

# **2020-2021 COVID-19 RESPONSE GUIDE**



**Los Encinos School Community**



Los Encinos Faculty and Staff,

As we navigate the start of the 2020-21 school year, we want to provide a reference guide for our faculty and staff that can provide a framework for decision making and continued school operations.

The information presented in this guide is based upon guidance received from state and national authorities, including the [Centers for Disease Control](#), the County of Los Angeles Public Health, and the National Association of Independent Schools. Please note, COVID-19 information has been fluid and guidance continues to change. Due to these circumstances, the contents of this guide may be updated frequently.

**This document is intended to be general guidance for LES faculty and staff and is subject to change as protocols and regulations are updated.**

Reminder, all employees entering our campus will be required to complete an initial Health Screening. Employee should do a home assessment prior to leaving for work in accordance to LES guidelines. It is the responsibility of each employee to ask themselves these questions before coming onto our campus each day.

- 1. In the last 72 hours have I had a fever or chills and/or taken medication for a fever?**
- 2. Do you have COVID-19 symptoms such as new or worsening cough, shortness of breath or sore throat?**
- 3. In the past 14 days have you been in close contact (was within 6 feet for longer than 15 min without protective equipment) with a person known/suspected to have COVID-19 and/or have you been diagnosed with COVID-19?**

**If you answered yes, do not come into work until further notice.**

***Please Note:*** Any staff member with serious underlying health conditions who has concerns about returning to work should contact Ilene as soon as possible. It is our plan to work with staff members concerned about returning to work through an interactive process.

**Please sign the acknowledgement at the end of this document.**

# **CLASSROOM GUIDANCE**

## **CLASSROOM ARRANGEMENT AND PREPARATION**

- Arrange student desks and tables in singular arrangement observing physical distancing practices throughout the entire day
- Clear all work surfaces, student desks, tables and teacher's desk at the end of each day
- Students will each have assigned seats
- Round tables may require face to face seating in certain circumstances. In the event spacing and front forward seating is not an option in a specific classroom, parents should be notified allowing them to make an educated decision on virtual or in-person learning.
  - Emphasis should be placed on hand washing and the use of facial coverings at all times.
  - Students at the same table should also eat together at their assigned lunch table.
- Special programs and celebrations inviting parents into the classroom will be temporarily suspended.
- Students will be able to bring their backpacks to school- they will be stored beside their desk.
- The following items are prohibited in the classroom:
  - Furniture from outside school that cannot be wiped down
  - Area rugs
  - Stuffed animals
  - Bean bags
  - Cloth window shades/curtains
  - Pillows
  - Fabric swings
  - Any educational play materials that cannot be sanitized after use (for example: sand tables or water tables)
  - Fake plastic plants, trees, etc.

## **PERSONAL PROTECTION EQUIPMENT**

- Faculty and staff are required to wear protective facial coverings in common areas and in the classroom.
- Physical distancing should be adhered to at all times.
- Student should wear protective facial coverings during class time and while moving around the classroom.
- Physical prompting and physical intervention of students is discouraged; however, in the event it is required, staff will follow hand washing protocol.

## **MORNING ARRIVAL**

- Teachers will be monitoring outside their classrooms encouraging all students to quickly arrive in the classroom for the start of the day.
- When students enter the classroom, they will be instructed to appropriately wash or sanitize their hands.
- Each morning prior to the start of school, all surfaces will be disinfected with an EPA approved disinfectant.

### **DISMISSAL**

- Students should clear all items off of their desk at the end of each day so that the surfaces can be cleaned once again with an EPA approved disinfectant.

### **DESK SPACING**

- In most classrooms, students will be able to be spaced 6 feet apart. Each classroom will space students desks according to the space and the number of students.
- Students' desks will all be facing the same direction.

### **LIMIT GROUPS IN RESTROOMS**

- All grade-level pods will have a designated restroom. Restroom breaks should happen in a set or define period of time throughout the day. Teachers should limit the number of students in the restroom at one time. Teachers will try to avoid whole class restroom breaks. If a whole class restroom break is needed, teachers will monitor the number of students in the restroom. Teachers will remind students to stand at a distance and educate students about the importance of effective handwashing. Once one grade-level pod has finished the restrooms will be disinfected and ready for the next pod.

### **FOOD**

- Students can pack their lunch and leave their lunch in their backpacks.
- Students should not bring food into the classroom unless approved by the classroom teacher.
- Cleaning protocols and personal hygiene protocols, as outlined in this document, should be followed and physical distancing should occur during snack time.

