TULARE COUNTY
HEALTH & HUMAN SERVICES AGENCY

Timothy W. Lutz, MBA
Agency Director

Karen M. Elliott, MBA • Director • Public Health Branch Director
Karen Haught, MD, MPH • County Health Officer

Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Name of Applicant (Local Educational Agency or Equivalent): St.Paul's School

School Type:

_____ Traditional Public School

_____ Charter School

__X__ Private, Independent, or Faith-Based School

Number of schools: __1__ Enrollment/ADA: __349__

Superintendent (or equivalent) Name: Seth W. Yocum

Address: 6101 W. Goshen Ave., Visalia, CA 93291

Grades of Students Proposed to be Reopened:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Proposed Reopening: As soon as waivers will be reviewed by Tulare County

Name of Person Completing Application: Seth W. Yocum

Phone Number: 559-739-1619 Email: syocum@spsvisalia.com

Signature: _____ Date: 08/19/20

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Waiver Criteria

- please reference your reopening plan by page number for each item below. -.

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Our teachers are non-union, and are not under any labor organization. However, ~~St. Paul's School has included staff and faculty input into the SPS RePopulation Plan,~~ and continues to monitor the safety and concerns of all institutional employees. Please see the attached Teacher Survey as evidence of ongoing consultation.

Parent and Community Organizations

Please see the attached Parent Survey as evidence of ongoing parent consultation.

Name of Organization(s) and Date(s) Consulted:

Neighborhood Church - Ongoing communication with lead pastor Forrest Jenan
~~Lakeside Elementary - Ongoing communication and consultation with Superintendent~~ Cindi Marshall
St. Paul's Parish - Ongoing communication and consultation with Fr. Robert Longbottom
Kaweah Delta Patient and Family Advisory Council - Ongoing communication and consultation with Noreen Kushnir - BSHM RN
Pro-PT Physical Therapy - Ongoing communication and consultation with co-owner Todd Martin - DPT

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

School staffulty have been instrumental in drafting the SPS Repopulating Plan, and meet with administration on a weekly basis to address concerns. Staffulty was also surveyed regarding the Repopulating Plan and their role in teaching during the COVID-19 pandemic. Please see attached parent survey as evidence of ongoing consultation.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
Pg. 2, II; pg. 5-6, #4; pg. 8, #6; pg. 14-15, #13

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
Pg. 4, #2c; pg. 5, #3; pg. 7-8, #5b-c; pg. 13, #12c-d; pg. 16-17, #15

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
Pg. 6-7, #5a; pg. 8, #5c

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.
Pg. 2, III; pg. 4, #2d, pg. 5, #2e

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
Pg. 1, I; pg. 9, #8

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
Pg. 2, II; pg 3-5, #2

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
Pg. 3, #1i, ii; pg. 10, #9; pg. 10-11, #10

Physical Distancing: How space and routines will be arranged to allow for adequate physical distancing of students and staff.
Pg. 7, #5b; pg. 12-14, #12; pg. 16-17, #15f,g,h; pg. 16-19, #16

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.
Pg. 3, #2a; pg. 8-9, #7; pg. 14-15, #14

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
Pg. 10-12, #9-#11

Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
Pg. 11-12, #11

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
Pg. 21-24, #18

Resources for Completing Your Plan

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
https://files.covid19.ca.gov/pdf/guidance-schools.pdf

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools https://www.cde.ca.gov/ls/he/hn/strongertogether.asp

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf

Campus Repopulating Plan
Academic Year 2020/2021

The following plans are predicated largely on the California Department of Public Health's COVID-19 Industry Guidance: Schools and School-Based Programs publication updated on August 3, 2020, and our ongoing work with Independent School Management's 90-Day Reopening Program. These plans are subject to update or revision at any time according to the evolving state sanctioned recommendations and updated guidance for repopulating schools. All decisions about following this plan will be made in collaboration with the St. Paul's School Board of Trustees, local health officials, and other authorities.

The mission of St. Paul's School is to provide a learning experience of high academic standards in a Christian environment; where children can develop their intellectual abilities and their sense of self-worth and responsibility; and where students, parents, and staff form a close, caring community where all support and share in each other's growth.

For 53 years, this mission statement has served the students, staffulty, and families of St. Paul's School well, and it will continue to do so this year as we eagerly anticipate a return to school this fall. Our reopening team has worked diligently to put in place a repopulating plan that maintains fidelity to our mission and prioritizes the health and safety of our students, staffulty, and extended school community. Although when taken as a whole our plan can seem somewhat overwhelming, it is important to keep the following four considerations in mind as we approach repopulating St. Paul's School this fall.

I. The most important action our community can take this fall to ensure that St. Paul's School remains open for in person classes is to actively and ethically participate in our daily health screenings, and keep kids home if they are sick or have been exposed to COVID-19. St. Paul's School has partnered with HealthTrac, and will be employing the use of technology to allow families to screen their students from home so that reentry to campus each morning can be done safely and efficiently. You should anticipate health screenings to begin 14 days prior to the beginning of our fall semester, and will continue daily until alternate guidance is recommended. The screening will consist of a few simple questions regarding travel and exposure risk, and will include an at home temperature check. Having health screenings completed in the comfort of your own homes will allow for students to enter campus each morning relatively unimpeded, and will help preserve an important sense of normalcy at school.

