Parent Acknowledge Risk form](#).

## Health & Safety Practices

We are continually updating our health and safety policies and practices with guidance from the California and Alameda County Departments of Health, the Alameda County Office of Education, and the CDC. We know that many of these changes are inconvenient and may take adjusting to, but all were made to keep our community safe.

To be successful, we'll need our students and employees to share the responsibility of keeping our campus community healthy and safe, to be alert for symptoms of fever, cough, shortness of breath, or other symptoms of COVID-19 and if feeling unwell in any way, to stay home.

## Face Coverings and Other Protective Gear

PDS will ensure that adequate PPE is available to staff, students, and visitors such as face coverings, face shields, and gloves. Staff will teach and reinforce the proper use of PPE by staff and students.

- **Face Coverings:** Whenever entering and spending time on campus, all staff, students, parents, guardians, and visitors are required to wear face coverings compliant with [regulations](#). [Face coverings](#) must be compliant with State regulations, must be clean, and have no holes or exhale valves. The school has cloth and disposable face coverings available for staff, students, and visitors if needed. Given

the issues around air quality, the school also has N-95 equivalent respirator masks available for staff. Staff and students may remove face coverings when eating and drinking. Cloth face coverings should be washed frequently with detergent and hot water, by hand or with a washing machine: [CDC washing guidelines](#).

- **Face Shields:** Face shields can provide an added layer of safety. Face shields (with drape) are available for staff from Cassandra McCraw in the Palm Building. They should be cleaned and disinfected after each use. Face shields in addition to face masks will also be worn by anyone providing care to anyone in the sick room.
- **Gloves & Gowns:** Gloves will be worn by staff as required when using disinfectant to disinfect surfaces. Staff should perform hand hygiene before and after using gloves. Staff in contact with potentially infectious staff or students will wear provided gloves and gowns.

#### **PPE REQUIRED:**

Screeners	Face covering, Face shield
Students	Face covering
Teachers	Face covering
Food Server	Face covering , gloves
Housekeeping	Cloth face covering, gloves
Staff caring for sick students	Cloth face mask, face shield, disposable gown, gloves

## **Health Screening**

- **Daily Screening:** We are implementing daily health screening and other procedures for all staff and students entering the campus. The school is requiring all staff and students to self-screen daily for COVID-19 symptoms as identified by the Disease Control ("CDC") prior to coming to campus, and submit verification. Beginning in late September we will use the Titan app for our Daily Health Screening. In the interim, every day you plan to come to campus, you must first complete this form: [Daily Health Screening Form](#)
- **Isolation Room:** We have created a designated Isolation Room in the Palm Building. Students or staff who have symptoms or are ill will be separated in the Isolation Room until they can safely depart campus.

## COVID Testing

- **Pre-emptive Testing:** Park Day School has contracted with Agile Force to host community COVID testing sessions every two weeks for all staff and our school community.
- The first tests will be administered on September 28th and 29th 2020. Participants schedule appointments online- through Agile Force scheduler portal. Tests are offered at no cost to the employee and community. Community members will be provided with the RT- PCR Test (99.9% accuracy, FDA approved- nasal swab) - with the option to have the IgG Antibody test.
- The Agile testing lab provides a summary report within 72 hours of the testing session. The results will be submitted to Alameda County Health Department and to the participant directly.
- When Park Day's campus officially opens, staff, students, and families will be asked to show documentation showing the results of a negative COVID test dated at no more than two weeks prior to the date of our return to campus. In between testing and a return to campus, Park Day asks all community members to reduce their social exposure to essential business only, and tighten all social circles to avoid exposure.
- Any student or staff who has symptoms of COVID-19 or has been exposed to someone with COVID-19 must be tested and will be given instructions while waiting for test results. Staff will be supported by HR to navigate testing through school insurance providers per state recommendations.
  - If you have Sutter Insurance: Link to FAQ:  
<https://www.sutterhealthplus.org/covid-19-coverage-and-cost>
  - If you have Kaiser Insurance: Link to FAQ:  
<https://healthy.kaiserpermanente.org/northern-california/health-wellness/coronavirus-information/testing>
  - Other testing locations in Oakland:  
<https://www.oaklandca.gov/resources/how-to-get-tested>
  - <https://covid-19.acgov.org/testing.page>
  - <https://ositahealthclinic.com/>

## Healthy Hygiene Practices

**Handwashing:** Handwashing with soap and warm water is the best option. During the day, we will implement routines ensuring frequent handwashing and use of hand sanitizers. Staff will model, practice, teach and reinforce handwashing with soap for 20 seconds. Students

will wash and/or sanitize hands upon arrival at school, after coughing and/or sneezing in hands, before and after lunch and snack, after bathroom use, after recess or P.E. and whenever entering the classroom.

