



General Information

St. Albans Country Day School has one class at each grade level with a maximum of 240 students. Currently parents are able to select between two educational options; they may send their child to school five days a week for in-person education or if they wish to keep their child at home, they may utilize a remote learning option. This remote option livestreams direct teaching lessons via a Swivl Robot and Zoom with assignments and materials posted to Google Classroom.

We have 90 parents who are essential workers; these parents are physicians, nurses, a member of law enforcement, a firefighter, and work in agriculture.

A. Cleaning and Disinfection

- a. Cleaning is on-going throughout the day- Clorox wipes, Lysol spray, sanitizing solutions and/or sprays are utilized. All cleaners are on the EPA approved list N.
- b. The custodian, teachers, and staff have been provided with gloves, masks, and face shields as well as all sanitizing products.
- c. Purell Foodservice Sanitizer is used on areas where students eat, both before students eat lunch and after they are finished to ensure the surface is clean.
- d. We have electrostatic sanitizing machines that are used at the end of each day for deep cleaning. These machines are also be used in Pre-K and K when students go out to recess to ensure that highly touched surfaces, such as toys, are cleaned frequently. This system, the Evalean system, utilizes Purtabs (a hospital grade, EPA approved list N product) in the Protexus Electrostatic sprayer. All doors will be propped open during cleaning.
- e. We hired an additional custodian to ensure that all areas of the school are deep cleaned daily.
- f. The custodian, as well as staff, will be cleaning frequently touched surfaces throughout the day including door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs. They will be wearing protective gear, including gloves, masks, and eye coverings, to ensure their safety. The custodian will follow a schedule to ensure this sanitization takes place on a consistent basis and will utilize the electrostatic machine in common areas several times a day; this machine will be used in multiple areas such as bathrooms, the teacher's room, play equipment and outdoor tables.
- g. Students no longer share supplies in the classroom unless the supplies can be cleaned in between uses; scissors, glue sticks, pencils, pens, pencil sharpeners, etc. are no longer be available to students in a communal way.
- h. All drinking fountains have been turned off. Students bring water bottles from home.
- i. Our hot lunch food is prepared in our kitchen and masks and gloves are worn by anyone in the kitchen. Lunches are delivered to the classrooms and each individually boxed lunch includes utensils, napkins, and condiments inside the box.

- j. All HVAC system air-filters have been changed to the OSHA recommended Merv 13 filters and are replaced every three months.
- k. Classrooms also prop doors open, as much as possible, to allow for fresh air flow.

B. Cohorting

- a. St. Albans only has one class at each grade level and each class is considered a cohort.
- b. The different grade levels will not intermingle throughout the day.
- c. Auxiliary staff is utilized as much as possible to make smaller learning groups within the classroom. These groups work in outdoor spaces as weather permits.
- d. Outdoor spaces are utilized so that students can be placed 6 feet apart whenever possible.
- e. Desks are physically distanced between 3-6 feet apart, all facing forward, and all students are required to wear a mask. Doors, on opposite sides of the classrooms, will be open to create air flow through the room.
- f. According to our parent survey on July 30, 2020, 32% of our parents wanted to continue to receive remote learning. This reduces the number of students in the classroom and allows us to increase the space between student desks.
- g. Students remain in their classrooms for most classes and teachers come to them. Movement throughout the day is minimal and classes of students do not come into contact with each other.
- h. Music/Drama, P.E., and Computers will still take place in auxiliary classrooms. Music and Drama class will not be singing and new keyboards and drums have been purchased for use instead of wind instruments. Piano keyboards will be sanitized between uses and each student will have assigned drum sticks.
- i. PE is held outside as weather permits. When the weather is inclement, students will be in the Multipurpose room working on skills that allow for 6 foot physical distancing and all doors will be propped open. Masks will be worn inside.
- j. The computer lab has been outfitted with Plexiglas partitions and each student a minimum of 3 feet apart. Upon entering the classroom, all students will use hand sanitizer and after they leave, all keyboards, mice, desks, and chairs will be sanitized. Masks will be worn.
- k. Students will remain in their class cohorts for recess and lunch.
- l. Each grade is assigned their own area for recess. The playground has been separated into 4 areas. A painted yellow line demarcates the black-top area and each grade level stays in their assigned area. Swings are wiped in between uses and teachers will give students hand sanitizer to ensure hands are clean both before and after use.
- m. Recess and lunch times have been staggered. Recess is staggered for the lower grades and each class has an area of the playground to play. The upper grade students also have assigned areas.
- n. To minimize intermingling of students outside their cohorts, we are not having any after-school club activities or sports for the 2020-2021 school year.

