



San Diego Academy

COVID Safety Plan (CSP)

2020 – 2021

Plan to Reopen

The following plan to reopen school has been developed based on guidelines and requirements provided by the **Southeastern California Conference (SECC) Office of Education**. The Office of Education guidelines are based on the best and most current health information known as of the latest revision date of this document. The guidelines follow the **CDC**, the **American Academy of Pediatrics**, California State Education and Public Health Departments, and local county recommendations.

As new guidance and practices become available, updates will be communicated to parents. Any future decisions in regard to discontinuing on-site instruction at San Diego Academy will be made based on the **San Diego County of Public Health** directives and guidance from the **Southeastern California Conference Office of Education**.

Attendance

Absences due to COVID-19 symptoms or illness will be recorded. Parents should report the absence and reason to the office each morning in order to have the absence excused due to illness. Teachers and administrators will work with parents and students to ensure learning continues during a student's extended absence.

Your child should come to school if they fulfill the following requirements:

- Can energetically participate in classroom activities and recess without fever/symptom-reducing medicine (Tylenol, ibuprofen, cough syrup, etc.)
- Has a temperature below 100.4
- Has no new symptoms of COVID – 19 such as respiratory symptoms, muscle ache, loss of taste and smell, with or without fever.
- Has no symptoms of vomiting/diarrhea

Your child should stay at home and will be sent home if they have any of the following:

- They appear or complain of feeling unwell or they have suspected communicable disease.
- A temperature of 100.4 or higher, or other COVID-19 symptoms
- Students with will be isolated and required to wear a face covering until they can be picked up by their parent/guardians.
- Your child should stay at home if they have had close contact with someone who has COVID-19 as defined by the **CDC**: Individual who has had close contact (less than six feet) for more than 15 minutes.

Return to school after illness/fever related to COVID-19 or exposure to COVID-19

- Students **may not** return until they have met **CDC** criteria to discontinue home isolation. For criteria please go to:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Campus Access

Guidelines for Staff

- All staff are to self-screen before coming to work
- Ensure temperature is below 100.4
- Check for other symptoms outlined by public health officials
- Assure they have not had close contact with a person diagnosed with CV-19
- Upon entering campus, engage in symptom screening with visual wellness check and no-touch thermometer temperature checks.
- Wash hands or use hand sanitizer upon completing on-campus temperature check.
- A staff member exhibiting any symptoms of CV-19 is to stay home or return home and may not return until they have met the CDC criteria to discontinue home isolation.

Pre-screening at Home

Parents must screen their child(ren) before leaving for school to ensure temperatures below 100.4. They are to check for other COVID-19 symptoms outlined by public health officials. If they fail this screening or if they have had close contact with a person diagnosed with COVID-19, they should remain at home and follow guidelines for how to return to school.

Pre-screening at School

All visitors and students will be screened upon entering campus. As they walk in, students' temperature will be taken, and they will sanitize their hands. Screening locations are as follows:

- Kindergarten -3, 7-9: Front office
- Grades 4 – 6, 10-12: Side entrance by Music room

Please Note:

If a student is symptomatic when entering campus during the school day, they will be separated from the others immediately and isolated with a face covering until they are picked up by an authorized adult.

Students may not return until they have met **CDC** criteria to discontinue home isolation.

- San Diego Academy will notify local health officials for protocol in notification to staff and families of a possible case while maintaining confidentiality.
- The County Department of Public Health will assist the school to determine a course of action should a student test positive for COVID – 19 on a case by case basis. This may include the dismissal of students and staff for a short period of 1 – 3 days. In consultation with local county health officials, students, staff, and families who have been potentially exposed to a positive COVID – 19 case will be notified.
 - These notifications will be completed by administration, by phone, or written correspondence which may include:
 - If known, date of potential exposure
 - Information on the incubation period and safety protocols that help to limit exposure
 - Information to schedule an appointment at a local testing site
 - Return to school protocols when applicable

Guardians and Visitors

Access to campus beyond the front office for guardians and visitors will be limited. There will be a temperature check and screening in order to access the rest of campus. Face coverings will be required.

Physical Distancing

In order to maintain high standards of safety and hygiene, everyone in the school community must take responsibility for themselves and for each other. As such, expectations for social distancing and hygiene will be communicated and reinforced throughout the school.

Arrival and Departure

- Arrival times will be staggered and will be communicated with parents when school starts.
- There will be markers showing where students should stand as a line forms at the screening stations.
- Hallways will have directional indicators to encourage safe distancing.
- During drop off and pickup times, visitors – including guardians, will be limited to maintain minimum of six feet of distance between individuals.