**Five steps in washing hands** include the following:

1. Wet your hands with clean, running water
2. Turn off the water and apply soap
3. Lather hands by rubbing them together with the soap. Lather the back of the hands, between fingers and under the nails. Scrub your hands for **at least 20 seconds**
4. Rinse hands under running water
5. Dry hands using a clean towel or air dry

- **Touchless faucets** have been added to all restrooms and classroom sinks. **Additional handwashing sinks** have been added outside buildings to facilitate easy access.
- **Hand sanitizer** will be used when handwashing is not easily accessible. Hand sanitizer stations are being installed in every classroom, at the entrance or lobby of all buildings and other critical areas of the campus. Dispensers will be regularly filled with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Link to Stop the [Spread of Germs \(Covid-19\)](#)

#### **Steps in using Hand Sanitizer**

1. Pump/push the dispenser and apply the hand sanitizer to the palm of one hand
2. Rub hands together
3. Rub the gel/liquid over all the surfaces of hands and fingers until hands are dry; it should take at least 20 seconds

## **Physical Distancing**

Physical distancing between individuals in classrooms and about campus will be the new norm. We have made many changes to our facilities to promote health and safety of our staff and students.

- **Classrooms & Offices:** Classrooms are being laid out such that all students can sit 6 feet apart. Non-essential furniture has been removed to allow for more spacing. Plastic shields and dividers are being provided for use in offices and in classrooms as needed to promote health and safety. Students will remain in one classroom, and have different teachers come to them to the extent possible avoiding switching classrooms. Many of our classrooms have exterior doors, which facilitates separation of cohorts.

- **Interactions with Cohorts:** Teachers will remain with their stable cohorts. All specialist teachers will either teach remotely or work with a stable cohort. Face shields are also available to be worn in addition to the face covering. The principles are to minimize the number of people an individual has contact with and know who the people are who have that contact.
- **Hallways and paths:** Markings are being added in hallways and other areas to facilitate 6 ft. distancing. The hallways and exterior doors in the Palm and Magnolia Buildings will be set up to minimize traffic flow.
- **Outdoors:** We will utilize outdoor space as much as possible, when air quality permits. We have planned over 15 outdoor classroom areas with seating spaced 6 foot apart, and will use tents as needed. Stable cohorts will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing and will not be permitted to leave their designated area. Recess and lunch periods will be staggered to promote physical distancing.
- **Lunch:** Staff and students will eat outside whenever possible. Students will sit 6 ft. apart during lunch as face coverings are not being used while eating. See more information below under [Campus Logistics](#).
- **Staff Room:** Staff will no longer be able to congregate in the Palm Staff Room.
- **Copiers:** Only one staff person at a time at any copier area. Please respect physical distancing. Hand sanitizer dispensers have been installed adjacent to all copiers. Staff should use hand sanitizer before and after using the copier.

## School Response to Illness, Confirmed Cases and Contact Tracing

In the event a member of our community is diagnosed with COVID-19, or if anyone in their household, or anyone who has had close contact with a student, is diagnosed with COVID-19, they will contact our Public Health Liaison, Cassandra McCraw, [cassandra.mccraw@parkdayschool.org](mailto:cassandra.mccraw@parkdayschool.org), immediately. In the event a possible case of COVID-19 is detected within our School community, we will follow the [Alameda County Office of Education and Health Department protocols](#).

- **In the Case of Illness,** a symptomatic student or staff member who is onsite will be isolated and monitored in the Isolation Room until they can leave the campus. We will keep in close contact with the family. If a student or staff member has symptoms of COVID-19, ACPHD recommends that the student or staff member get tested and that the school receive follow up from the family or staff as soon as possible. Symptomatic staff or students must follow [County isolation instructions](#) unless COVID-19 is ruled out by a health care provider.



