



ALMADEN COUNTRY DAY SCHOOL

2020 Fall Re-Opening Plan

Revised September 12, 2020

Description:

Founded in 1982, Almaden Country Day School (ACDS) is a not-for-profit private school serving approximately 340 students in grades preschool (4 year olds) through 8, located on a 9-acre campus with no interior hallways. ACDS has approximately 55 teachers and 15 support staff and administrators.

Re-Opening Plan Overview:

- Scheduled re-opening August 31, 2020
- If we are able to open in-person, families will have **three options**:
 - **5 days** on-campus learning
 - At home **Simulcast** learning (livestreaming from classrooms to home)
 - **3 days** on-campus learning, **2 days** Simulcast
- Contingency plan: we can switch to 100% online learning as directed by SCC

Physical Distancing:

- ACDS will maintain **bubble cohorts** in Preschool and Junior Kindergarten; **stable cohorts** in Kindergarten through 5th grade; and stable seating arrangements distanced six feet apart, with masks, for middle school (if these grades are permitted to attend). Cohort membership will not change during the school year.
- Preparing a **training video** to communicate with all staff and families regarding physical distancing requirements and recommendations, and to train staff and students on protocols for physical distancing during the day
- Preparing **signage** reminding students and staff about physical distancing in prominent locations throughout campus
- **Limiting campus access** to parents, visitors, and volunteers. Signs have been posted indicating that the campus is closed and **only essential visitors are allowed**; parents and staff have been notified that essential visitors are not allowed in classrooms or offices at any time
- Parents, students, and staff have been informed about **physical distancing expectations**; teachers and administrators are enforcing physical distancing expectations with ECE students now on campus
- **Physical distancing signage** added to campus grounds indicating proper spacing on ground and seating areas.

- Outside organizations who use the campus **moved to online platforms** (band program, chess club, Girls on the Run etc.) and we have postponed after-school sports until further notice
- All **teacher desks** will be at least 6 feet from students, across all grade levels
- Weather permitting, classes will move **outdoors** as often as possible; we are creating three additional outdoor learning/eating spaces
- Whenever possible, **class sizes have been reduced** and learning spaces **reconfigured to minimize the number of people** in the rooms at one time
- Staggered arrival and departure is not necessary with our carpool and pedestrian flow, especially without some 90 7th and 8th graders or the dozens of Simulcast learners that normally use carpool; we can readily maintain physical distancing with the density of students that will pass through our two main campus entrances
- **Minimize close contact** between students, staff, families, and visitors at arrival and departure by asking parents of children older than 1st grade to **stay in their cars**, and in all cases **only one parent or guardian** escorts the young children to class; using all campus entrances; administrators to supervise and **enforce physical distancing**
- Only **essential visitors and volunteers** will be allowed on campus, only with masks, and will be permitted contact with limited students and staff
- All adults and children entering or departing campus **must wear face masks**
- Administrators will **disperse any parent gatherings** that happen on campus, including during arrival and dismissal
- Interior and exterior **ground markings** will direct social distancing and directional traffic, where necessary, campus-wide
- We do not have bus transportation
- Additional Measures
 - Learning blocks are arranged in **6-week intervals** to support stable cohorts; cohort composition does not change during school year
 - Like the middle school, our elementary student desks will also be **spaced at six-foot intervals**
 - All teachers will be provided with **desk shields** for their use; if six-foot spacing were to become impracticable in an elementary classroom, student desk shields are available also
 - Elementary **enrichment classes** will be a hybrid model (live some days, online others), and all enrichments will be taught in solid 6-week blocks, to support stable cohorts -- students will have the same enrichment teacher for six weeks at a time, in person or online. During in-person instruction, with all teachers campus-wide, teachers will maintain 6-foot physical distancing at all times

Hygiene Measures:

- **All adults on campus** will wear cloth face coverings; students in third grade and up will also be required to wear face coverings in classrooms (per State

guidelines); children in PK-2nd grade will be encouraged to wear face coverings, especially with teachers who identify as medically high risk

- **All students will wear face coverings** while arriving and departing from school campus and in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)
- Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
- **Preparing signage** to remind students and staff when and where face coverings are required and appropriate use of face coverings
- Distributed a **written plan** for parents, faculty, staff, and students regarding expectations for use of face coverings at school, and how to care for and wash face coverings
- Preparing to teach students the reasons for and proper use of **face coverings**
- Requiring children to **bring their own school supplies** and keep them in a container; **minimizing sharing** of classroom materials and **disinfecting** (a) on a daily schedule with disinfectant fogger
- Installed **MERV-13 rated filtration** in all 43 HVAC units onsite
- Preparing to teach **proper handwashing technique** to students and staff, including signage and scheduled handwashing intervals during the day
- Purchased **six-month supply** of safety and hygiene supplies including sufficient hand sanitizer and wipes for all classrooms and office spaces, as well as spare face masks for children and adults who need them
- Disabled drinking fountains to install 2 **water bottle filling stations**
- Additional Measures
 - Providing staff with **face shields** to wear in addition to cloth masks, if requested
 - Installing six **handwashing stations** across the campus

Cleaning and Maintenance:

- Preparing a schedule for cleaning and disinfecting frequently touched and shared hard surfaces, multiple times daily
- Additional Measures
 - **Hired additional custodian** dedicated to daytime cleaning and disinfection
 - **Use of safe food-grade** electrostatic fogger, based on thyme oil, to supplement manual cleaning and disinfection by our maintenance team; this product is harmless to humans and proven to kill coronavirus in minutes; we will manually clean, disinfect and fog the campus continually during the school day and in the evening
 - Installed new HVAC **disinfection technology**, developed by NASA, in 43 HVAC units on campus. Continuously disinfects air spaces and surfaces throughout the day, in every classroom, office, and bathroom, and destroy more than 99% of viruses, bacteria, mold, fungus, and

volatile organic compounds in the room; not yet tested on coronavirus but kills viruses in the same family

