



## School Reopening Plan | October 15, 2020

### Overview

The following plan to reopen Sacramento Adventist Academy (SAA) has been developed based on guidelines and requirements provided by the California Department of Public Health and the Northern California Conference Office of Education (see references). Future decisions regarding in-person or remote instruction at Sacramento Adventist Academy will be made based on guidance from the previously mentioned entities. All updates will be communicated to parents/guardians, students, and constituents.

Additionally, this reopening plan takes into consideration recommendations from the American Academy of Pediatric, which strongly advocates that all policy considerations for the coming school year should start with the goal of having students physically present in school.

The reopening policies outlined within this document consider these key principles:

1. Following up-to-date guidance from state and local public health authorities.
2. Supporting the overall health and well-being of students, families, and staff.
3. Remaining flexible and nimble in responding to new information and developing strategies that can be revised and adapted.
4. Creating practical, feasible, and appropriate policies for each student and considering special accommodations to account for the diversity of student needs.

This reopening plan is divided into the following sections:

- Cleaning & Disinfection (page 2)
- Cohorting (page 2)
- Entrance, Egress, & Movement w/School (page 3)
- Face Coverings & Protective Gear (page 3)
- Health Screenings for Students & Teachers/Staff (page 4)
- Healthy Hygiene Practices (page 5)
- Identification & Tracing of Contacts (page 5)
- Physical Distancing (page 6)
- Teacher/Staff Training & Family Education (page 7)
- Testing of Students & Teachers/Staff (page 7)
- Triggers for Switching to Remote Learning (page 8)
- Communication Plans (page 8)
- Impacted Classes/Activities (page 8)
- References (page 10)

## **Cleaning and Disinfection**

In order to maintain high standards of cleanliness, all members of the school community (parents/guardians, students, and teachers/staff) must take responsibility for themselves and for each other.

The following procedures have been established for cleaning and disinfecting the campus:

- Classrooms will be cleaned and disinfected daily
  - Classroom procedures will be developed to disinfect touch points throughout the day. These surfaces include desks, tables, chairs, dividers, keyboards, phones, headsets, door knobs, faucet handles and light switches
- Frequently touched surfaces throughout the campus will be disinfected regularly throughout the day
- All drinking fountains will be closed
  - Water bottle refill stations are available. Students should bring a full water bottle, clearly marked with their name, each day. Students are not to share water bottles
- Additional handwashing stations will be installed within each cohort/section of campus
- Each student's belongings will remain separated and in individually labeled storage containers, cubbies or areas
  - Personal belongings should be taken home each day to be cleaned
- Adequate supplies will be made available to eliminate sharing of high-touch materials (art supplies, equipment, etc.) between students
  - Students will be encouraged to avoid sharing electronic devices, clothing, toys, books and other games or learning aids
- Areas used by an individual suspected of being infected will be disinfected

## **Cohorting**

To reduce possibilities for spread, students and teachers/staff will remain in the same, fixed-membership cohorts for instruction, lunch, recess, and before/after school supervision.

In addition, cohorts will be restricted to the following sections of campus:

- ECEC - the two designated classrooms and/or playground areas
- K-2 - the upper portion of campus (behind the middle school building) includes: the lower playground, lower picnic/eating area, and interior classroom bathrooms
- 3-5 - the upper portion of campus (behind the middle school building) includes: the upper playground, upper picnic/eating area, and outdoor bathrooms nearest their designated classrooms
- 6-8 - the middle school building includes: the gazebo, gym courtyard picnic/eating area, and interior middle school bathrooms
- 9-12 - the high school building includes: courtyard picnic/eating areas, attached green spaces, and high school bathrooms

## **Entrance, Egress, and Movement within School**

The following section outlines the movements of students, teachers/staff, and visitors on campus in an effort to minimize and/or eliminate close contact. Face coverings are required for all students and visitors when they enter/exit campus.

- ECEC: Drive-gate nearest the lower playground
- K-2: Single walking gate nearest the lower playground
- 3-5: Single walking gate nearest the lower playground
- 6-8: Double-walking gate nearest the front office
- 9-12: Single walking gate just off the staff parking lot

### **Screening Locations**

All students will be screened inside their cars in the front parking lot each day. Screening stations will be clearly marked. Each student's temperature will be taken -- temperatures must be below 100.4 degrees. Students will be required to sanitize and/or wash their hands before entering campus.

### **Arrival and Departure**

Markers will display where students are required to enter/exit campus each day. Students must use only designated entrances/exits (see above). During drop off and pick up times, only students will be permitted to enter campus. Cohort start and end times have been staggered to maintain physical distancing, to prevent cohort mixing, and to create a seamless start/end to each day for students and families.

### **Visitors (non-students/staff)**

Access to campus beyond the front office and/or screening stations for visitors (non-students/staff) will be significantly limited. In order to enter the front office, visitors must successfully complete a self-screening and will be required to wear face coverings.