- **Returning to School after Sickness:** Per Alameda County guidelines, any children or staff with COVID-like symptoms (with a positive or negative COVID test) should not return to work or school until they have met the following criteria:
  - Respiratory symptoms are improving.
  - They have had no fever for 72 hours without the use of fever reducing medicines.
  - At least 10 days have passed since illness onset.
- **In the Case of a Negative Test,** a sick student or staff member may return to school after:
  - They are feeling better,
  - There have been at least 24 hours with no fever without medication.
  - Providing a medical note to verify that the symptoms are not due to COVID-19 and the test for COVID-19 is negative.
- **In the Event of a Confirmed Positive Case,** If the school is made aware of a confirmed COVID-19 case before ACPHD, our Public Health Liaison will contact the Alameda County Public Health Department at [safelearning@acgov.org](mailto:safelearning@acgov.org) (510) 268-2101. Per the State and [County guidelines](#), the student or staff member will be asked to isolate at home following [isolation guidelines](#). **The school will identify and be in touch with all contacts and require that they all quarantine** (the entire cohort and any other contacts) following [County quarantine instructions](#) for 14 days after the last date the case was present at school while infectious. Instruction for the affected cohorts will switch to Distance Learning for the duration of the quarantine. It is recommended that all contacts are tested, particularly symptomatic contacts (but will not shorten 14- day quarantine). **The school will communicate any confirmed positive cases within our school community via Parent Square.** Janitorial staff will disinfect and clean classroom and primary spaces where the case spent significant time. Per state and county guidelines, the school will likely remain open.
- **In the Case of Close Contact with a Confirmed Positive Case,** the student or staff member will be sent home to quarantine following [County quarantine instructions](#) for 14 days from last exposure, and the cohort will be notified and likely required to quarantine. Testing is recommended but will not shorten 14- day quarantine.

*Criteria for school re-entry will be updated as we receive revisions from the public health agencies.*

- **County Recommendations for Isolation and Quarantine**

[Isolation & Quarantine | COVID-19](#)

## Contact Tracing

The Contract Tracing Team will support [County Contact Tracing](#) efforts by listing all staff/students that had close contact\* with the confirmed COVID-19 positive individual

during the time period between two days prior to when the individual's symptoms appeared and the last time the individual was on the school campus. The school will utilize the contact tracing feature of Titan HST, which will aid us in quickly determining contact exposure in the case of any cases on campus, and communicate with contacts and require that they all quarantine following [County quarantine instructions](#) for 14 days after the last date the case was present at school while infectious.

\*Close Contact being within 6 ft of the confirmed COVID-19 + individual and for more than 15 minutes

## Triggers for Switching to Distance Learning

Once we are permitted to reopen, the school (or a particular class/cohort) will switch to Distance Learning per State guidance if 5% or more of staff and students test positive, and/or and if/when:

- Either Alameda County or the State of California reinstates a broad or specific site order to shelter-in-place as they might during a "second wave" of coronavirus cases.
- Air quality rises to sustained unhealthy levels based on the local Air Quality Index (over 150).
- The school deems it necessary in order to mitigate risk of exposure to the virus.
- The cohort would move to distance learning if they need to quarantine due to exposure or confirmed infection.

## Communications and Responses

### Response Team

**Strategic Response Leader/Incident Commander:** Angela Taylor

**Pandemic Response Team Leader:** Angela Taylor

- Back-ups: Jill Knowland & Josie AG Shapiro

**Pandemic Coordinator/Facilities Leader:** Jennifer Cooper Direct Dial 510-496-5170

**Public Health Liaison:** Cassandra McCraw

**Communications Leader:** Josie AG Shapiro

Family Communications Lower School: Karen Colaric & Arjuna Sayyed

Family Communications Middle School: Jules Greene & Arjuna Sayyed/Ashley Foster

**Contact Tracing Leader:** Jill Knowland

Contact Tracing Team Members: Cassandra McCraw, Victoria Jones, Jennifer Young

## School Communications

The Communications team will communicate with staff and families promptly sharing any notifications or changes. In the case of confirmed cases, the school will follow the County guidance for communications and communicate with staff and families promptly following the guidance above under [School Response to Confirmed Cases](#).

