

St. Albans Country Day School has one class at each grade level with a maximum of 240 students. We currently have 213 students enrolled at the school but only 157 students are in classes eligible for the waiver.

Right now, all students in Kindergarten through 8th Grade, are in a full distance learning model.

If we receive the waiver, parents will be able to choose if they wish to send their child back to in-person education or if they wish to keep their child at home utilizing a learning model that livestreams direct teaching lessons via a Swivl Robot and Zoom with assignments and materials posted on 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 will be on-going throughout the day- Clorox wipes, Lysol spray, sanitizing solutions and/or sprays will be 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 has been purchased for use on areas where students will eat both before students eat lunch and after they are finished to ensure the surface is clean.
- d. We have electrostatic sanitizing machines that will be used at the end of each day for deep cleaning. These machines will 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 are hiring 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 will no longer be sharing supplies in the classroom unless the supplies can be cleaned in between uses; scissors, glue sticks, pencils, pens, pencil sharpeners, etc. will no longer be available to students in a communal way.
- h. All drinking fountains have been turned off. Students will bring water bottles from home.
- i. Our hot lunch food will be prepared in our kitchen and masks and gloves will be worn by anyone in the kitchen. Lunches will be delivered to the classrooms and each individually boxed lunch will include utensils, napkins, and condiments inside the box.
- j. All HVAC system air-filters will be changed to the OSHA recommended Merv 13 filters and will be replaced every three months.
- k. Classrooms will 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 so each class will be considered a cohort.
- b. The largest class at St. Albans has 26 students but most have fewer. While 26 students is on the

larger size for a cohort, we know through our survey that 58% of parents indicated that they wanted their child to return to in-person instruction under a waiver; the number of families indicating that the wish to remain on a remote learning model reduces the number of students physically coming to school.

- c. The different grade levels will not intermingle throughout the day.
- d. Auxiliary staff will be utilized as much as possible to make smaller learning groups within the classroom. These groups can work in outdoor spaces as weather permits.
- e. Outdoor spaces will be utilized so that students can be placed 6 feet apart whenever possible.
- f. Desks will be physically distanced between 3-6 feet apart, all facing forward, and all students are required to wear a mask. Student Guard Personal Desk partitions are also installed on every desk. These partitions attach to each desk and form a “u “ shape to help maintain distancing. (see pg. 9) Doors, on opposite sides of the classrooms, will be open to create air flow through the room.
- g. According to our parent survey on July 30, 2020, 32% of our parents want to continue to receive remote learning should we get a waiver. This will reduce the number of students in the classroom and will allow us to increase the space between student desks.
- h. Students will remain in their classrooms for most classes and teachers will come to them. Movement throughout the day will be very minimal and classes of students will not come into contact with each other.
- i. 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.
- j. PE will be 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.
- k. 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.
- l. Students will remain in their class cohorts for recess and lunch.
- m. Each grade will be assigned their own area for recess. The Playground will be separated into 4 areas. A painted yellow line demarcates the black-top area and each grade level will be assigned an area. Swings will be wiped in between uses and teachers will give students hand sanitizer to ensure hands are clean.
- n. Recess and lunch times have been staggered. Recess will be staggered for the lower grades and each class will have an area of the playground to play. The upper grade students will be given areas in which they can go. For the lower grades, their teachers will be on yard duty and for the upper grade kids, 3 teachers will be on the playground.
- o. To minimize intermingling of students outside their cohorts, after-school club activities and sports for the fall 2020 semester have been suspended.

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 they will be kept separate and distanced. Parents are will not to get out of their cars; teachers will take the 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.
- e. Upon drop-off, masked students will follow walkways to their classrooms.
- f. Movement throughout the day will be very minimal and classes of students will 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 been assigned an area of the playground.
- h. Upper grade students (grades 5 and 6) have also been assigned areas for recess so students are kept in cohorts.
- i. Students will remain with their classmate cohort during lunch and recess.
- j. When weather permits, lunch will be eaten outdoors. School-prepared lunches will be individually boxed and delivered to each classroom. Each lunch will include everything that is needed in the box including napkins, utensils, and condiments. When weather does not permit, students will be placed 6 feet apart in indoor areas that allow for spacing.
- k. New outdoor learning spaces have been created to allow socially distanced, fresh air activities and lessons for classrooms.
- l. Movement between classrooms will be 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 will be 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 (grades 3rd and above), parents, teachers and staff will be required to wear face masks at all times while on campus. Students in grades Kindergarten- 2nd grade are strongly encouraged to wear masks if they can be worn properly. If a mask cannot be worn in the correct way, a face shield is an acceptable alternative.
- b. At drop-off, students will be wearing a mask prior to exiting the vehicle and follow the designated one-way walkways.
- c. Parents will not be allowed in classrooms and will stay in their cars during drop-off and pick-up.
- d. The only exception to students wearing masks will be when students are outside and physically distanced 6 feet from each other or while they are seated 6 feet apart while 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 received email 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 will wear masks while in the staff room and in bathrooms even if 6 foot distancing can be kept.