II. The second most important mitigation strategy we can employ is effective hand hygiene and daily facilities disinfection. Teaching kids proper hand hygiene begins at home with families, and will continue each day at school. Our teachers have already gathered several strategies to encourage appropriate hand washing (especially for our younger students), so reach out to our teachers if you'd like to try these at home. Additionally, St. Paul's School will be outsourcing our janitorial needs this year to ensure adequate and appropriate disinfection on a daily basis. Our campus and classrooms will be cleaner than ever; let's make sure we can say that about our kids' hands as well.

III. The third most important mitigation strategy we can employ is responsible use of face coverings. The California Department of Public Health requires the use of masks or face shields for all faculty, staff, volunteers, and students in 3rd grade and above; and strongly recommends the use of masks for students in second grade and below, especially when physical distancing is difficult to maintain. Please see that your children attend school each day with a mask. We will have masks on hand in the event of lost or damaged masks, but your help here will be essential to our school's success.

IV. It is imperative that our community understands that the most vulnerable population on campus this next fall will be our teachers. Our consulting public health experts continue to suggest that in a majority of the models that we are seeing, COVID-19 is not transmitting through children at as high a rate as it is through adults. This should not be construed in any way to say that our children are entirely absent of risk, and we will continue to do everything in our power to prioritize and guard their health. However, we must be acutely aware of the conditions our teachers will be facing on a daily basis. We should see our efforts to mitigate the transmission of COVID-19 as a commitment to protecting their health, as an act of love for their commitment and dedication to the body, minds, and spirits of our children. If our teachers stay healthy, our community stays healthy. If our teachers fall sick, there is nothing left for us to do.

What follows are the specific measures that St. Paul's School will undertake to address the challenges to repopulating schools as posed by COVID-19. Although comprehensive, the following plan does not cover every minute detail, and as stated before, is subject to change with evolving understandings and changes in public health policy related to the repopulation of schools.

General Measures

Healthy Hygiene Practices

Teacher and Staff Safety

Cleaning, Disinfection, and Ventilation

Distancing Inside and Outside the Classroom
- Arrival and Departure
- Classroom Space
- Non Classroom Spaces

Limit Sharing

Staff and Family Training and Education

Checks for Signs and Symptoms

When a Staff Member, Child or Visitor Becomes Sick

Maintaining Healthy Operations

Considerations for Partial or Total Closure

Curriculum, Classroom, and Instructional Modifications and Considerations

Student Personal Items

Professional Development related to COVID-19

Character Education

CoCurriculars

State Licensed Childcare Facility - Special Considerations
- Arrivals:
- Classrooms:
- Outside:
- Snacks and Lunch
- Naptime:
- End of day:

Communications

1. **General Measures**
    a. Establish continued communication with local and State authorities to determine current disease levels and control measures in our community.
        i. Corinne Ramsey, Executive Assistant, will assume the duties of COVID-19 Coordinator and will keep in regular and consistent communication with state and local health agencies to:
            1. Monitor local COVID-19 conditions
            2. Review updated guidance from local and state agencies
        ii. Amy Sanchez, Early Childhood Education Division Lead, will maintain consistent communication with the State of California Health and Human Services Agency Department of Social Services and monitor any updates or changes as they relate to Child Care Facilities and Licensure requirements.
    b. As determined at the June 16th St. Paul's School Board of Trustees meeting, external community organizations will not be utilizing the site and/or campus resources until the board reevaluates facilities usage at the August 18th Board of Trustees meeting.
        i. In a general sense, external community organization utilization of site and/or campus resources will be predicated on their ability to comply with the general recommendations of the *California Department of Public Health's COVID-19 Industry Guidance: Schools and School-Based Programs* including additional compliance measures deemed necessary by the St. Paul's School Leadership Team.
    c. The St. Paul's School Educational Leadership Team has developed a curriculum continuity plan in anticipation of the potential for repeated closures of classes, groups, or the entire facility in the event of COVID-19 cases or community exposure. See Section 11 below.

2. **Healthy Hygiene Practices**
    a. A principal mitigation strategy for a healthy repopulation of St. Paul's School is for staffulty to model, teach, and reinforce healthy hygiene practices (washing hands, avoiding contact with the face, properly covering coughs and sneezes).
        i. Each classroom will be provided adequate tissues to allow for students to cough and/or sneeze inside of a tissue or, when tissues are not available, into their elbow.

ii. Students and staffulty will wash their hands before and after eating, after coughing or sneezing, after being outside, and before and after using the restroom.

iii. Staffulty will teach students to wash their hands for 20 seconds with soap, washing whole hands up past the wrist, and using paper towels (or single use cloths) to dry their hands completely.

iv. Teachers and staff will regularly model proper hand washing.

v. Multiple hand sanitizer stations will be placed around campus in easily accessible spaces. Hand sanitizer will be used when hand washing is not practicable.

b. Multiple portable handwashing stations will be placed throughout the campus to minimize student movement and congregation in the bathrooms.

c. Recesses and lunches will be staggered to allow for routine handwashing intervals, and to minimize congregation in bathrooms and around handwashing stations.

d. Staffulty will reinforce the responsible use of student cloth face coverings, masks, or face shields -- especially when physical distancing is not practicable.

i. Students in 3rd grade and above will be required to use proper face coverings[1]. Students in 2nd grade and below will be strongly encouraged to use cloth face coverings -- especially when in transition, and in any situation where physical distancing is difficult to maintain. All students will be required to wear face masks while entering and exiting campus[2].