## Stable Cohorts

Students will be in stable cohorts that will remain separate from each other. Cohorts will be comprised of no more than 14 students each, and faculty staffing will remain stable during set periods of time in order to support students. The total head count for the cohort (no more than 14 students) will remain at 16 or fewer people at all times. If reopening under the waiver, each teacher will work with one to two stable cohorts depending on their teaching role with the school.

## Staff Training & Family Education

On August 24th, all staff completed a training on the entire reopening plan and health and safety practices. Prior to reopening, leadership will review health and safety practices with the community, including staff, students, and families. The review will include daily health screening, facial covering requirements, healthy hygiene, physical distancing, and drop-off and pick-up procedures. In addition, the Park Day website hosts [videos](#) to help guide families and students as to best practices in sanitation and social distancing.

## Campus Logistics

### Entrance, Egress and Movement on Campus

- **Daily Screening:** Students and staff are required to self-screen each day at home and submit verification (using the Titan mobile screening app) before arriving on campus. See [screening section above](#).
- **Drop-off & Pick-up:** Students will be dropped off and picked up by parents and guardians along the internal campus driveway at 2 to 3 locations. Drop-off and pick-up times will be staggered to avoid congestion and to allow for screening. Parents and guardians will not be permitted on campus and are highly encouraged to help their child become accustomed to getting dropped off so they can walk into

school on their own. Parents and guardians of kindergarten students will be permitted to walk their child to the designated entry point for the first week after campus reopens as long as they maintain the physical distancing requirements and do not gather, socially, after dropping off their child. All students will now be picked up via the driveway, at staggered times and in distanced clusters by cohort. Outside of morning and afternoon drop-off and pick-up windows, any parent coming to campus must call the front office to arrange for dropping or picking up their child.

*New drop off and pick up procedures will be detailed and circulated prior to reopening the campus to students.*

- **Visitors & Vendors:** We will limit access on campus for parents and other visitors. Outside visitors and groups will be limited to only essential visits. All outside vendors and delivery personnel must wear face coverings while on campus and abide by physical distancing. Delivery personnel will not be permitted to enter any buildings during the time of the pandemic. Vendors on campus longer than 15 minutes will be required to be screened. Any visitor on campus will be required to sign in and provide a phone number, for safety and tracking purposes. For the time being, we will limit any visitors on campus to only emergency situations. All admissions events will be held virtually.
- **Movement on Campus:** Signage will help direct traffic patterns. Students will remain with their cohort when on campus, including when outside and at snack, recess, and lunch. Prior to reopening the campus to students, we will provide a student and family orientation on returning to campus.
- **Outdoors:** Outdoor locations have been modified to support social distancing. Cohorts will have designated outdoor areas to use, and not mix.
- **Restrooms:** All students will be instructed to follow hygiene guidelines and wash their hands for 20 seconds before or upon entering the restroom and after using the toilet. All restrooms are now equipped with touchless faucets. Only 2 students at a time will be permitted into multi-stall restrooms; entry doors will remain open.

## Classrooms

- Students must wash their hands before they enter the classroom; in the morning, after recess, after PE, after using the toilet or any other time they enter the room during the day.
- Desks and tables are being rearranged to allow for 6 foot spacing as much as possible. Students need to stay in their own chair and work at their own desk or area.
- During the day, teachers will maintain the sanitizing of the classroom and materials using provided spray bottles, towels and wipes.

## Materials & Belongings

- Students will bring all their belongings with them to the classroom, including their coats and bags. Items will be placed by their desks; no lockers or hooks will be used. All students will have their own bin or caddy with their work materials, including pencils, pens, scissors, and some manipulatives. These items will not be shared.
- Soft toys and pillows/cushions/blankets have been removed from classrooms for now.
- In Lower School, teachers will help students select toys, books and materials from bins, after sanitizing their hands. Students can use those materials at their desk. All materials will be sanitized or left to sit for 2 days before being used again.
- **Chromebooks** will be provided to each student in grades 3 and up, and will be used by only the assigned student.
- **iPads** will be used in grade K-2 and must not be shared while using. In the case that iPads must be used by more than one student a day, students must wash or sanitize hands before and after use, and iPads will be wiped before and after use with appropriate wipes.

