



School COVID19 Health and Safety Procedures

Health and Safety

Health and Safety protocols have been designed to promote the health and safety of our students, families and staff, which is our top priority. These protocols were developed with the guidance and recommendations from federal and local public health officials, as well as the county office of education. While no school can guarantee the absence of any risk, our school is committed to ensuring that we adhere to the protocols described herein to the fullest extent possible in order to minimize risk.

Health and Safety: Prevention and Mitigation for Modified Programs

The best way to prevent the Corona Virus from entering the school community is strict adherence to health and safety guidelines from our local and state Public Health Departments and the CDC. In order for our community to maximize our health and safety, the school expects these practices and protocols to be followed.

Daily Health Screening:

Casa will be using a digital application called Health Champion for daily health screening. Parents will be required to complete the questions in the app, including recording the child's temperature, each day by 7:50 am. Detailed instructions will be sent to parents and staff. Additionally, Preschool students will have their temperature checked upon arrival.

We expect increased communication about the status of allergies during this time. Case by case, we will need to understand the symptoms of allergies and ask for a note from the medical care provider as to how to move forward.

Physical Distancing/Maintaining Pods:

Learning physical distancing starts in the home. Casa will partner with parents and continue the learning at school. The Modified Program is based on small pods to limit contact. This plan 1) supports physical distancing, as much as practicable, and 2) supports staff in implementing mitigation and prevention strategies for each age group. These pods will be maintained throughout the day both indoors and outdoors.

Physical distancing will be encouraged in pods, in the facility and on the playground. Teachers have arranged classrooms for 6'+ distancing of desks and work spaces and have considered the flow of movement through the classroom. Outside play is scheduled for single pod use. Movement through the halls and bathrooms will be monitored for physical distancing.

Students will have an assigned individual work space, cubby and in Elementary and Middle School, a bin to house their materials and belongings.

Limiting parents and visitors on campus:

Parents and guardians should not enter campus unless absolutely necessary. If entry is essential, the parent must check in at the front office. The parent will stay in the lobby while a health screening is completed by a staff member. The parent must wear a facial covering, and wash their hands outside or use a hand sanitizing station prior to entrance. Such visits will be kept brief and supervised, and physical distancing protocols must be followed. No handshakes, hugs, or physical contact between adults will be allowed.

Visitors or vendors must enter at the Front office door and undergo a health screening before entering the school building. Visitors and vendors will be limited to only essential business.

Face Coverings:

All adults are required to wear face covering while on campus.

Preschool and Kindergarten age children will be encouraged, but not required to wear face coverings. Alternatively face shields can be used. Young children are required to wear face coverings when moving through the building and at drop off, until they enter the classroom.

For Elementary and Middle School pods, facial coverings are required. A clean cloth mask or new disposable mask must be worn each day. Masks will be expected to be worn while on-site, except for the following:

- eating or drinking while in their designated work space
- while outside during recess or other activity, respecting physical distancing practices
- brief breaks in specified spaces, when needed

Community Care Agreements:

Recognizing that we all have a shared responsibility to protect the community, parents will be asked to sign a 'Community Care Agreement'. This agreement includes responsibilities around minimizing exposure while outside of the school community by avoiding large gatherings. It also emphasizes the parents' role in helping children understand the importance of facial coverings and physical distancing to prepare the child for being on campus.

Hygiene Practices:

Handwashing- The science continues to point to the best strategy for prevention of Coronavirus is frequent and effective handwashing. The school has installed additional handwashing stations on campus and hand sanitizer is available in each classroom. Students and staff will be expected to increase the frequency of handwashing throughout the day:

- At arrivals and departures
- After playing outside
- After sharing surfaces or tools

- When using the restroom
- After blowing nose, coughing, and sneezing
- Before and after eating

Routines and training in handwashing for staff and students will be reviewed regularly, using a process that eliminates or minimizes touching surfaces.

Bathroom Use- will be monitored and metered for physical distancing, handwashing, and almost no-touch use.

Sneezing and Coughing- Children will be taught to use the inside of the elbow or a tissue.

Clothes- Each day, the school expects students to arrive on campus with clean clothes; ie. pants and a shirt.

Eating- Individual snacks and lunches will be eaten at each child's dedicated and individual work space. The students will be asked to stay seated during this time. When possible, students may be scheduled to eat outside, while practicing physical distancing. There will be no student use of microwaves or refrigerators during the day, and lunches must come with all needed equipment (napkins, placemat, and utensils) ready to eat. Full day students will bring their own additional snacks to sustain them for the longer day. There will be no shared foods or snacks provided by the school, including in the preschool pods.

Student Materials- The classroom 'Welcome Letters' will offer a list of individual student supplies that parents are expected to provide their student both for on-site learning and for Distance Learning. On-site learners will need a set for home and a set for school.

Shared Classroom Materials- As a Montessori school, teachers and students use hands-on materials. As such, classrooms are limiting the number of materials on shelves. The school has adapted and staffed accordingly to ensure the cleaning and sanitizing of materials in between use. Once a material (ex. The pink tower) is used, the work will be placed on a cart within the classroom, so it can be sanitized between uses.