ii. It is imperative that St. Paul's School families provide their students with appropriate face coverings on a daily basis, and practice routine cleaning of student face coverings.

iii. Students and staffulty will be frequently reminded to not touch their face coverings.

iv. Information will be provided to students, staffulty, and families on proper use, removal, and washing of cloth face coverings.

v. All staffulty will regularly and consistently use cloth face coverings on campus. Face shields can be used by teachers in place of cloth face

[1] A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

[2] Medical exemptions from a licensed physician will be considered.

coverings at the teacher's discretion, and for purposes of educational benefit.

vi. Lunch service workers will use gloves and face coverings while on campus, and will deliver individual boxed lunches to students in their classrooms.

vii. In order to comply with CDPH guidance, St. Paul's School must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one.

e. St. Paul's School will ensure adequate supplies to support healthy hygiene behaviors including soap, tissues, no-touch trash cans, face coverings[3], and hand sanitizers.

i. St. Paul's school will provide and ensure staff use of face coverings and all required protective equipment.

3. <u>Teacher and Staff Safety</u>

a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults. Therefore, St. Paul's School is committed to:

i. Ensuring that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.

ii. Supporting staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning environment.

iii. Conducting all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.

iv. Minimizing the use of and congregation of adults in staff rooms, break rooms, and other settings.

v. Implementing procedures for daily symptom monitoring for staff.

[3] St. Paul's School will provide each student one cloth face covering at the beginning of the year, and a second at the semester break if deemed necessary. Additionally, disposable masks will be available to students in the event of lost or damaged cloth masks, or in the event that students arrive on campus without the appropriate face covering, or student's face covering is deemed unhygienic by the staffulty.

4. **Cleaning, Disinfection, and Ventilation**
    a. St. Paul's School will suspend or modify the use of site resources that necessitate sharing or touching of items[4].
    b. Staffulty will regularly clean and disinfect high touch surfaces[5] within the school throughout the day. In addition, St. Paul's School has contracted with a professional janitorial service to ensure proper cleaning and disinfection of site facilities on a nightly basis.
    c. St. Paul's School will limit the use of shared playground equipment in favor of physical activities that require less contact with surfaces.
        i. St. Paul's School playground equipment will be limited to cohort usage, and usage will rotate on a weekly schedule.
    d. St. Paul's School will limit the sharing of toys, games, and art supplies when practicable, and disinfected regularly between uses.
    e. St. Paul's School families will be encouraged to maintain two sets of student supplies, one for student use on campus, and one for student use at home.
    f. St. Paul's School has contracted with a professional janitorial service for ongoing cleaning and disinfection needs, but will ensure that the cleaning products that are used for cleaning and sanitation are those approved for use against COVID-19 and are on the Environmental Protection Agency (EPA)-approved list.
    g. St. Paul's School will promote, when feasible, continued ventilation in all indoor spaces occupied by students and staffulty. When practicable and weather permitting, classroom and office doors and windows will remain open to introduce fresh outdoor air as much as possible.

5. **Distancing Inside and Outside the Classroom**
    a. **Arrival and Departure**
        i. St. Paul's School will utilize an at home health screenings process in an effort to mitigate the congregating of students upon arrival. Students who have not utilized the at home health screening will be screened by St. Paul's School staff prior to campus entry. St. Paul's School will provide additional health screenings when determined necessary due to onset of symptoms, or suspected illness.

[4] Ex. students will not use the drinking fountains. Instead, students will be encouraged to bring a water bottle and use the bottle filling stations instead. Use of the lunch patio will be limited. Instead, students will eat lunch in distinct outdoor spaces when the weather permits, and will eat in their classrooms otherwise.
[5] Includes, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs.

ii. Upon arrival, students will report directly to their classroom to minimize contact with other students.

iii. Students will not be allowed to arrive on campus before 7:30AM to allow for staff to properly practice check-in procedures.

iv. Families will be encouraged to bring their students to campus between 7:30AM and 8:10AM to minimize the bulk of student arrivals between 8:00AM and 8:10AM[6].

v. St. Paul's School will utilize five separate access points for arrivals and departures, and will designate recommended travel routes around campus to minimize student congregation.

vi. Teachers will be ready to report for duty by 7:30AM each morning to receive arriving students into their classrooms.

vii. CoCurricular teachers will assist the check in process by manning student check in points and verifying student health screenings.

viii. Appropriate travel routes through hallways will be clearly marked with adequate signage to promote physical distancing and reduce the potential for congregation points and congestion.

b. Classroom Space

i. Students will remain in consistent cohort and in the same classroom space[7] as practicable.

ii. Teachers will minimize their contact with different groups of students as much as is practicable. Students in our Early Childhood Education program and primary grades will remain with the same teacher all day, while the middle school has implemented a rotating block schedule to minimize teacher movement throughout the day.

iii. St. Paul's School has limited class sizes specifically to allow for adequate physical distancing in most indoor spaces. Adequate space will be provided for teacher physical distancing from students and will be clearly marked. Appropriate separation of students and teachers will be maintained through six feet of space between students, partitions where deemed necessary, markings on classroom floors, and classroom management efforts[8] to minimize face to face interactions.

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[6] Our hope is that through compliance with our at home health screening and generous arrival window for students, we will not have to formally stagger arrivals. This is subject to change upon implementation.

[7] Middle school students will travel to the science lab when deemed necessary.