### **SUPPLIES**

- Each student will have their own class materials. Students are discouraged to share all classroom items.
- In the event of sharing supplies, staff for students will wipe down the supplies between use with an EPA approved disinfectant. It may be necessary for the items to be quarantined for a period of up to 24 hours.

### **WATER**

- Drinking fountains will be closed per health department recommendations. Students will be allowed to bring their own water bottles to school.

### **WORKING WITH SMALL GROUPS**

- When working with small groups, teachers will wear a face mask or shield.
- Students will be spaced out in these small groups.
- The use of plexiglass dividers allows for students to work more closely. Masks are still required during this time.

### **RECESS**

- Students should be going out to recess with their grade level pods.
- All grade-level pods will have designated spaces.
- Students will wash their hands or use hand sanitizer prior to recess and when returning to the classroom.

### **CLASSROOM MATERIALS**

- Students will be able to use class sets of books. Students will use the same book each time.
- Books cannot be shared on the same day and need to remain at the students' work station. (They are not to be collected.)
- Books will need to be quarantined for 24 hours and wiped down with an EPA approved disinfectant before another student can use the book.
- After a student has read a book for the class library, students will return the book in a "used book" container. These books will sit for 24 hours. The books will be wiped down before they are returned to the shelf.
- Students will be encouraged to only use the computer that has been assigned to them.
- Teachers should use hand sanitizer before passing papers or other materials out to students.
- When students turn in papers, the papers should sit for 24 hours before the teacher may handle them.

### **STUDENT TRANSITIONS**

- Throughout the campus there will be arrows and physical distancing signs. Please remind students to adhere to these notifications.
- Students should wear facial coverings when moving in shared spaces.
- Before leaving the class, students will need to take all of their belongings with them so the room can be completely sanitized.
- Students will be reminded to walk straight to their destination. They will also be reminded to keep their hands to themselves. All safety handrails will be disinfected regularly for use when going up stairs. When the student enters a new room, they will be able to wash their hands or use hand sanitizer.

### **STAFF TRANSITIONS**

- Necessary instructional staff will be able to enter a classroom to help specific students.

### **STUDENT INTERACTION IN RESOURCE**

- Students from different classrooms can interact with each other. Teachers will make reasonable efforts to maintain student physical distancing.

## **Art**

On-Campus Model

### **CLASSROOM ARRANGEMENT AND PROTOCOLS**

- All students and teacher should sanitize hands at the beginning and end of each class.
- Students should work from assigned areas.
- Students should bring individual art supplies.
- Any borrowed materials will be disinfected before and after use with an EPA approved disinfectant.

- Teacher and students will work together to keep classroom clean and safe.
- All communal art supplies will be disinfected and rotated on a daily basis with an EPA approved disinfectant.
- Classes will enter and leave art room in a staggered formation.
- All communal spaces will be marked for appropriate physical distancing (pencil sharpener, sink areas, and drying rack).

## **PHYSICAL EDUCATION**

### On-Campus Model

- Students and staff wash or sanitize hands as they enter and exit the class.
- Students will physically distance upon entering and exiting the class, and when sitting in squads/assigned areas.
- Limit the use of physical education equipment, especially equipment that would be passed between or shared by multiple students throughout a class period.
- For equipment that will be touched or handled by students, assign each student their own piece of equipment for that class period. Properly clean and disinfect equipment with an EPA approved disinfectant (by students or staff) between classes. If there is not equitable access to equipment for all students or if equipment cannot be properly cleaned and disinfected between classes, avoid the use of equipment altogether.
- If using equipment, keep extra materials available in case a piece of equipment being used by a student becomes dirty or unsanitary, or breaks during a lesson or activity.
- A shift in focus of curriculum to (health-enhancing fitness), (personal and social responsibility) and (value of physical activity) and incorporate activities (motor skills and movement patterns) and (movement concepts) that are safe and appropriate. In some situations, it may not be possible to address all Grade-Level outcomes due to the constraints of physical distancing.
- Teachers should focus on individual pursuits or skills rather than traditional team sports or activities (e.g. dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, throwing underhand, kicking and target games). See [\*SHAPE America's 2020-2021 School Reentry Considerations: K-12 Physical Education, Health Education, and Physical Activity\*](#)
- Use games and activities that require no physical contact and do not require students to be in close physical proximity to each other.
- Include opportunities for student choice and incorporate student-suggested activities when appropriate.
- Ensure lessons are planned around the available space for instruction.
- Class should be held outside, weather permitting. Avoid the use of playground equipment, benches, or other permanent structures.
- No food may be brought to class. Students should bring their own water bottle.