## Recess & Lunch

- **Recess:** Recess will take place outdoors for all cohorts, weather and air quality permitting. Students will wash or sanitize hands before and after recess or using any equipment. Recess times will be staggered and cohorts will use different schoolyard areas and their own play equipment such as balls. Each cohort will be assigned an area of the yard for play. Playground equipment will be used by only one cohort at a time; we are exploring ways to disinfect equipment during the day to allow for more use.
- **Lunch:** Students will eat snack and lunch with their cohorts outside whenever possible. Seating areas are being rearranged and marked to promote 6 ft. distancing during lunch since students will not have face coverings at this time. Lunch will be staggered so as to reduce density and support physical distancing. On rainy days, students will eat lunch in their classrooms. Students will only eat their own lunch, and can bring it from home.

## P.E. & Athletics

- **P.E.:** Physical Education classes will be held outdoors when school is permitted to open, with modified activities to limit the amount of shared equipment and close personal interaction. Students will wash or sanitize hands before and after P.E., and shared equipment will be sanitized between uses.

- **Middle School Athletics:** We are closely following the County, State, and Health Officials' determination of when and how we will be able to participate in sports this year. Knowing athletics are essential to the physical, mental, and social well-being of students, we are hoping to offer some form of athletics program. We are prepared to adjust, reduce, or add activities that can be played with proper social distancing standards. All physical activities will take place outside and all will adhere to proper safety procedures.
- **Update:** At this time due to health and safety regulations, we are not able to offer our regular fall and spring sports season as of yet. Should we be able to offer after school competitive sports this year, as CIF has outlined, sports typically offered in the fall will be played from December to March. Winter and Spring sports will be played from March through June. We are looking into alternative athletic options this year in order to adhere to health and safety regulations (Golf, Disc Golf, Fundamentals Classes, Fitness Classes)

## Field Trips and Overnights

All overnight and field trips are on hold until health guidelines change. We are developing ways for students to bond and get (re)acquainted at the start of the year.

## Community Gatherings & Special Events

- **At present,** all school-sponsored in-person events will be canceled or held in an online format, if possible. Per County guidance, we will have opportunities for classes/cohorts to come to campus in small groups, staggered, to pick up materials.
- **Once restrictions loosen,** in-person events will be determined on a case-by-case basis with strict adherence to Alameda County Department of Public Health guidelines. There will be no events on campus with mixed cohorts, and all events will be virtual for any group over 12.

# Program & Schedule

## Operating Scenario #1: On-Campus Model

We have designed and are ready to implement three operating scenarios to meet varying conditions.

The on campus model is modified to allow for physical distancing and to meet County guidelines. Varying technological supports allow families who choose to keep their students at home to participate in distance learning. Cohort sizes are determined by state and county guidelines.

We are planning stable cohorts (see Stable Cohorts above). Distance learning [cohort groups](#) were announced in August. We intend to utilize the outdoor space on our beautiful campus as much as possible, and have planned over 15 outdoor classroom areas with seating spaced 6 foot apart.

**Accommodating Students Who Need to Stay Remote:** Some families will choose to keep their students home because of health concerns, and some students may need to quarantine at home. It is likely that we will experience a positive case of COVID-19 in our school community. In these cases the school will utilize our Remote Learning tools to support their learning. To provide scaffolding and support, in the first weeks of school, students will receive instruction on using their designated platform for remote learning.

- For these students who are quarantined or choosing to stay home in Kindergarten – Grade 3, [SeeSaw](#) will support distance learning and provide ways for students to upload documentation of work (through recordings, photos, videos, etc.), supplemented by Lexia and Dreambox and weekly scheduled 1:1 check-in calls with the teacher.
- For these students who are quarantined or choosing to stay home in Grade 4 – 8, classrooms will be equipped with video technology that allow students that are offsite to take part in the classroom experience. Google classroom will support distance learning in Grades 4 -8.

## **Operating Scenario #2: Hybrid Model**

The Hybrid Model involves a sustained program of instructing stable cohorts both on campus and remotely. This would become necessary if the County requires or the school determines that we need to reduce student density on campus for safety reasons. Alternate schedules have been developed for this possibility, and teaching and learning will utilize Distance Learning tools.