[8] Faculty will specifically be encouraged to keep any activity where physical distancing is difficult to fewer than 15 minutes to mitigate for high risk contact.

iv. Faculty will develop routines and procedures that allow for maximized spacing, and to minimize congregations of students upon entering and exiting indoor spaces.

v. Students assignments will be submitted electronically as often as feasible to minimize teacher exposure.

c. Non Classroom Spaces

i. Nonessential visitors, volunteer activities will be limited as much as feasible and will be honored by appointment only. All adult visitors and volunteers will be required to wear a face covering while on campus, must pass a health screening including a temperature check, and will be required to sign in and out of the office.

ii. Lunches and recesses will be staggered to mitigate for communal activities[9].

iii. St. Paul's School faculty will be encouraged to use outdoor, non-classroom spaces for instruction as often as feasible.

iv. Hallways will be marked with suggested routes of travel to minimize congregate movement.

v. Students will take their lunch in our outside spaces as often as is feasible. When the weather does not permit the use of outdoor spaces, students will take their lunch in their classrooms.

6. <u>Limit Sharing</u>

a. Student belongings will be separated and kept in individually labeled spaces or storage containers. Essential items that are brought to and from school on a regular basis will be minimized, and should be cleaned regularly.

b. St. Paul's School will ensure adequate supplies are available to all students to minimize the sharing of high touch materials. Parents will also be encouraged to keep separate supplies for home and school use.

c. To the extent feasible, St. Paul's School will avoid sharing electronic devices, clothing, toys, books and other games or learning aids. When not feasible, these items will be cleaned and disinfected regularly.

[9] Moreover, we will designate specific areas of our outdoor spaces to specific groups of students to minimize shared use of spaces.

7. **Staff and Family Training and Education**
    a. St. Paul's School will remain committed to training all staffulty and to providing educational materials to families in the following areas:
        i. Enhanced sanitation practices
        ii. Physical distancing guidelines
        iii. Use of face coverings, proper removal and washing of cloth face coverings
        iv. At home health screenings
        v. COVID-19 specific symptom identification
    b. All parent and staff training and education will be delivered virtually[10], or, if in person, delivered in a space that allows for appropriate physical distancing.
        i. Upon repopulating, the Head of School or his designee will ensure monthly health and hygiene training for staffulty and families.

8. **Checks for Signs and Symptoms**
    a. St. Paul's School will not tolerate any harassment or discrimination against students, staffulty, and families who were or are diagnosed with COVID-19.
    b. St. Paul's School will actively encourage staffulty and students who are sick or who have recently had close contact with a person with COVID-19 to stay home without any fear of reprisal. This is our most important mitigation strategy, and cannot be stressed enough.
    c. St. Paul's School has partnered with HealthTrac to allow for students and staffulty to complete daily health screenings[11] in the comfort of their own home.
        i. Not only will our at home health screenings allow for St. Paul's School to maintain some semblance of normalcy upon check in, it will also allow for staffulty and families to recognize potential signs and symptoms of COVID-19 prior to ever coming on to campus.
        ii. Students and staffulty who have completed the at home health screenings will access campus each morning relatively unimpeded.

[10] Via Zoom, GoogleHangouts, or another similar platform.
[11] Health screening questions include temperature <100.4F; traveled outside of the country in the last 14 days; symptoms including chills, sweating, new or worsening cough, sore throat, loss of taste and/or smell, difficulty breathing, pain or pressure in the chest, aches, vomiting or diarrhea, or lower respiratory symptoms; close contact with someone showing signs or has been diagnosed with COVID-19 in the past 14 days.

d. Visual wellness checks will be conducted by staffulty throughout the day to monitor for signs and symptoms[12].
e. Students who exhibit signs and symptoms throughout the day will be required to wear a face covering, isolated in our infirmary, and sent home as soon as feasible.
f. Students, families, and/or staffulty will not be penalized for missing school due to illness, exposure to COVID-19, or for exercising good judgement in an effort to maintain a healthy school community.

9. <u>When a Staff Member, Child or Visitor Becomes Sick</u>

a. St. Paul's School will maintain an infirmary to separate anyone who exhibits symptoms of COVID-19.
b. In the event that a student, staffulty, or visitor exhibits signs or symptoms of COVID-19, they will be required to wear a face covering and required to wait in the infirmary until they can be transported home or to a healthcare facility.
c. St. Paul's School will maintain proper procedures and protocols to deal with the identification, isolation, communication, and transportation of all students and staffulty exhibiting COVID-19 signs and symptoms.
d. St. Paul's School will promptly notify local health officials, appropriate staff and families of any positive cases of COVID-19 in accordance with best practices for contact tracing[13] while maintaining confidentiality as required by state and federal law.
    i. Close contacts will be notified and highly encouraged to test.
    ii. Close contacts will be required to quarantine for 14 days after the last date the case was present at school.
e. In the event of a positive COVID-19 case, areas used by any sick person will be closed off until proper cleaning and disinfection procedures can be applied.
f. Any sick staffulty or student will not be allowed to return to campus until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and at least 10 days since symptoms first appeared.

[12] Students moving from the regular school day into after school care will be subjected to daily, no touch temperature checks.
[13] Please see section *What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19* in the hyperlinked publication.

g. All students will continue to have access to high quality, online educational programming in the event of illness, quarantine, or exercising prudence in an effort to maintain a healthy school community.

