



# COVID-19

## Guidelines & Procedures

### For Reopening

Updated August 10<sup>th</sup>, 2020

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# Purpose

Ventura Missionary School is dedicated to bringing students back onto campus for in-person instruction. We will balance the need for in-person on campus instruction with the need to help protect the health and safety of our students, school staff, and their families. The goal of this document is to help plan for and implement measures to reduce COVID-19 transmission in the school setting, while meeting the educational needs of all students.

Scientific data for COVID-19 is still limited, but published studies suggest that the epidemiology of COVID-19 is distinct from that of influenza. Specifically, studies suggest:

- COVID-19 disease prevalence among children is lower than in adults, and children who contract COVID-19 are more likely than adults to be asymptomatic or to have very mild symptoms.
- Multisystem inflammatory syndrome in children (MIS-C), a severe condition associated with COVID-19, remains rare.
- Furthermore, in several studies, children were less likely to be the first case within a household, suggesting that child-to-adult transmission may be less common than adult-to-child transmission.
- In other countries, where schools remained open or have recently reopened, cases in school children have been associated with few secondary cases in the school, suggesting that child-to-child transmission may also not be as significant as with influenza.
- Analysis of data broken down further by age show that these trends are seen more in younger children compared to teenagers, whose disease patterns more closely parallel those of adults.

These key findings have important implications for how we think about infection risk and play an important role in guiding our recommendations for preventing transmission in our school. Specifically, these findings suggest that COVID-19 transmission in schools is likely to be less widespread than influenza transmission, that adult-to-child transmission is greater than child-to-child transmission, and that transmission risks among younger children appear to be lower than older children.

Ventura Missionary School's decision to reopen for in-person instruction and to stay open will depend on several factors. These include, but are not limited to, the state of California's mandate for schools; continually evolving scientific understanding of COVID-19; the number of current COVID-19 cases in our school; the degree to which our school is contributing to community spread of COVID-19; the capacity of our health system to identify and care for cases

and prevent transmission in healthcare settings; the availability and use of widespread testing to identify new cases; county residents' ability to quickly and effectively isolate or quarantine themselves when sick; and our community's continued cooperation in practicing physical distancing, using face coverings, and taking other preventive measures.

As we prepare to resume in-person instruction, we have also ensured that plans are in place for at home distance learning for students who may need to isolate or quarantine, as well as students who are medically fragile or who have a household member who is medically fragile. We have also prepared for the possibility of partial or full school closure, either short term or for a longer period. Because the data regarding the impact of school reopening on COVID-19 transmission dynamics remains incomplete, we will continue to learn and revise our guidance accordingly.

This document contains a series of public health requirements, recommendations, and considerations for our school to reopen our campus for in-person instruction. These should be read in conjunction with all relevant local, state, and federal laws, as well as school reopening guidance from the state and federal government. Of relevance, to this document are Education Code sections 43503 and 43504, which are in the process of being enacted by the State Legislature as this guidance is being released. Education Code section 43504 states that schools in California "shall offer in-person instruction to the greatest extent possible" during the 2020-2021 school year. Education Code section 43503 states, "Distance learning may be offered under either of the following circumstances: (A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer. (B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19."

The **recommendations** in this document are additional measures that California State and Ventura County Department of Public Health recommends schools take to protect the health and safety of students, staff, and the broader community. Recommendations from federal, state, or local public health officials is distinct from the legal orders or requirements that schools must follow.

The guidance in this document reflects the best judgment of the California State and Ventura County Departments of Public Health as to practices that schools should follow, and it considers local conditions. The California Department of Education's "[Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)" (June 2020) California Department of Health and OSHA "[Guidance on Schools and School-Based Programs](#)" (August 2020) and the California Department of Health's "[COVID-19 and Reopening In-Person Learning: Framework for K-12 Schools in California](#)" (July 2020).

# Cleaning and Disinfection

## ***Requirements:***

### ***Shared Surfaces***

- At least twice a day, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and playground equipment).
- Drinking Fountains will be turned off.
- After an illness, limit access to areas used by the sick person (ex: classroom or an employee office) until thoroughly ventilated, cleaned, and disinfected using an EPA N-list disinfectant.
- Deep cleaning using an EPA N-listed disinfectant (hydrostatic sprayer) every night or morning in classrooms, offices, and all other indoor spaces on campus.
- If a cohort is required to shut down temporarily, their assigned areas will be ventilated and deep cleaned after the cohort has been out of that space for 24 hours.