C. Entrance, Egress, and Movement within School

- a. All walkways within the school are designated as one-way walkways.
- b. Drop off times in the morning give families a 20 minute window to allow for more space between students.
- c. Pick-up for Pre-Kindergarten and Kindergarten are at 12:15 and students are separated and distanced. Parents do not get out of their cars; teachers take each child to their car.
- d. Each class, grades 1-6, have a designated outside space for pick-up and they are kept in cohorts; they do not mingle. Parents do not get out of their cars. Everyone remains masked at all times.

- e. Upon drop-off, masked students follow walkways to their classrooms.
- f. Movement throughout the day is minimal and classes of students do not come into contact with each other. Teachers are moving between classes so that students can stay in one classroom as much as possible.
- g. Lower grade recesses have been staggered and each class has an assigned area of the playground.
- h. Upper grade students (grades 5-8) have also been assigned areas for recess so students are kept in cohorts.
- i. Students remain with their classmate cohort during lunch and recess.
- j. Lunch is eaten outdoors, with students remaining physically distanced. School-prepared lunches are individually boxed and delivered to each classroom. Each lunch includes everything that is needed including napkins, utensils, and condiments.
- k. New outdoor learning spaces have been created to allow socially distanced, fresh air activities and lessons for classrooms.
- l. Movement between classrooms is limited by having auxiliary instructors travel to each classroom (eg: art, Spanish, etc) rather than students moving to a shared classroom space.
- m. No parent volunteers are allowed in the classroom or anywhere on campus.
- n. The office has Plexiglas partitions and to minimize crowding in our office, parents must send office staff an email or place a phone call whenever possible. Pdf files of frequently used forms are on the website.

D. Face Coverings and other essential PPE

- a. All students (Pre-K-8th grade), parents, teachers and staff will be required to wear face masks at all times while on campus.
- b. At drop-off, students put on their masks prior to exiting the vehicle and follow the designated one-way walkways.
- c. Parents will not be allowed in classrooms and stay in their cars during drop-off and pick-up.
- d. The only exception to students wearing masks are when students are outside and physically distanced 6 feet from each other or while they are seated 6 feet apart eating lunch.
- e. Students or parents that do not have a mask will be given a disposable mask.
- f. Anyone refusing to wear a mask will be asked to leave campus.
- g. All parents, faculty and staff have been notified via email and video messages regarding facemask requirements. Acceptable masks and proper fit and care of facemasks were also reviewed during teacher Back-To-School Night videos as well as the zoom question and answer sessions.
- h. Facemasks, Face Shields, rubber gloves, hand sanitizers, and all cleaning supplies have been supplied to faculty and staff. We also have replacement supplies to ensure we don't run out.
- i. Faculty and Staff are required to wear masks while in the staff room and in bathrooms even if 6 foot distancing can be kept. All Faculty and staff are required to eat outside.

E. Health Screenings for Students and Staff

- a. At the classroom door, each child has their temperature checked with a touchless digital thermometer prior to entering the classroom. They are also symptom checked.
- b. The following symptom checklist has been provided to teachers, staff, and parents in a weekly newsletter as well as through Constant Contact messages:
 - Fever (100.1° Fahrenheit or higher), chills, or shaking chills
 - Cough
 - Difficulty breathing or shortness of breath

- New loss of taste or smell
 - Sore throat
 - Headache
 - Muscle aches or body aches
 - Nausea, vomiting, or diarrhea
 - Fatigue
 - Nasal congestion or runny nose
- c. If students or staff have a temperature equal to or greater than 100.1 (the CDPH guidelines say that the fever temperature is actually 100.4 but we prefer to use a lower threshold) or are exhibiting symptoms of COVID-19 that cannot be explained by a diagnosed medical condition, they will be isolated and sent home.
 - d. All staff who are symptom screening or taking temperatures will be wearing face masks, face shields, and rubber gloves.
 - e. Upon arriving at school and before they proceed to classrooms, all teachers and staff members are required to stop in the front office to undergo symptom screening and temperature checks at the front office.
 - f. If a student comes to school and they are running a fever of 100.1 or higher, they will be given a mask (if they are not already wearing one) and will sit in an isolation room in the office until a family member picks them up.
 - g. If a teacher comes to school and is running a fever of 100.1 or higher, they will be sent home and another staff member will take over their classes.
 - h. Teachers and staff members are encouraged to stay home if they are not feeling well and another staff member will take their classes.
 - i. If anyone has travelled, they are required to quarantine for 10 days or take a COVID 19 PCR test on day 7 and give a copy of the a negative result to the office.