10. <u>Maintaining Healthy Operations</u>

a. In an attempt to monitor appropriate staff absenteeism while maintaining quality educational programing, St. Paul's School has nearly doubled our available substitutes in our substitute pool. We will continue to solicit qualified substitutes to join our pool.
b. Students or staffulty who have had close contact[14] with a confirmed COVID-19 case will be sent home and asked to quarantine for 14 days from last exposure. St. Paul's School will strongly recommend testing, but a negative test will not shorten the 14 day quarantine.
c. St. Paul's School will apply best practices in contact tracing, and will vigilantly monitor symptoms among students and staff and will isolate them promptly.
d. Corinne Ramsey, Executive Assistant, will take on the role as COVID-19 Coordinator this year. She will serve as a liaison for parents and employees, will coordinate documentation and contact tracing in order to notify local health officials, staffulty, and families in a prompt and responsible manner.
e. St. Paul's School will maintain effective communications systems that will allow for families to self report symptoms and receive prompt notifications of exposures and potential classroom, building, or campus closures, while maintaining confidentiality.
f. St. Paul's School will test staffulty periodically, as testing capacity permits and as practicable[15].
g. St. Paul's School will encourage families to participate in routine testing, and to voluntarily report their testing results to our COVID-19 Coordinator in an effort to better understand the exposure risks of COVID-19 on campus. This program will remain voluntary, but encouraged.
h. Families who travel outside of the country throughout the school year will be required to quarantine for 14 days prior to returning to campus.

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[14] A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

[15] Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

i. St. Paul's School will remain dedicated to the health and safety of all of our students, staffulty, and families, and will provide options for telework when needed, and consistent, rigorous online educational programming throughout the year, and for years to come.

11. <u>Considerations for Partial or Total Closure</u>

a. In accordance with CDPH's *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year*, St. Paul's School will monitor state and local orders and health department notices daily regarding transmission in the area and adjust operations accordingly.

b. When a student or staffulty tests positive for COVID-19 and has exposed others at the school, the following steps will be implemented:

   i. In consultation with the local public health department and St. Paul's School Board of Trustees, the Head of School may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the community as determined by the local public health officer.

   ii. Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based[16] will remain closed until proper disinfection and sanitation practices can be applied. Additionally, students and staffulty members deemed at "high risk" for contracting COVID-19 will need to isolate.

   iii. St. Paul's School will maintain an effective communications plan for partial and full school closure that will include outreach to students, parents, staffulty, and other invested community members.

   iv. St. Paul's School will remain committed to ongoing safety precautions related to the transmission of COVID-19, and will provide guidance to parents and staffulty reminding them of the importance of community physical distancing measures in the event of school closures, including discouraging students or staffulty from gathering elsewhere.

c. In accordance with the California Department of Public Health, the criteria for the consideration of school closure will be as follows:

   i. Consultation with the Local Health Officer deems closure necessary

[16] Other areas visited by the positive individual may also remain closed until proper cleaning protocols can be performed.

ii. School closure may be necessary if there are multiple cases in multiple cohorts at school, or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period[17].

12. <u>Curriculum, Classroom, and Instructional Modifications and Considerations</u>

a. Blended Learning strategies will be expected in all classes throughout the school year, regardless of COVID-19 or post COVID-19 guidelines.
   i. Each grade level (Preschool - 3rd) will have one collaborative online classroom hosted in Google Classroom.
   ii. All curricular materials available to our in person sessions will be available online, in grade level Google Classrooms to allow for curricular fidelity between in person and online learning platforms.
   iii. To the extent feasible, all instructional components present for in person learning will be available online, in grade level Google Classrooms
   iv. To the extent feasible, middle school students will maintain partnerships in "virtual groups" who will meet remotely outside of class to complete curricular tasks focused on classroom content.
   v. To the extent feasible, group work will be conducted through GoogleHangouts, Zoom, or other school sanctioned software platforms.
b. Maintain clear communication with students and parents regarding student expectations and performance for in person and virtual learning spaces.
   i. Standardized rubrics for participation will be created and adopted divisionwide and clearly articulated to students and parents.
   ii. Guidelines for student work (missing, late, virtual submission, quality) will be created and adopted divisionwide and clearly articulated to students and parents.
   iii. Guidelines for student expectations regarding in person and online participation will be created and adopted divisionwide and clearly articulated to students and parents.
c. To the extent possible, teachers will create smaller cohorts within each class to mitigate high risk exposure opportunities.
d. Group work that happens in classes will require student use of face coverings and will be limited to 10 minute intervals to minimize high risk exposure opportunities.

[17] For example, assuming St. Paul's School's enrollment is 340, with a staffulty of 48, the total population is 388. In this scenario, 388 x .05 = 19.4, or 20 aggregate students and staffulty members testing positive