## **Face Coverings and Protective Gear**

The use of face coverings can limit the release of infected droplets. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but is asymptomatic. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

### **Requirements**

- Students ages 2-2nd grade
  - Are required to wear face coverings upon arrival to (and exiting) campus each day
  - Are encouraged to wear face coverings throughout the school day
- Students in grades 3-12
  - Are required to wear face coverings upon arrival to (and exiting) campus each day

- Are required to wear face coverings in all areas of the school (includes hallways, classrooms, bathrooms, drop-off and pick-up points)
- Staff
  - Are required to wear face coverings while on campus
- Exemptions
  - For a full list of exemptions, visit the following link:  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

### **Removal of Face Coverings**

Students may only remove face coverings during the lunch period and when they are outside classrooms when physical distancing can be maintained

### **Supplemental Face Coverings**

Although students will be directed/required to provide their own face coverings, SAA is well prepared to provide face coverings or face shields (for exempted students) to students when necessary.

### **Health Screenings for Students and Teachers/Staff**

All staff members (includes: instructional faculty and support staff) will conduct daily self-screenings at home prior to arriving on campus. All students will be screened upon arrival to campus (see Entrance/Egress above); however, if a student exhibits symptoms throughout the day, they will be separated from their cohort immediately and will be directed to the isolation area and required to wear a face covering.

An isolation area will be established away from cohorts/campus sectors but near the front office in order to provide a safe and separate exit from campus. The isolation area will only be used for students exhibiting symptoms.

### **Pre-screening at Home**

Parents/guardians must screen their student(s) before leaving for school to ensure temperature is below 100.4. Parents/guardians and staff will conduct daily visual wellness checks. Specifically, they are to check for COVID-19 symptoms outlined by CDPH. If they fail this at-home screening or if they have had close contact with a person diagnosed with COVID-19, they should remain at home and follow the CDC guidelines for home isolation. All staff members will follow the same pre-screening procedures.

### **Instances of Symptoms, Exposure & Confirmed Cases**

If a teacher/staff member exhibits symptoms throughout the day, they will immediately remove themselves from their cohort and be replaced by an on-campus/cohort specific teacher/substitute. Students and teachers/staff will be permitted to return to campus when they have met the CDC criteria for discontinuing home isolation: at least 3 days with no fever, symptoms have improved, and at least 10 days since symptoms first appeared.

## Healthy Hygiene Practices

SAA is well prepared to promote healthy hygiene practices. Significant quantities of hand sanitizer will be available to each pre-screener, cohort, and office personnel. In addition:

- Each student will sanitize their hands when completing the pre-screening process.
- Classroom routines will include teaching and reinforcing personal hygiene, such as washing hands (for 20 seconds) and using hand sanitizer.
- Handwashing stations will be installed within each cohort/section of campus.
  - Students will be required to wash their hands at scheduled times each day.

## Identification and Tracing of Contacts

The principal and registrar are responsible for identifying, tracing, and communicating instances of confirmed cases of COVID-19. All instances of confirmed cases (student or teacher/staff) will be communicated to the Sacramento County Public Health Department, teachers/staff, and appropriate members of each cohort.

Students or Staff with:	Actions	Communication
COVID-19 symptoms	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Recommend testing</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>
Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Quarantine for 14 days from last exposure</li> <li>● Recommend testing</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● School community notification of a known contact</li> </ul>
Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>● Notify Sacramento County Public Health Dept</li> <li>● Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>● Identify contacts<sup>1</sup>, quarantine &amp; exclude exposed contacts for 14 days after the last date the case was present at school while infectious</li> <li>● Recommend testing of contacts, prioritize symptomatic contacts</li> <li>● Disinfect and clean classrooms and primary spaces where case spent significant time</li> <li>● School remains open</li> </ul> <p><sup>1</sup> A contact is defined as a person who is less than 6 feet from a case for more than 15 minutes.</p>	<ul style="list-style-type: none"> <li>● School community notification of a known case</li> </ul>
Test negative after symptoms	<ul style="list-style-type: none"> <li>● May return to school 3 days after symptoms resolve</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● School community notification if prior awareness of testing</li> </ul>

\* All information in above table taken from CDPH - COVID-19 and Reopening In-Person Learning Framework for K-12 Schools

Absences due to COVID-19 symptoms or illness should be reported by parents/guardians to the registrar. These absences will be recorded and teachers/staff will work with parents/guardians and students to ensure learning continues during a student's extended absence.

## **Physical Distancing**

Space and routines will be arranged to allow for physical distancing of students and teachers/staff. This will be accomplished through a variety of means, including: entrances/egress, established cohorts, designated campus sectors & bathrooms, and adjusted classroom spaces.