## **COVID-19 EXPOSURE / CONFIRMED DIAGNOSIS**

- Faculty and staff members will report their own exposures/positive tests to Jonathan.

- Local health department will be consulted for guidance related to quarantine or closing areas of school, and other necessary measures based on CDC guidance at the time of the incident.
- Determination for school closure will be determined after Ilene and Jonathan consults the health department.
- Dial my Calls will be utilized to send after hours messages regarding closings.
- The individual who tested positive will not be identified in communications to the school community at large, however impacted students/staff will be notified without breaching confidentiality.
- All impacted parts of our campus will be sanitized when health officials determine it is safe to do so (Executive Services – our janitorial company has been certified to sanitize and disinfect our campus by Los Angeles Public Health).

## **FACILITIES & MAINTENANCE**

### **DAILY CLEANING PROTOCOLS**

- Daily cleaning will follow the CDC and LA County Public Health guidelines.
- Supplemental Cleaning Consistently Throughout the Day.
  - Clean all “high touch” surfaces every day. High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, light switches, keyboards, and tablets. Also, clean any surfaces that may have blood, stool, or body fluids on them. Clean with normal daily cleaning products and then a disinfectant or a combined cleaning solution and disinfectant.
    - Clean copier/printers with cloth dampened with sanitizer. DO NOT spray sanitizer or use bleach wipes on copier/ computers /printers.
- Lunch Table Cleaning
  - Lunch tables will be cleaned between each lunch times by custodial staff.
- Personal Area Cleaning
  - Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.
  - All personal areas will need to be organized nightly so they can be disinfected.
- Classroom Desks and Chairs
  - Desk tops and chair seat surfaces will be cleaned by custodial staff with approved sanitizing and disinfecting products.
- Athletics/PE
  - Establish a regular cleaning schedule for shared environmental surfaces and shareable equipment.

Throw disposable items used to clean surfaces and items in the trash immediately after each use.

## **DECONTAMINATION CLEANING**

- Clean all contact surfaces in contaminated areas with an EPA approved disinfectant .
- Do not clean with dry dusting or sweeping because this may create aerosols. Use damp cleaning methods.
- Change mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure. Consider disposable cleaning items. Work from areas of light contamination to areas of heavier contamination.
- Use a double-bucket method (one bucket for cleaning solution, one for rinsing).
- Use fogging sprayer(s) to spray disinfect all surfaces,
- Clean, disinfect and dry equipment used for cleaning after each use.
- Throw disposable items used to clean surfaces and items in the trash immediately after use.

## **TRASH HANDLING**

- Wear gloves.
- Avoid touching used tissues and other waste when emptying wastebaskets.

## **FACILITY MODIFICATIONS**

- Drinking Fountains
  - Deactivate push button mechanisms or shut off water supply. Bottle fill stations will still be active.
  - Classroom and sink faucets will remain active for handwashing.
- Classrooms - Elementary
  - Teachers shall remove all personal shareable equipment; I.E., bean bag chairs, pillows and cushions, stuffed animals, carpet remnants and rugs, etc. that cannot be hand wiped down with sanitizer and cleaning towels.
  - Hard or non-porous surfaced sharables shall be cleaned at beginning of school day and at end of school day by teaching staff.

## **HEATING, COOLING and VENTILATION**

- HVAC has been modified to include a germicidal ultra-violet cleanser which will effectively kill all bio-aerosol DNA based microorganisms.
- Each classroom will have an air circulating device, which will need to be 'on' at all times to help with the circulation within the room.
- Please keep all classroom doors open while students are present.
- Outside Air - (Determining system capabilities to increase outside air per ASHRAE recommendations.



## **TECHNOLOGY**

- Device sanitization - Chromebook Cleaning guidelines:
  - <https://resources.finalsite.net/images/v1584112735/ccsk12inus/abaqgsggxb1m00y pqnln/HPBusinessPCPrintDeviceCleaningGuidanceMarch2020.pdf>
  - iPad Cleaning guidelines: <https://support.apple.com/en-us/HT204172>

## **PARENT/STUDENT RESPONSIBILITIES**

- Prior to attending school each day, families will complete the health screening in their household in accordance to LES guidelines.
- If the student is sick, they must stay home.
- Students should remain home if anyone in the household has COVID-19 symptoms or is being tested for COVID-19.
- Students/parents must report a COVID exposure
- Students are required to wear clean protective facial coverings.