## **Operating Scenario #3: Distance Learning Model**

An upgraded distance-only learning model was designed based on survey feedback and will also reflect new guidelines. We will return to Distance Learning instruction if / when:

- Either Alameda County or the State of California reinstates a broad or specific site order to shelter-in-place as they might during a "second wave" of coronavirus cases.
- Air quality rises to sustained unhealthy levels based on the local Air Quality Index (over 150).
- More than 5% of staff and students test positive.
- The school deems it necessary in order to mitigate risk of exposure to the virus.
- A cohort needs to shelter in place due to exposure or confirmed infection.



**Lower School:** Our Distance Learning schedule is aligned with the developmental needs of each grade level. Based on feedback from our family surveys, we are prioritizing synchronous learning, smaller group instruction, and/or 1:1 check-ins.

**Middle School:** Our Distance Learning schedule is very similar to our on campus schedule, which makes it easy for us to toggle between the two. Based on feedback from our family surveys, we are prioritizing synchronous learning, smaller group instruction, and/or 1:1 check-ins.

## Cleaning & Disinfecting, and Ventilation

We are increasing our janitorial services to ensure health and safety of staff and students, and working to ensure that cleaning and disinfecting is being done to meet EPA as well as CDC and local guidelines.

### Cleaning and Disinfecting Protocols:

Janitorial staff will perform nightly cleaning and disinfecting of all occupied classrooms, restrooms, offices, and hallways, following the most recent CDC guidelines. Janitorial staff are cleaning and disinfecting restrooms and all high touch surfaces throughout the school day.

- **Training:** Janitorial staff are being trained to ensure they are following proper cleaning procedures and will wear appropriate PPE following the manufacturer's recommendation including mask, gloves, face shield etc.
- **Disinfecting:** Following their cleaning, janitorial staff will be using EPA-approved disinfectants against COVID-19, as well as the latest cleaning technologies, such as electrostatic sprayers. Electrostatic disinfecting machines will be used nightly using EPA approved PurTabs.
- **In Restrooms,** high touch areas will be cleaned thoroughly daily, including:
  - Doorknobs
  - Light switches
  - Faucet handles
  - Handrails
  - Sinks
  - Toilet flush levers
  - Toilet seat
- **In Occupied Classrooms** thorough cleaning will be done daily. High touch areas in classrooms include:
  - Tables/desk
  - Chairs
  - Counter tops
  - Sinks
  - Doorknobs
  - Light switches
  - Handles



## Ventilation and Outdoor Spaces

Increasing outdoor air circulation lowers the risk of infection by "diluting" any infectious respiratory virus with outdoor air. Being outside is even lower risk. Classes will not be held outside if the AQI is over 100. School will be cancelled if the AQI is over 150.

**Outdoor Spaces:** Cohorts will do as many activities outside as possible, especially snacks/meals and activities that produce more respiratory droplets such as active exercise. We will be designating separate outdoor spaces for each cohort, and have planned over 15 outdoor classroom areas with seating spaced 6 foot apart.

**Inside Spaces:** None of the buildings on the Park Day campus have central air systems, and thus there are fewer concerns about recirculated air. Weather and air quality permitting, windows will be opened to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals' allergies or asthma. When possible, exterior room doors will be slightly opened to promote flow of outdoor air through the indoor space. Generally, opening windows will effectively increase the amount of outdoor air in a room.

**Air Purifiers:** Portable True HEPA and activated carbon filter air purifiers will be provided in all classrooms and offices prior to reopening.

## HR Information

We know you have questions and concerns during this time. This document and this section provides information we hope you find helpful. If you have any questions or concerns, not addressed here, please reach out to HR with any questions.