e. When feasible, faculty will be encouraged to locate or create short instructional videos related to key curricular concepts and post these videos in their GoogleClassrooms.
f. To the extent feasible, teachers will be encouraged to make individualized contact with students (and their families) who may be absent for an extended amount of time to ensure continuity of student learning.
g. Textbooks and student materials for home use will be sent home at the appropriate time and can remain home for the remainder of the semester/school year.
h. Students Intervention Needs
    i. Intervention personnel will be required to wear a face covering while working with children.
    ii. To the extent feasible, teaching assistants and support staff will push into classrooms to work with students in a 1:1 ratio. Small group pull outs will cease until further notice, unless the small group consists of students from the same classroom and outside facilities can be utilized for such work.
    iii. To the extent feasible, intervention work will be limited to sustained sessions of fewer than 15 minutes.
i. Assessment
    i. In an effort to increase the use of authentic, project based student assessments and to promote asynchronous learning opportunities:
        1. The middle school (4th-8th) faculty will create one Project Based Learning opportunity each quarter at each grade level.
        2. The lower school (K-3rd) faculty will create one grade level Project Oriented Learning opportunity each quarter.
        3. Teachers will dedicate a block of time each week for guided work on student projects, to meet with student teams, and to assess and refine student guidelines and timelines.
        4. The Director of Teaching and Learning, in partnership with the middle and lower school division leads, will support teacher learning as needed, and will provide ongoing Professional Development opportunities in authentic, project based student assessments as deemed necessary.
    ii. St. Paul's School faculty will be using MAPs for initial diagnostic, mid year, and end of year summative assessment of student learning and growth.

j. The St. Paul's School Educational Leadership Team will continue to investigate educational technology platforms that will increase the efficacy of our blended learning efforts.

13. <u>Student Personal Items</u>

a. In an effort to minimize the transfer of materials between home and school:
   i. All homework will be assigned and submitted electronically to the extent feasible.
   ii. Students will be strongly encouraged to utilize drawstring (cinch) backpacks no larger than 14"x19".
b. St. Paul's School will provide personal storage for each student where all personal items can be stored safely and away from other student storage.
c. Students will be strongly encouraged to bring water bottles that easily fit inside their drawstring backpacks.
d. Students will be strongly encouraged to bring lunch containers that will fit neatly inside their provided storage unit[18].
e. Students will be strongly encouraged to bring a towel that fits inside their personal storage unit as we anticipate increased use of outside spaces.
f. Students and parents will be strongly encouraged to properly disinfect student personal items on a regular basis.

14. <u>Professional Development related to COVID-19</u>

a. Under the guidance and supervision of the Director of Teaching and Learning, all faculty will participate in three days (August 10-12) of professional development addressing the curricular, co-curricular, character, operational needs, and new health and safety protocols as they relate to repopulating schools during COVID-19.
b. Under the guidance and supervision of the Director of Teaching and Learning, all St. Paul's School faculty that attended professional development sessions for Blended Learning and Asynchronous Learning will be encouraged to reflect on their learning using the media of their preference, and share their takeaways with their colleagues.
   i. The Director of Teaching and Learning will be responsible for aggregating and disseminating these resources.

[18] Contact specific teachers for more details.

ii. The Director of Teaching and Learning will create and curate a faculty GoogleClassroom to share professional development information, videos, resources, PowerPoint slides, etc.

c. The Director of Teaching and Learning will hold formal monthly departmental check-ins to monitor progress and implementation. Additionally, the Director of Teaching and Learning will be available regularly to support the faculty with progress and implementation.

15. <u>Character Education</u>

a. In partnership with the school chaplain, homeroom teachers will provide opportunities during Homeroom Religion for students to engage in meaningful conversations that address the social and emotional concerns of students related to COVID-19.
b. In partnership with the school chaplain, teachers should regularly assess the social and emotional needs of their students, and regularly provide opportunities to engage with students on a personal level.
c. The school chaplain will be encouraged to share devotions during morning chapel and morning meetings that can help students and families address the social and emotional needs of St. Paul's School students.
d. In an effort to encourage positive culture and promote school spirit, students at the middle school will be encouraged to decorate their personal storage units and desk spaces within reason.
e. St. Paul's School is continuing to investigate ways to maintain fidelity to a vibrant weekly chapel program for all students:
    i. Our current plan has all grade levels attending a once a week in person chapel program held in our outdoor amphitheatre honoring physical distancing[19].
    ii. Four days a week, each grade level will continue the weekly chapel theme in homeroom religion.
    iii. The chaplain and Educational Leadership Team will continue to investigate ways to promote student led chapel in safe and meaningful ways.
f. Student Recess:

[19] Weather permitting.

i. The St. Paul's School athletics field will be divided into six different recess stations with an athletic theme assigned to each station[20].
ii. Recess station equipment will be assigned to each classroom each week, and will be sanitized regularly.
iii. Each classroom will be assigned to a particular recess station for an entire week, and will rotate accordingly.
iv. Physical education teachers will utilize the appropriate classroom assigned recess stations to promote requisite skill and competencies that can be practiced individually at recess.
v. Additional recess supervision will be provided to encourage physical distancing.

g. All St. Paul's School faculty will remain flexible and thoughtful about student restroom usage during class time and will monitor restroom use through the use of a signout log to minimize student congregation points during passing periods and recess.
h. Student Lunches:
    i. Student lunches will be held outside in designated areas, weather permitting, and will be held in classrooms during inclimate weather.
    ii. The number of lunch periods have been changed from three to five to accommodate for physical distancing.
    iii. Student lunch recess will remain consistent with morning recess assignment.
    iv. Hot lunch will continue to be provided, but will be delivered to student classrooms in individualized box lunches.
    v. To cut down on campus visitors, delivery of lunches to the office (whether it is by parent or delivery service) will be prohibited. Students without a lunch will be provided a lunch for purchase.

16. <u>CoCurriculars</u>

a. As has been the generally accepted practice, Spanish, technology, and music teachers will push into classrooms at assigned intervals throughout the week.
    i. Enough time will be allowed between push ins for CoCurricular teachers to clean and sanitize shared equipment.