F. Healthy Hygiene Practices

- a. New handwashing stations are placed throughout the school. Sinks are also located in all lower grade classrooms, Kindergarten-5th grade, and in all bathrooms.
- b. Teachers oversee scheduled handwashing throughout the day. Students are on schedules and have been taught how to properly wash hands.
- c. Hand-sanitizer is in every classroom (and all over the campus) and children and teachers and students will use it every time they enter and exit every room. The sanitizers that have been purchased include Purell Healthcare advanced hand sanitizer foam (70% ethyl alcohol), Zogics Hand Sanitizer (60% ethanol), and Germ-X moisturizing original hand sanitizer (62% ethyl alcohol).
- d. All HVAC system air-filters have been changed to the OSHA recommended Merv 13 filters and are replaced every three months.
- e. Classrooms also prop doors open, as much as possible, to allow for fresh air flow.
- f. All frequently touched surfaces are cleaned often and have been put on a schedule. This includes door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs.
- g. Students do not share supplies in the classroom unless the supplies can be cleaned in between uses; scissors, glue sticks, pencils, pens, pencil sharpeners, etc. are no longer be available to students in a communal way.
- h. Students eat outside in designated areas. All students wash their hands before and after eating and tables are wiped before and after eating.

- i. After eating, students proceed outside to play in designated areas and they are monitored outside by playground staff. They are kept in their “cohorts.”
- j. The custodian has gone through best practices of using cleaning supplies and practiced how to properly use the electrostatic sprayer. Videos on best practices have also been watched. We have worked with each other to ensure proper use.
- k. Teachers and staff members must use hand sanitizer before touching the copy machines. They are also required to use sanitizing wipes for all touched surfaces in the staff room.
- l. Teachers are not eating in the staff room. They may eat outside if they wish to eat with others and must maintain 6 feet of distancing while eating.
- m. All teachers and staff maintain 6 feet of distancing while around each other. They also wear masks at all times, even in bathrooms and the staff room.
- n. Staff meetings are conducted outside.
- o. In-services for staff are conducted via Zoom or in small cohorted groups.

G. Identification and Tracing of Contacts

- a. Susan Irish, an office secretary, has completed the John Hopkins University contact tracing course and she serves as our contact tracer for the school.
- b. She follows all guidelines communicated to teachers and families regarding the protocols that we use if we have a suspected exposure or a suspected case of COVID. She will contact both local health officials and families when needed.

H. Physical Distancing

- a. Outdoor spaces are utilized so that students can be placed 6 feet apart whenever possible.
- b. Desks are physically distanced between 3-6 feet apart, all facing forward, and all students are required to wear a mask. Doors, on opposite sides of the classrooms, will be open to create air flow through the room.
- c. According to our parent survey on July 30, 2020, 32% of our parents wanted to continue to receive remote learning. This reduces the number of students in each classroom and allows us to increase the space between student desks.
- d. Students remain in their classrooms for most classes and teachers travel to them. Movement throughout the day is minimal and classes of students do not come into contact with each other.
- e. PE is held outside as weather permits. When the weather is inclement, students are in the Multipurpose room working on skills that allow for 6 foot physical distancing and all doors will be propped open.
- f. Students remain in their class cohorts for recess and lunch.
- g. Each grade is assigned their own area for recess. The Playground is separated into 4 areas. A painted yellow line demarcates the black-top area and each grade level is assigned an area. Swings are wiped in between uses and students use hand sanitizer before and after use to ensure hands are clean. Hand sanitizer stations are located on the playground, as is handwashing stations.
- h. Recess and lunch times have been staggered. Recess is staggered for the lower grades and each class has an area of the playground. The upper grade students will be also have designated areas.
- i. Music and Drama class is not singing and new keyboards and drums have been purchased for use instead of wind instruments. Piano keyboards are sanitized between uses and each student has assigned drum sticks. Additionally our 8th grade students are playing personal ukuleles.

- j. All walkways are designated one-way.
- k. Students remain in their cohorts during Day Care.
- l. Students wear masks during Day Care.
- m. Parents must sign up the week prior for any Day Care they will need, so that we can ensure adequate staffing to tend to cohorts. Drop-ins will not be allowed.

I. Staff Training and Family Education

- a. Parents have received many communications via email in an effort to keep them up to date regarding all plans. They've also had the opportunity to voice opinions through surveys and a zoom question and answer session.
- b. Parents had the opportunity to attend an All-School Parent Meeting via a videotaped message for our virtual Back-To-School Night.
- c. All teachers recorded Back-To-School Night presentations so parents could watch them over a 4 day period of time. These presentations reviewed our new distance learning model and our remote learning model. Then, parents could attend Zoom sessions in an effort to answer any questions that they had.
- d. Teachers and Staff members received in-person, physically distanced training on all COVID 19 related changes; this included enhanced sanitation plans, physical distancing guidelines, the importance of face coverings, COVID spread and the importance of faculty and staff following guidelines, what to do if they feel sick, all measures we've taken to protect them and our plan if anyone becomes sick.