Outdoor Activity:

Each Program requires different systems and equipment based on the developmental needs of the age. K-8 pods will each have a dedicated collection of equipment assigned to that pod. Equipment will be cleaned regularly. This equipment will be chosen based on the needs of the age group, and likely will involve some degree of sharing within the pod. Therefore, handwashing is critical and students will wash hands before and after recess time. For the preschool age pods, cars and trikes will be allocated to each pod and cleaned between use, as will the high-frequency touch points on the play structures. Use of outdoor space will be staggered.

Facilities and Cleaning:

Frequent cleaning and sanitizing will occur for high-touch areas throughout the day by Casa staff. Such high-touch areas include door handles, keys, bathroom faucets, etc. Professional Cleaning Services, the school's custodial vendor, will clean and sanitize the Lower Campus at the end of each day, with particular focus on high-touch areas, desk/table tops. Special emphasis will be given to clean and sanitize prior to the mid-week pod switch.

Upper Campus classrooms are cleaned professionally each night, and Casa staff will clean and sanitize high-touch areas during the day.

The HVAC systems on Lower Campus have been upgraded with MERV 13 filters, and will allow for high-functioning flow of air. They have the capacity to simply bring in outside air as well. Doors will be open where possible and when it is safe to do so. For Upper Campus, the Campbell Community Center is upgrading from MER8 filters to MERV13.

Health and Safety: Response to Illness On-Site or In Community

The school has developed protocols to respond in situations where a child or employee experiences symptoms of COVID-19 at home or at school, tests positive for COVID-19, or when a child or employee is exposed to COVID-19 outside of school. The school has developed these protocols in consultation with the County Department of Public Health and legal counsel specializing in COVID-19.

During this time, it is critical for parents to be prepared in case their child(ren) develops symptoms of COVID-19 or test positive for COVID-19. Parents are strongly advised to make plans for back up care, if needed, should their child, or a family member, become ill.

The School will maintain lines of communication with the following entities for ongoing monitoring of COVID-19 in our community and for guidance in case of exposure in the School community.

- California Department of Public Health Care Services 916-440-7548
- Santa Clara Public Health Dept. 408-792-5040
- Santa Clara Community Care Licensing 408-324-2148

Protocol for Students Who Become Ill at School:

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. The parent or designee must pick the child up no more than 30 minutes after being notified of the child's illness by the school. The School will separate the student from others in a designated isolation room/area, direct the student to wear a face covering or medical mask if feasible, and will notify the student's parent or guardian. Students in isolation will be supervised and given food, water, (if requested) and comfort.

The School may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest,

confusion, or bluish lips or face. The student may not return to campus until one of the following occurs:

- The student's parent or guardian certifies that at least 10 days have passed since the student's symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 3 days, and the student's respiratory symptoms have improved;
- The student provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student's health care provider certifies that he or she is free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

If the Student tests positive for COVID-19, the student's pod will go into quarantine for 14 days.

Students' parent or guardian must complete the Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to School. Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments, and will be provided with remote learning academic support.

Protocol for Children Who Become Ill At Home:

- Parents are to report illness to the front office on the lower campus, and will be directed to keep their child at home. Additionally, parents should submit the daily Health Champion App report.
- Parents will be asked if the child has been exposed to a positive case of COVID-19.
- If the child is experiencing any symptoms associated with COVID-19, the school will require the parent to contact their health care provider for guidance on next steps.
- Children with fever may not return to school until they have been fever free, without the use of fever reducing medicine, for 72 hours (3 days).

Protocol for a child exposed to COVID-19 outside of School:

- Exposure is defined as being less than 6 feet from a person with confirmed COVID-19 for more than 15 minutes.
- The parent will be required to notify School immediately upon learning that the child has been exposed.
- The parent will be instructed to contact their health care provider, and the child must quarantine for 14 days.

Protocol when a child's teacher tests positive for COVID-19:

- The school will notify Santa Clara County Public Health Department immediately and follow their directions.

- The school will send an Exposure Notice to the community, maintaining the privacy of the teacher.
- The pod will go into quarantine, returning 14 days after symptom onset, or 7 days after the last day of fever resolution and improvement of symptoms (whichever is longer).
- Teachers (and all employees) will be required to complete the Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result or Exposure form prior to returning to work. A note from the employee's health care provider must be attached.

Protocol when a child's teacher is exposed to COVID-19 outside of school:

- The teacher will be instructed to get a COVID-19 test and will quarantine until test results are received.
- The teacher may not return to School until they provide a negative viral test result or the teacher's health care provider certifies that they are free from COVID-19.
- A substitute teacher will be assigned to the pod, or the pod may move to distance learning until the teacher is able to return.

Protocol when a non-teaching employee tests positive for COVID-19:

- The School will contact the County Health Department and follow their directions. Depending on this advice, one or both campuses may be closed temporarily and students will move to distance learning.
- The School will send an exposure notice to the community, preserving the confidentiality of the employee.
- The employee will be required to complete the Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result or Exposure form prior to returning to work. A note from the employee's health care provider must be attached.