In the classroom

- To the greatest extent possible, seating and desks will be arranged in the classroom to allow students to be 6 feet apart and facing the same direction.
 - Where six-foot distance is not possible, the following measures will be taken:
 - If less than six feet (between 4-6 feet only), students must wear face coverings.
 - Face coverings are required for all students unless there is a medical exception.
- At no time are desks to be touching. There must be walking space between desks. Tables (4-6 ft length) are acceptable under the parameters listed above as long as individual workspaces are clearly defined.
- Some large group activities such as choir and band will be held in other locations on campus if the class size requires a larger space.
- Physical education activities will follow guidelines set up for athletics.
 - Currently non-contact activities are allowed.
- Elementary students will be kept in classroom cohorts during instruction, recess, lunch and dismissal.
 - A classroom cohort is defined by the **CDC** as the same group of students staying with the same teacher throughout the school day.

Non-classroom Spaces

Hallways

- Directional hallways and staggered passing times will be established and practiced with students to minimize contact with other cohorts. Appropriate signage will be

Recess

- Recess times will be staggered to accommodate classroom cohorts.
- Every effort will be made to socially distance students on the playground.
- Some play equipment may not be available for use.

Dismissal

Students will remain in classroom cohorts for dismissal.

- K – 3 will dismiss through the office gate.
- 4 – 6 will dismiss from the music room gate.

Lunch

- Cafeteria services will provide only preplated food.
- K – 6 students will eat in their classrooms or outside.
- 7 – 12 will eat outside with students socially distant.

Field Trip

SECC is allowing only virtual activities in lieu of field trips and intergroup activities through December 31, 2020. Tentative plans for activities and trips beginning in 2021 may begin but no monetary deposits or payments are to be made unless full refunds are possible. Further directives on what will be allowed in 2021 will come from the SECC Office of Education in the fall of 2020.

Chapel Programs/Assemblies

A variety of options will be implemented for social distancing.

- Some chapel programs may be held outside.
- Some chapel programs may be held over zoom.

Health and Safety

Face Coverings

All staff will be required to wear face coverings when at school.

- During phonological instruction in lower grades, teachers may use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction in the younger grades.
- Front office and food service employees must wear masks when appropriate and as much as possible and be provided with gloves for cleaning and disinfecting.
- Custodial staff must be provided with proper PPE for cleaning and disinfecting.

Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons may be made. A doctor's note is required for an exemption.

Students in grade K - 2

- Students will use cloth face coverings or masks unless there is a medical exemption.

Students in grade 3 – 12

- Student in grades 3-12 are required to wear face coverings or masks.

Students may remove face coverings:

- When eating
- When six feet or more of physical distancing is able to be achieved, such as during recess times.

Students and staff are reminded not to touch the face covering and to wash their hands frequently. *Face coverings do not replace the need for physical distancing and frequent handwashing. Face coverings are most essential when physical distancing is not possible.*

Hygiene Procedures

Personal hygiene procedures will be taught and reinforced.

- In the elementary, classroom routines will include teaching and reinforcing personal hygiene on a regular basis.
 - Students should wash their hands for 20 seconds with soap rubbing thoroughly after application and use paper towels to dry hands.
 - Teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes among students and staff.
 - Teach and remind students to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- In junior high and high school, students will be reminded verbally and by signage to use hand sanitizer upon entering each classroom and to wash hands frequently.
- All elementary classrooms have sinks and liquid soap.
- All classrooms have hand sanitizer

Classroom Celebrations and Food Fundraisers

All food must be commercially prepared and individually packaged. Buffet or family-style meals will not be allowed. Bake sales are cancelled until further notice.

Drinking Fountains

The drinking fountains will be closed. Students should bring a water bottle clearly marked with their name. Students are not to share water bottles.

Guidelines for Staff

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering cough and sneezes among students and staff.
- Teach and model to students how to use a tissue to wipe their nose and to cough/sneeze inside a tissue or elbow.
- Staff and students should wash their hands for 20 seconds with soap rubbing thoroughly after application and use paper towel to dry hands.
- Staff should model and practice hand washing often. Develop routines. Frequent handwashing is more effective than the use of hand sanitizer.

- When feasible and safe, leave doors open or ajar to classroom and restrooms so that students and staff do not have to touch doorknobs.
- Discontinue use of shared food and beverage equipment.
- Increase circulation of outdoor air as much as possible by opening windows and doors when safe to do so.

Guidelines for Administration

- Consider portable handwashing stations, if feasible, throughout the school to minimize movement and congregation in the bathrooms.
- Ensure adequate supplies are available to promote healthy hygiene.
- Provide hand sanitizer in each classroom that does not have access to soap and water.
- Provide adequate supplies within easy reach including tissues and no-touch trashcans if possible.