J. Testing Of Students and Staff

- a. If a student, teacher, or staff member has COVID 19 symptoms, they will be sent home and referred for testing within 48 hours of symptom onset. There are several locations and a list will be provided to families. We ask that all suspected cases receive a COVID 19 PCR test. Same day appointments are available and they currently have results within 48-72 hours.
- b. If faculty and staff would prefer, Associates of Women's Health in Roseville have volunteered to test any faculty or staff member, free of charge, if they have symptoms of COVID 19. Same day appointments are available. This physician group sends specimens to Medical Diagnostic Labs and they currently guarantee results within 72 hours.
- c. If a student, teacher, or staff member has a confirmed COVID 19 case infection, the school will notify the Placer County Health Department. Susan Irish, our contact tracer will identify contacts (any person who has come within 6 feet for 15 minutes or more, including the entire cohort) and will refer them for testing and require a 10 day quarantine at home. Cleaning and disinfection of the classroom and primary spaces where the case spent significant time will be cleaned while that classroom of students will be placed on distance learning for 14 days.
- d. COVID 19 positive cases must isolate at home for at least 10 days and 24 hours without a fever and improving symptoms.
- e. If a student, teacher, or staff member tests negative after symptoms, they may return to school 3 days after symptoms resolve.

K. Triggers To Switching To Distance Learning

- a. We will close the school if CA or Placer County Public Health changes their guidance and closure

is deemed necessary.

- b. If we have a positive COVID 19 case, we will notify Placer County Public health.
- c. The classroom or classrooms will be closed for 24 hours and then cleaned and disinfected. Other areas of the school may also be closed once contact tracing has been completed.
- d. Our contact tracer will implement communication plans for exposure at school and parents, teachers, staff and the overall community will be notified following the CDPH COVID 19 reopening guidelines. All privacy and HIPAA guidelines will be followed.
- e. Any class with a COVID positive teacher or student will transition to distance learning immediately and for the following 14 days.
- f. If multiple cases in multiple cohorts or at least 5 percent of the total number of teachers/student/staff are positive cases within a 14-day period, we will close the entire campus and switch to distance learning for at least 14 days.
- g. During that time we will clean and disinfect the entire campus, we will assist Public Health with their investigation, and we will continue to consult with the local public health department regarding our reopening.
- h. We will continue to adhere to our local health officer's guidance if school closure is warranted.

L. Communication Plans

- a. When a positive COVID 19 case has been identified in a class, our contact tracer will notify families in that class that we have a positive case and we will be transitioning to distance learning.
- b. An email will be sent to the school community letting them know that a class has been placed on distance learning due to a positive COVID 19 case. No personal identification information will be included.
- c. If 5% of the total number of teachers/student/staff are positive cases within a 14-day period, we will send an Alert Now (an emergency contacting system which utilizes, text, phone message and email) all school communication letting families know we will be transitioning to our distance learning model for at least 14 days.
- d. We will follow-up with all school emails to ensure families are kept informed of what is happening.

Below is an excerpt from a document that has been provided to parents and posted on our website:

WHAT TO DO IF YOUR CHILD HAS SYMPTOMS:

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.1° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue

Nasal congestion or runny nose (not due to other known causes, such as allergies)

If staff or students have any of these symptoms, then please stay home. Call the school to inform our contact tracer and seek medical attention. All personal medical information provided to contact tracer will be kept confidential. If a student, household member, or close contact has test-confirmed Covid-19 then we ask that you inform the St. Albans contact tracer immediately. Timely and honest communication is essential to maintain the safety of our staff and students.

Students needing to be quarantined will be provided school work by the teacher; livestreamed lessons via Swivl and Zoom as well as worksheets and materials posted on Google Classroom will be given to families.

St. Albans' Contact Tracer is Mrs. Susan Irish: 916-782-3557

We also issued an addendum to our policy on December 3 in accordance with guidance about travel restrictions. The following was an update to our policy:

If you have traveled or attended sporting events or large gatherings:

- You are required to quarantine for 10 days before returning to school,
- or provide proof of a negative test result for a Covid-19 test taken on day-7 after your potential exposure.
- While quarantining or awaiting a test result, students will be placed on remote learning.

*Please note: Examples of travel include air travel, hotel stays, and attending sporting events or tournaments. Lower-risk travel (which would not require quarantine or testing) may include going to your family cabin using your own vehicle, staying with immediate family members only, and avoiding social outings and activities, while staying masked in public.