- Link to [Employee Rights FAQ](#)
- Link to new policies related to COVID [Park Day Employee Handbook 2020-21 School Addendum](#) including information on:
  - Emergency Paid Sick Leave
  - Expanded Family and Medical Leave Policy
  - Paid Family Leave Extension
  - Face Covering and Social Distancing Requirements
  - Employee-Screening Requirements and Procedures
  - COVID-19 Testing Policy and Procedures
  - Traveling during Covid-19
  - Title IX Facts and Procedures

## Staff & Teacher Health & Safety - Before Reopening

The school will follow the recommendations from City, County, State and Federal health departments (i.e. ACPHD, CDC, etc) and educational governing bodies (i.e. ACOE, OUSD)

- Each staff member will be asked to complete this [Personal Health Questionnaire](#) form and return it to HR prior to your first day on campus.
- **Staff return to campus:** Teachers, support staff, and administrators are able to return to work physically without students on site while counties are on the monitoring list.
- **Training:** Admin staff have completed Pandemic Coordinator training during the Summer. Staff will provide COVID-19 prevention and safety training instruction for all staff at the beginning of the school year. There will be an additional staff training with professional epidemiology consultants prior to reopening campus to students.
- **Daily Screening:** The school is requiring **all staff to self-screen daily** for COVID-19 symptoms as identified by the Disease Control ("CDC") prior to coming to campus, and submit verification. Beginning in late September we will implement a screening feature through Titan. In the interim, when you plan to come to campus, you must complete the [Daily Health Screening Form](#) before arriving on campus.
- **Face coverings:** Staff are required to wear face coverings/masks (PPE) in all public spaces on campus. A face covering/mask will be provided by the School to anyone who needs one upon their return to campus. If individuals choose to provide their own face covering, it is expected that the cloth face covering/mask or medical grade

face coverings/masks fit snugly around the top of the nose, covers the mouth, and is cleaned in warm soapy water after each daily use.

- **PPE:** Required and additional protections will be available to staff and teachers including:
  - Face coverings: disposable and cloth face coverings are available to all staff.
  - Face shields will be available to all staff.
  - Disposable gloves for cleaning.
- **Handwashing:** Frequent hand washing is strongly recommended - for 20 seconds or more. This is extremely important after staff have been in a public area and have touched an item or surface that may be frequently touched by other individuals such as door handles and tables. Touchless faucets have been installed on all restroom and hall sinks, as well as other outside areas. Link to Stop the [Spread of Germs \(Covid-19\)](#)
- **Hand sanitizer** should be used when opportunities for regular handwashing is not feasible. This is especially important after touching doors and railings. Hand sanitizer dispensers have been installed at the entry of all buildings, and in classrooms.
- **Common Surfaces:** Staff should use hand sanitizer before and after using commonly used surfaces after use with products provided by Facilities. This includes any shared-space location or equipment (e.g. printers, hot water dispenser, microwave, light switches, door handles, etc.).
- **Copiers:** Only one staff person at a time at any copier area. Please respect physical distancing. Hand sanitizer dispensers have been installed adjacent to all copiers. Staff should use hand sanitizer before and after using the copier.
- **Cleaning and Disinfecting:** Janitorial staff will be cleaning and disinfecting all staff restrooms, lobbies, and public areas nightly. Classrooms and offices used regularly by only one staff member will be cleaned nightly or weekly, depending on the use and situation. Please arrange this with Jennifer Cooper. We are equipping offices and classrooms with cleaning supplies so staff have the ability to sanitize desks and materials.
- **Using Disinfectants:** Please review the following [Safety Information](#) on using disinfectants safely.

## Resources

[Alameda County School Reopening Plans](#) (regularly updated)

[Alameda County Office of Ed School Guidance](#)

[State Guidance for Small Cohorts of Children \(During Distance Learning\)](#) updated 9.4.20

[CFA Schools FAQ FINAL 8.25.2020](#)

[State Guidebook for Reopening Schools](#)

[California Dept of Public Health COVID-19 INDUSTRY GUIDANCE: Schools](#)

[State School Reopening Recommendations](#) 7.19.20

[COVID19County Data Table](#)

[Coronavirus Disease \(COVID-19\) - ACPHD](#)

[ACPHD Health Order updated 8/20/20](#)

[License Exempt Care Guidelines during COVID19](#)

[Reopening Considerations for Independent Schools](#) with Checklist

[NBOA Checklist for Reopening Independent School Campuses](#)

[Risk Reduction Strategies for Opening Schools \(Harvard\)](#)

[CDC FAQ on School Reopening](#)

[State County Monitoring Website](#)

[Alameda County Data Site](#)

[County Childcare Guidance](#) updated 7.10.20

Sample Pre-participation Evaluation Form

<https://www.aap.org/en-us/Documents/PPE-Medical-Eligibility-Form.pdf>