[20] For example, soccer stations 1 & 2, sidewalk ninja warrior course, obstacle course, kickball, etc.

ii. CoCurricular teachers will minimize the sharing of instructional materials to the extent feasible.

b. Middle school choir and St. Paul's Singers will meet periodically in the covered lunch patio for choir practice.
   i. Physical distancing of 10 feet will be honored due to the increased exposure related to singing.
   ii. Student face coverings will be strongly recommended when feasible.
   iii. Parents will need to sign a Recohorting Waiver for students to participate in middle school choir or St. Paul's Singers.

c. Middle School electives to be taught as virtual classes.
   i. Students will stay in homerooms while elective teachers provide online instruction and assign tasks.
      1. Electives faculty can each be stationed in a different homeroom to allow homeroom teachers a prep period.
      2. Several co curricular and regular faculty members have expressed interest in teaching or helping monitor classes during elective times.

d. For the foreseeable future, the St. Paul's School library will remain closed to student traffic. In the meantime, St. Paul's School school is continuing to investigate low touch, no touch systems of student library book checkout[21].

e. Physical Education:
   i. While weather permits, physical education will be held outside in a designated physical education space on campus.
   ii. Students in TK through 5th grade will continue to have two, forty minute [22] physical education sessions per week.
   iii. Middle school students will continue to have daily, 35 minute physical education classes.
   iv. Physical education space will have visual markers to help promote physical distancing when feasible.
   v. Physical education curriculum will focus on individualized practice and all group activities will be minimized as feasible.
   vi. The use of shared equipment will be minimized as feasible, and physical education equipment will be routinely disinfected.

[21] Returned library books will remain out of circulation for the appropriate amount of time to mitigate COVID-19 transmission.
[22] Varies slightly by grade level.

vii. Extra supervision will be provided as feasible, especially with larger groupings that would make physical distancing a challenge.

f. Kids on Campus

i. In order to offer an option for after school care, changes must be made to the existing program.

1. Morning Kids on Campus
    a. Program will be discontinued for the 2020/2021 academic year.
    b. Students will begin to arrive at school at 7:30 AM and report straight to the homeroom. Teachers will be in classrooms ready to receive students at this time.
2. There will no longer be an option for drop-in daycare. Parents will sign up for the program per quarter and will be charged a flat fee each month depending on the number of school days in the month.
3. At the start of each quarter, parents can recommit to another quarter or choose to withdraw.
4. We can accommodate 4 classes of at least 16 students in the chapel.
5. Chapel will be divided into 4 quadrants each having its own entrance/exit.
6. Once families enroll in the program, cohorts will be formed to limit the mixing of students as much as possible. Cohorts will be formed to keep students with members of their families and/or members of their homeroom class.
7. Upon dismissal from their classroom at the end of the regular school day, students will meet Kids on Campus staff at the entrance to their section of the chapel.
8. Health screenings will be administered to all students entering Kids on Campus.
9. Chapel will serve as a “home base” for each class, but much of the time will be spent outdoors where students can get fresh air.
10. TK and Kindergarten students who have an older sibling that will be picked up at 3:00 or 3:30 can make up a 5th cohort. They will be walked out to the playground at dismissal time to wait for parents. Home base for this group can be the lunch patio, but

kids will play outdoors during this hour on an assigned quadrant of the playground.

17. <u>State Licensed Childcare Facility - Special Considerations</u>

a. It will be assumed that all of the aforementioned mitigation strategies will pertain to our state licensed childcare facility unless noted otherwise below.
b. All staff will need to take their temperature at the beginning of their shift, and log it on the sign in sheet next to their name.
c. Walking through rooms between Pre-K and Preschool 1 will no longer be allowed.
d. Early staff will open doors and windows prior to children entering to promote rapid air exchange, and disinfect all classroom surfaces, door handles, sinks and countertops.
e. According to state licensing, children are not required to wear a face covering, but will be encouraged to do so as feasible.
f. When students use the restroom, staff from preschool 1 will monitor the door and allow one student in each restroom at a time. The classroom door will remain closed, and only opened by staff.
g. High touch areas in the bathroom will be cleaned between uses.

h. Arrivals:

i. Staff will meet each student at the door, take their temperature needs to be taken and log student temperature on a sign in sheet.
ii. Staff will sign students in to minimize the sharing of equipment.
iii. No touch thermometers will be used, and disinfected regularly.
iv. Once a student is signed in, they will immediately wash their hands before engaging in classroom activities.
v. Parents will not be allowed in the classrooms.

i. Classrooms:

i. Name tags will be put on each table to ensure that students are sitting in the same place each day.
ii. Mats will be labeled to ensure that each child is using the same mat each day.
    1. Staff will disinfect student mats each day.
iii. Sleeping mats can be no closer than 3 feet from others and arranged so students nap head to toe.

iv. To the extent feasible, sub cohorts of students will be created in each class to mitigate transmission of COVID-19.

v. Classroom schedules will be created to encourage physical distancing to the greatest extent possible.

j. Outside:

i. Only one classroom will be on the playground at a time.