### **In the Classroom**

- Outdoor spaces will be prioritized over indoor spaces, including for daily instruction
- Teacher and other staff desks will be placed at least 6 feet away from student desks
- Student desks will be spaced apart so that individuals are 6 feet apart and cohorting will be done in a manner that allows this distancing
  - Regardless of physical distance, students must wear face coverings while indoors and avoid face-to-face contact
- Each student's belongings will remain separated and in individually labeled storage containers, cubbies, or areas:
  - Personal belongings will be taken home each day to be cleaned
- Adequate supplies will be made available to minimize sharing of high-touch materials (art supplies, equipment, etc.) between students:
  - Students will be encouraged to avoid sharing electronic devices, clothing, toys, books and other games or learning aids
- Teachers and staff will implement procedures for turning in assignments digitally and minimizing contact when submitting hard copies
- Students and teachers/staff movement will be minimized as much as practicable

### **Non-Classroom Spaces & Activities**

- Communal activities that may involve more than one cohort will be excluded
- Picnic/eating areas, playgrounds, and green spaces will be alternatively scheduled in order to stagger use, properly space occupants, and allow for spaces to be disinfected between uses
- Chapel programs will be offered to cohort groups remotely or will be held outside
- Lunch:
  - Weather permitting, students will eat outside
  - The number of students at lunch tables will be limited
  - Tables will be disinfected before each use
  - Students will be encouraged to avoid sharing foods and utensils and not participate in buffet or family-style meals
- Physical Education:

- Activities will follow the guidelines set up for physical distancing and only non-contact activities will be allowed
- Playgrounds/Recess:
  - Students will have recess by individual grade level
  - Students will be encouraged to maintain physical distancing while playing together
  - Some play equipment may not be available for use
  - Recess activities will be limited to non-contact activities

### **Ventilation**

SAA's HVAC systems are maintained regularly and equipped with appropriate filters to maintain clean air in the buildings. 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.

### **Teacher/Staff Training and Family Education**

SAA's reopening plan has been updated on the following occasions: July 21, 2020, August 7, 2020, September 16, 2020, October 15, 2020. The most recent update to the reopening plan has been posted to the school's website ([www.sacaa.org](http://www.sacaa.org)).

In addition, school administration has met, and will continue to meet, with teachers/staff to provide information and training in order to ensure proper implementation of the reopening plan within each cohort.

Specifically, teachers/staff will:

- Collaborate with colleagues to ensure proper implementation of the reopening plan specific to individual cohort needs
- Configure classroom/instructional spaces, outdoor classroom and eating spaces to comply with all guidelines set forth within the document
- Communicate classroom specific procedures with students and parents/guardians before returning to school
  - Provide virtual tours to students and parents/guardians in preparation for in-person instruction
  - Host virtual town halls in which they outline procedures and answer questions
- Provide PPE to students in need

### **Testing of Students and Teachers/Staff**

Sacramento Adventist Academy will follow CDPH guidance regarding testing of students and staff who have symptoms or have been exposed to someone with COVID-19. In addition, the school will maintain communication with SCPH and the CDC and will adjust guidelines/policies as necessary.

Sacramento County Community testing information (see link below) has been emailed to students, parents/guardians, and staff. In addition, testing information will be posted to the school's website.

Sacramento County Community Testing Link:

[https://www.saccounty.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx)

Surveillance testing of all staff members will be conducted in accordance with current SCPH frequency guidance. All staff members will be tested every 2 months, with 25% of staff being tested every 2 weeks. As the designated testing point of contact, the principal will oversee the staff testing schedule. All staff will be tested prior to opening for in-person instruction. Staff testing will continue throughout the school year.

After being tested, and while waiting for test results, students will continue their academic studies remotely.

### **Triggers for Switching to Remote Learning**

At all times, SAA will follow CDPH guidance for campus closures. The school campus will be closed if there are multiple cases in multiple cohorts or when the percentage of students and teachers/staff that are positive for COVID-19 exceeds 5%.

In the event of a campus closure, SAA will provide remote learning instruction to students based upon their unique circumstances and needs. In addition, remote learning instruction will also be provided to:

- Support students at higher risk
- Support students who cannot safely distance from household contacts at higher risk
- Support students who are practicing home isolation (due to symptoms and/or a positive test result)

### **Communication Plans**

Consistent communication from the school administration to the students, parents/guardians, and teachers/staff is essential to the success of the reopening plan and continuance of in-person instruction. The school administration will provide weekly email guidance to parents/guardians.

All instances of confirmed COVID-19 cases (includes: student or staff members) will be communicated via email to the Sacramento County Public Health Department. In addition, the school administration will email students, parents/guardians, and staff of confirmed cases and exposures while maintaining appropriate confidentiality.

### **Impacted Classes/Activities**

In compliance with current guidance from CDPH, the following adjustments have been made for the upcoming school year:



- Athletics - CIF sports have been postponed until December 2020.
- Choir/Band - All choir and band classes have been canceled until further notice. In the event that guidance changes, classes will resume.
- Community Meals & Fundraisers - Buffet/family-style meals and fundraisers have been canceled until further notice.
- Field trips - All field trips and off campus activities have been canceled until further notice. Plans for field-trips and off campus activities will be evaluated in conjunction with local disease trends throughout the school year.

## References

The following documents were used to develop this reopening plan:

- The American Academy of Pediatrics
  - *COVID-19 Planning Considerations: Guidance for School Re-Entry* (June 25, 2020)
- California Department of Public Health
  - *Guidance for the use of Face Coverings* (June 18, 2020)
  - *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year* (July 17, 2020)
  - *COVID-19 Industry Guidance: Schools and School-Based Programs* (July 17, 2020 & August 3, 2020)