## **PERSONAL PROTECTION EQUIPMENT**

- Staff are required to wear clean protective facial coverings at all times
- Clear facial shields are acceptable over a mask
- Please notify Jonathan if you need additional inventory of PPE and determine ordering needs to prevent shortage.

## **SOCIAL EMOTIONAL**

- The Administration and the Covid-19 Advisory team will be responsible for the following activities:
  - Identify long and short term plans for welcoming students including establishing welcoming routines and rituals that assist students with acclimating to their current schedule and new expectations (i.e. physical distancing etc)
  - Strategize the best way to communicate expectations and procedures to families and students prior to the return to school
  - Head efforts to lead team-building activities amongst peers
  - Identify strategies for building the school community
  - Assist in evaluating data to assess success of back-to-school, SEL and welcoming activities
  - Identify explicit SEL activities to support transition
  - Identify professional development needs and opportunities to support staff in developing their ability to promote SEL and respond to student needs
  - Will assist in evaluating and responding to student/parent/staff feedback

- Each classroom should focus on building a Culture of Resiliency through the use of the following activities:
  - Morning Circle - Classroom Meetings.
  - [Closure Activities](#): This should be completed in the first few days of school
  - Provide virtual opportunities for the back-to-school transition
  - Mood Meter: Students should be provided with opportunities to explore their feelings related to physical distancing as well as their feelings related to returning to school. These feelings should be validated.
  - [Routines](#) and Rituals: Time should be set aside during the first two weeks to teach and reteach daily routines, handwashing and proper hygiene, and classroom/building rituals. This also includes any drills that will be performed during the year.
  - Consider opportunities for students to work together cooperatively, feel empowered, and help others, while being observing physical distancing.
  - Each classroom should have daily [check-ins](#) with students to obtain insight into how the student is coping with stress and transitions.
  - Provide opportunities for students to spend time with previous classmates or teachers
  - Provide opportunities for students to voice concerns, needs, and challenges
- Recognize and respond to [stigma and racism](#) that may occur as a result of Covid-19, which includes:
  - Those who have tested positive for Covid-19 or experienced symptoms of Covid-19
  - Those who have a family member that experienced symptoms or were diagnosed with Covid-19
  - Those with respiratory illness that may result in coughing or sneezing

### **MENTAL HEALTH**

- Staff should anticipate that some students, particularly adolescents, may come in experiencing fatigue, sleepiness, and difficulties sustaining focus. This may require more gradual implementation of academic rigor (as compared to previous years) and increased focus on SEL
- Teachers should be aware of mental health concerns that may require a referral for additional support.
- Regular formal and informal check-ins should be established with students who opt to participate in virtual learning
- Although some have had a negative and distressing experience with physical distancing, do not assume student in need will voluntarily disclose their distress or talk immediately about their experience, so frequent check-ins are beneficial
- At the beginning of the school year, staff should triage students at most risk for difficulties transitioning/coping, and establish regular formal and informal check-ins and proactive support.

### **SAFETY DRILLS**

- Earthquake Drill
  - One drill per month will continue.
  - Drill should be clearly announced so students and staff are aware of the drill and their protocols.

- Combine with fire drill and follow evacuation procedures for fire drill outlined below.
- Fire Drills
  - Monthly drills are still required and will begin in October- We will have a staggered drill time which is preplanned.
  - During pandemic, drills should be clearly announced so students and staff are aware of the drill and their protocols for physical distancing.
  - Return to the building after evacuation should also be staggered for physical distancing.

## **VISITORS/VOLUNTEERS**

- Visitors to our campus will not be permitted initially. The use of Zoom or other virtual meeting capabilities is highly encouraged.
- Contactless drop-off tables may be established at schools for parents dropping off items for students.

# ACKNOWLEDGMENT

Please sign below, acknowledging you have read and understand the information provided in this document. You acknowledge until there is a broad availability of a vaccine and/or treatment to COVID- 19, there is a risk for future waves of disease, and the possibility of additional periods of school closures and distance learning practices. Los Encinos School has met the standard of care and cannot guarantee that mask wearing, physical distancing of six feet will be maintained at all times, and faculty, staff, and/or students will not get sick, common cold, flu, etc.

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Signature Employee

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Date

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Print Name