1. There will be a 10 minute period between classes on the playground to allow for proper cleaning of equipment.

ii. Staff members will need to be responsible for cleaning the yard before they go inside.

iii. Visual markers on the sidewalk and playground will help children physically distance while standing in line to go back to class.

k. Snacks and Lunch

i. Staff will wear gloves when handling food for children at any time.

ii. St. Paul's School Childcare facility will not be providing student snacks at this time. All student snacks should be provided from home and be individually wrapped, contain a peel, or an outer covering to discourage the transmission of COVID-19.

iii. Drinking fountains will not be used. Students will be encouraged to bring a water bottle from home.

iv. Hot lunch will be delivered to the classroom as a box lunch.

v. Lunch times will change for Preschool 1 to accommodate for extended restroom time.

l. Naptime:

i. As stated before, mats need to be placed three feet apart and arranged so students nap head to toe.

ii. Students will use the same mat daily.

iii. Naps will end at 1:50PM so that students can be ready for parent pickup at 2:00PM.

iv. Staff will meet parents at the door to allow for efficient transition.

v. Teacher will then sign the student out.

vi. Parents will not enter the classroom.

m. End of day:

i. All windows and doors will be opened at 3:30PM each day.

ii. All toys and shelves will be disinfected and left to air dry.

iii. Disinfect all high touch surfaces.

iv. Deep clean bathrooms each day.

18. <u>Communications</u>

a. Questions regarding the communication of COVID-19 to St. Paul's School constituencies

i. If a student has COVID-19, what information from education records can St. Paul's School share with the community?

1. FERPA does not apply when schools disclose that a student may have COVID-19 as long as St. Paul's School does not directly or indirectly identify that student. Most of the time, in order to receive sufficient notification of risks to their children, parents do not need to know which student was or may be infected, even if they would like to know.

ii. If St. Paul's School suspects that a student has COVID-19, what information can the school share with its community?

1. St. Paul's School's COVID Coordinator may wish to proactively warn parents and students that COVID-19 may be in the St. Paul's School community to facilitate prevention efforts and ensure that people have the information necessary to address a potential outbreak. Given COVID-19's high degree of infectiousness, it may be wise for St. Paul's School to err on the side of caution and notify the entire community when suspected-but-unconfirmed cases exist. However, it may not be necessary to identify the symptomatic individual.

iii. If St. Paul's School suspects that a student may have COVID-19, can the St. Paul's School COVID Coordinator[23] contact the student's primary care physician?

1. If St. Paul's School cannot reach a student or their parents and suspects that the student might have COVID-19, they may want to reach out to the student's primary care physician to ask if the physician can confirm that the student has COVID-19 so that St. Paul's School can notify the community.

iv. Communications with Parents/Students, Employees and the Community

[23] Or other administrative officials.

1. Pro-active communications for all stakeholders that share information about reopening schools, identifies concerns, and addresses these concerns can help prepare students and their families for return to schools.
2. The St. Paul's School Advancement Department will coordinate with local emergency management agencies, the local health department and other local officials (e.g. mental health, Fire Marshal, law enforcement, public transportation, etc.) to identify and develop communications structures and communications for students/parents, staff and community members related to COVID-19 and schools.
3. Under the guidance of local public health officials, the St. Paul's School Advancement Department can communicate with parents and staff information about contact tracing and guidelines for families about sending students to school and when to keep them at home.
4. The St. Paul's School Administrative Team, under the guidance local public health officials, will continue to monitor, investigate, develop a common plan and understanding of:
    a. What St. Paul's School will do if they have one or more positive COVID-19 case(s) on campus and/or if a student or staff member has a family member that tests positive.
    b. The legal responsibilities/privacy rights for communicating information about cases of the virus on St. Paul's School campus.
5. When deemed appropriate by the St. Paul's School Board of Trustees and St. Paul's School Administrative Team, the Advancement Department will:
    a. Share their timeline for opening with news media, via social media, on the district/school website, and on recordings of the school's main phone line.
    b. Revise/update the school year calendar and share with staff, parents, and news media.
    c. Share with staff and parents information about new practices and procedures for cleaning, hand washing, etc. prior to school opening.

d. Develop and send a communication targeted to vulnerable members of the school community.
e. Share information with families about sending students to school and when to keep them home.

v. The St. Paul's School Advancement Department will ensure effective communication plans by:
1. Understanding and utilizing the communication methods preferred by target audiences including FACTS student management software and ParentSquare school community communication platform.
2. Determining the desired outcomes of communication efforts and design key messages to achieve them.
3. Differentiating key messaging across multiple platforms (e.g., email, text messaging, push alerts, infographics, website posts, social media, news media outlets, printed mailings, etc.).
4. Developing frequent messaging that includes all critical information to reduce confusion, anxiety, or misunderstandings. Certainty reduces stress, even when there are not always specifics to share. For example, if plan or action step specifics are not yet available, provide detailed updates and information about the decision-making process and factors being considered (especially as they pertain to stakeholder feedback).
5. Ensuring communication is bias free and destigmatizing and does not perpetuate stereotypes.
6. Using existing school resources to amplify messaging: school campus signage, marquees, existing handouts, etc.
7. Providing contact information for follow-up questions or concerns.
8. Developing a dedicated hotline and web page that includes answers to common questions and that all staff can direct the public to for the latest updates. This measure can reduce the burden on individual employees and will promote message clarity and consistency across schools.
9. Encouraging consistency of messaging by developing internal talking points for all Staffulty.

10. Employing effective communication strategies leading up to school reopening and emphasizing the safety measures undertaken by the school, including personal protective equipment (PPE) for students, teachers, and staff, cleaning and sanitization protocols, physical distancing measures, and mental health and well-being supports.
11. Informing and educating parents about the importance of symptom onset and keeping students home when sick.