E. Health Screenings for Students and Staff

- a. At the classroom door, each child will have their temperature checked with a touchless digital thermometer prior to entering the classroom. They will also be symptom checked. The following symptom checklist has been provided to teachers, staff, and parents:

- 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
- b. 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.
 - c. All staff who are symptom screening or taking temperatures will be wearing face masks, face shields, and rubber gloves.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. Teachers and staff members are encouraged to stay home if they are not feeling well and another staff member will take their classes.

F. Healthy Hygiene Practices

- a. New handwashing stations have been placed throughout the school. Sinks are also located in all lower grade classrooms, Kindergarten-5th grade, and in all bathrooms.
- b. Teachers will oversee scheduled handwashing throughout the day. Students are on schedules and will be taught how to properly wash hands.
- c. Hand-sanitizer is in every classroom 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 were changed to the OSHA recommended Merv 13 filters and will be replaced every three months.
- e. Classrooms will also prop doors open, as much as possible, to allow for fresh air flow.
- f. All frequently touched surfaces will be 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 will no longer be sharing supplies in the classroom unless the supplies can be cleaned in between uses; scissors, glue sticks, pencils, pens, pencil sharpeners, etc. will no longer be available to students in a communal way.

- h. Students will eat outside in designated areas as much as possible. All students will wash their hands before and after eating and desks/tables will be wiped before and after eating. If they must eat inside, larger spaces that allow for 6 feet of physical distancing will be utilized as much as possible.
- i. After eating, students will proceed outside to play in designated areas and they will be monitored outside by our usual playground staff. They will be 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 but must maintain 6 feet of distancing while eating. Once the weather no longer permits this, they will need to eat in their classrooms.
- m. All teachers and staff have been told to maintain 6 feet of distancing while around each other. They also know that masks should be worn at all times, even in bathrooms and the staff room, unless they can maintain 6 feet of distancing with each other.

G. Identification and Tracing of Contacts

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

H. Physical Distancing

- a. Outdoor spaces will be utilized so that students can be placed 6 feet apart whenever possible.
- b. Desks will be physically distanced between 3-6 feet apart, all facing forward, and all students are required to wear a mask. Student guard personal desk partitions are also installed on every desk. These partitions attach to each desk and form a “u “ shape to help maintain distancing. (see pg. 9) 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 want to continue to receive remote learning should we get a waiver. This will reduce the number of students in the classroom and will allow us to increase the space between student desks.
- d. Students will remain in their classrooms for most classes and teachers will come to them. Movement throughout the day will be very minimal and classes of students will not come into contact with each other.
- e. PE will be 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.
- f. Students will remain in their class cohorts for recess and lunch.
- g. Each grade will be assigned their own area for recess. The Playground will be separated into 4 areas. A painted yellow line demarcates the black-top area and each grade level will be assigned an area. Swings will be wiped in between uses and teachers will give students hand

sanitizer before and after use to ensure hands are clean.

- h. Recess and lunch times have been staggered. Recess will be staggered for the lower grades and each class will have an area of the playground to play. The upper grade students will be given areas in which they can go. For the lower grades, their teachers will be on yard duty and for the upper grade kids, 3 teachers will be on the playground.
- i. 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. Additionally our 8th grade students will be playing personal ukuleles.
- j. All walkways will be one-way.
- k. Students will remain in their cohorts during Day Care.
- l. Students must 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 choices if we received a waiver for parents who wanted to keep their children home, or in-person. 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.
- e. Before returning to in-person instruction, all parents, faculty and staff will be reminded of all past communications and we will review all pertinent information for in-person education.

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 to Sutter Urgent Care for COVID 19 testing within 48 hours of symptom onset. These facilities have several locations and a list will be provided to families. 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 14 day quarantine at home. We will refer all contacts to Sutter Urgent Care for testing. 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 a t 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 FOR 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 contract 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