Food Services:

- Most ACDS students and staff **bring lunch** to school
- Lunches are **eaten outside**, or in classrooms during inclement weather
- **Staff break room closed for eating** or any other group gathering. We are installing electrical outlets so teachers can use personal refrigerators as needed.
- ACDS contracts with **Pasta Market** to prepare and serve hot lunches; for 2020-21, staff will **receive, sort and hand-deliver** individually-packaged hot lunches to classrooms to eliminate onsite preparation and the lunch line

Electives, Extracurricular Activities, and School Events:

- All electives and extracurricular activities will either **maintain physical distancing and face covering** use (except PE), or will be moved online
- ACDS teachers will conduct band online and choir **outdoors**; to the greatest extent possible, **all instructional activities on campus will be conducted outdoors**, and all cohorts will be **separated by at least 25 feet** while outdoors
- While it is extremely doubtful that in-person field trips will happen this year at all, if they take place such field trips will be **outdoors only** and **limited to preserve stable cohorts**; cohorts will be separated and **remain at least 25 feet apart** from each other during the field trip
- Teachers have been directed to plan **virtual field trips** instead this year
- **Middle school trips** have been postponed until the spring and will depend on the status of the pandemic at that time
- **No other participants** beyond students and staff will be permitted to join in school events in-person

Health Screenings:

- **Installed signage** instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms
- Repeatedly distributed a mandatory **at-home health screening tool** for students, parents, and staff identical to the 3-question sample provided by SCCPHD in the August 7, 2020 guidelines:
 - *Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?*
 - *Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they had the virus? Close contact is less than 6 feet for 15 minutes or more.*
 - *Have you had any one or more of these symptoms today or within the past 3 days?*

- *Fever or chills*
 - *Cough*
 - *Loss of taste or smell*
 - *Shortness of breath or difficulty breathing*
 - *Fatigue*
 - *Muscle or body aches*
 - *Headache*
 - *Sore throat*
 - *Nausea*
 - *Vomiting or diarrhea*
- Additional Measures
 - Per State guideline requirements, ACDS must perform **temperature screening** using contact-less thermometers; after verification with a contact thermometer, children with a temperature of 100.0 or higher (County baseline) will be escorted to a quarantine area and sent home to obtain testing. Staff with a temperature of 100.0 or higher will also be sent home for testing and/or medical evaluation

COVID-19 Testing, Tracking, and Reporting:

- ACDS will require students and staff to **get tested** immediately after they develop one or more **COVID-19 symptoms** or if one of their household members or non-household close contacts **tested positive** for COVID-19
 - We will use our quarantine tent to isolate anyone who exhibits COVID-19 symptoms
 - Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in the tent until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, we will call 9-1-1 without delay
 - ACDS will require that parents/guardians and staff notify **school administration immediately** if the student or staff member tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19
 - All staff and parents in the community have been urged to obtain the [NOVID tracking app](#) to facilitate **contact tracing**; in the event of a positive case involving students or staff, our Emergency Preparedness Co-ordinators will record and analyze the data and initiate the contact tracing process (key contact: Mr. Michael Stevens)
 - Purchased a tent to serve as a **quarantine isolation station** when children or staff develop possible symptoms and need to leave campus; tent to be monitored through an administrative office window
 - When we're notified that staff member or a student has **tested positive** for COVID-19 or been in close contact with a COVID-19 case, we will follow the appropriate County protocol for next steps

- Administration will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Administration will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- We will close off areas used by any sick person and not use these areas before cleaning and disinfection. To reduce risk of exposure, we will wait 24 hours, or as long as practicable, before we clean and disinfect. We will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C of the Guidelines.
- All students and staff within the same classroom cohort as the confirmed COVID-19 case will be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- In the middle school we will use class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is defined by the County as someone who has been within six feet of the case for a prolonged period of time -- at least 15 minutes -- regardless of face covering use. Close contacts will be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- We will provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- We will not take action for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Symptomatic individuals who test positive for COVID-19 can return to ACDS at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return to ACDS 10 days after their positive test result.
- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19, can return to ACDS 72 hours after resolution of fever (if any) and improvement in symptoms.
- ACDS will require that documentation of a negative test result be provided to school administrators.

- In lieu of a negative test result, we will allow students and staff to return to school with a medical note by a physician that provides alternative explanation for symptoms and a reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return to ACDS 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.
- We have contracted with [Eurofins Technologies](#) to provide wastewater testing and in-person COVID-19 testing if we're granted a waiver to reopen live on campus

School Closure - Triggers:

- We would consider closing the school when we had more than one simultaneous, verifiably positive tests among staff or students, paired with the presence of coronavirus in campus wastewater. We absolutely would close the campus when at least **5% of the total number** of students, teachers, and staff test positive within any given **14-day period**.

Educating Staff and Families:

- The Re-Opening Planning Team has already described the reopening plan to families and staff in multiple written and video communications, with more messages and video meetings scheduled for the next two weeks. We are also developing a "Return to Learn" video to go over safety procedures and new routines; this will be for students, parents, and staff
- In the event of a **positive test** within the community, we will communicate that information to all families and staff as soon as possible after consulting with (a) Santa Clara County Public Health Department and (b) our school attorney to be certain we are communicating within all state and federal privacy guidelines.