Cleaning, Disinfecting and Ventilation

Cleaning and Disinfecting

Classrooms will be cleaned and disinfected by cleaning crews daily. All touch points will be disinfected with a CDC-approved product. Frequently touched surfaces will be cleaned throughout the day may include:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Desks and tables
- Chairs
- Dividers
- Keyboards, phones, headsets, copy machines.

Restrooms

One classroom cohort will be assigned to a specific restroom. Students will be taught and practice washing hands before using the restroom and after as well.

Ventilation

SDA's ventilation system is maintained regularly and equipped with appropriate filters to maintain clean air in the building.

As much as possible and where it is safe to do so, teachers will introduce outdoor air by having outside doors and windows open. All lunch activities and recess will be outside as much as possible.

Staff Training and Family Education

Train all staff, students and educate families in the following safety areas:

- Staying home when sick
- Frequent handwashing (practice and develop routines)
- Coughing and sneezing etiquette (practice and develop routines)
- Keeping hands away from face (practice and develop routines)

- Using of face coverings (practice and develop routines)
- Importance of physical distancing (practice and develop routines)
- COVID-19 symptom identification
- Procedures if a student or staff gets sick with COVID-19 or is exposed.

Training for families can come in flyers, letters, lists or links and communicated through mail, email, social media post, Zoom meetings or other virtual formats.

Training for staff can be through virtual or appropriate in-person staff meetings, or emails.

Training for students can take place in class by the teacher.

Communication

Proactive communication with all stakeholders that share information about reopening schools and identifies and addresses concerns, can help prepare staff, students and their families for return to school. The administrative team, Principal, VP of Finance and Administrative Assistants are designated liaisons responsible for responding to COVID-19 concerns. Parents or staff should contact one of our representatives with any COVID-19 concerns.

Administration is to:

- Provide educational materials to families in the areas of:
 - Symptoms
 - Handwashing
 - Sanitation practice
 - Physical distancing
 - Proper use of PPE
 - Screening
 - Reporting
 - Best health practices
- Maintain a communication system, such as email, that allows staff and families to report symptoms and exposures while maintaining confidentiality.
- Create and communicate a plan for what happens if the school has to close again using FACTS and email.
- Notify parents of cases on campus
- Provide this plan and any revisions to faculty and staff, instructing in the implementation of the plan and reviewing it regularly in faculty meetings.

Administration will use FACTS to communicate with parents as well as flyers by sending notifications to parents if school will close again.

Measures taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2	Close contact (*) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 10 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community • notification of a known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (*), quarantine & exclude exposed contacts (likely entire cohort (**)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic- contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community • notification of a known case
4	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 24 hours after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community • notification if prior awareness of testing

(*) 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.

(**) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Refer to CDPH In-Person Instruction Framework (Jan. 14, 2021), pp. 31-33, for specific information on sending home students or groups due to close contact or positive Covid cases.

Identification and Tracing of Contacts

Guidelines for Administration and Staff

San Diego Academy has designated our administrative team, “Principal, VP of Finance, and Administrative Assistants” to work with San Diego County Department of Public Health to provide the necessary information to follow up with regard to contact tracing should there be a diagnosed case of COVID – 19. San Diego Academy has appointed a COVID-19 Response Coordinator who will be the primary contact with the county officials.

Testing of Students and Staff

When a student, staff or teachers presents with symptoms of COVID-19, they will be sent home and testing will be recommended. They are to remain in isolation until the test comes back negative or until the individual is cleared by their health care provider.

Faculty and staff will be tested on a bi-monthly basis ensuring everyone is tested every two months.

Responding to COVID-19 Cases

The occurrence of multiple cases in a cohort or division of San Diego Academy will trigger consideration of possible partial or complete transition to distance learning for a period of time. Any decision to transition from on-campus school to distance learning either partially or completely will be made on a case-by-case basis in cooperation with the San Diego Department of Public Health and the SECC Office of Education.

Plans in the event of another stay-at-home order

San Diego Academy teachers and administration will set up and communicate procedures at the beginning of the year to ensure that any mandated transition to distance learning happens smoothly and effectively.

These transition plans include the consistent use of Google Classroom in grades 3 – 12 to communicate and house tools for learning, as well as a daily schedule for direct online instruction. In order to support a seamless transition, the same online platform will be used to communicate throughout the year.

To ensure uninterrupted instruction, in the event that SDA needs to transition to distance learning, the new daily schedule for grade K – 12 will include a full day of blended instruction with students connecting and interacting with their teachers. This will be a combination of screen time, breaks, and off-screen activities.