### ***Shared Items***

- Each student will bring their own school supplies and classroom supplies. Shared classroom supplies will not be available for student use.
- Any shared objects (toys, games, art supplies, books) will be cleaned pursuant to CDC guidance. See: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

# Cohorting

- Cohorts of students who are in the same grade will be created in order to minimize/avoid contact with other groups on campus.
- Cohorts will be made up of fixed members and will travel together for all activities while on campus. These activities include indoor class time, outdoor class time, lunch and snack breaks, and physical education.
- Staff will be structured and scheduled as teams to minimize contact with cohort groups and in order to trace contact.
- Cohorts will have assigned outside areas for their specific group.
- Any shared toys or supplies will stay within a single cohort or will be properly sanitized between cohort group use.

## **Entrance, Egress, and Movement Within the School**

### ***Entrance***

- When students arrive, they will exit their car and walk immediately to their classroom.
- Hall monitors will ensure that students walk directly to their classrooms.
- Parents will not walk their children to the classroom until our LHO deems our county matrix numbers are safe to invite visitors on campus.
- Any visitors or students who arrive after morning drop off will need go immediately to the school office for check in.

### ***Egress***

- Students will be dismissed by cohort. Each cohort will be assigned an area in the parking lot for direct pick up.
- When a child sees their parent, they will notify their teacher and be released to the parent car.
- Parents will not get out of the car during dismissal.

### ***Movement Within the School***

- Hallways will be marked with one-way arrows when feasible.
- One cohort will travel through a hallway at a time.
- Physical distancing will be adhered to while traveling as a group.
- Staff will monitor hallways to help remind students to keep 6 feet distance when socializing.

## **Face Coverings and Other Essential Protective Gear**

### ***Face Coverings***

- All staff will be required to wear face coverings. Masks will be strongly recommended; face shields will be acceptable especially in circumstances where a teacher/staff is directly instructing students or there is a need for a student or groups of students to read their teacher or staff member's lips.
- Disposable Face Coverings will be available in the school office and in each classroom as needed by staff or students.

- Students and staff will not exit their car without their face covering on.
- Staff will be allowed to remove their face covering if they are in a work room without any other staff members or students in the same room.
- Students grade 3 and above will be required to wear face coverings.
- Students grade 2 and below will be recommended to wear face coverings but not required.
- If a student refuses to wear a mask and they are in grade 3 or above, they will have to continue their education at VMS utilizing our distance learning platform.
- Students may turn into the Student Services Coordinator a medical exemption from their doctor with the reason for the exemption written on official office letterhead or a prescription pad.

### ***Essential Protective Gear***

- The school office and each classroom will be stocked with gloves, hand sanitizer, face shields, disposable gowns, and disposable masks.
- Teachers will be responsible to coordinate with the Student Services Coordinator to replenish their classroom supplies each week.

## **Health Screening for Students and Staff**

### ***Staff Health Screening***

- Staff will take their temperature each day and record it in the Magnus Health App along with answering questions related to Covid-19 symptoms, close contact with known positive person, and international travel.
- If the staff does not have access to the Magnus Health App they will immediately go to the school office on arrival to campus, take their temperature, and fill out a health screen form. Form will be submitted to the Student Services Coordinator.

### ***Student Health Screening***

- Parents will be required to take their child's temperature daily and fill out the health questionnaire on the Magnus Health Phone App.
- When the child arrives at school, the parking attendant will check the child in and before the child exits the car, the parking attendant will verify the health check has been performed and the child is clear of Covid-19 symptoms. If the child is in grade 3 and above, they will exit their car with their face covering on.

### ***Student and Staff Care Room***

- If a student or staff member displays Covid-19 symptoms while on campus they will be taken to the 'Care Room'. This room acts as an isolation room until the student or staff member can be picked up from campus. It will be located next door to the school office.
- If the 'Care Room' is used, it will be left to sit for 24 hours if feasible and then all surfaces that were used or touched will be disinfected.

## **Healthy Hygiene Practices**

### ***Handwashing***

- All homeroom classrooms have handwashing stations in them.
- Outside handwashing stations have been installed to supplement the number of handwashing stations outside the classrooms and bathrooms.
- When staff arrive on campus, they should immediately wash their hands for 20 seconds when they get to their classrooms or office space.
- When students arrive on campus, they will immediately go to their homeroom classroom and wash their hands for 20 seconds.
- Students, staff, and families will continue to be educated about the importance of washing hands.
- After outside breaks, before sharing an item, before and after the use of restrooms, and before and after eating students will be guided to wash their hands for 20 seconds.
- Students and staff will also be encouraged to wash their hands upon leaving campus.

### ***Hand Sanitizer***

- Hand sanitizer stations have been installed in all classrooms, office spaces, and shared areas such as the teacher lounge and work rooms.
- Movable hand sanitizer stations will also be located at the end of each play area.
- Hand sanitizer should not replace washing of hands but rather supplement it. It can be used instead of washing hands if washing hands is not feasible at the time.

## **Identification and Tracing of Contacts**

### ***Confirmed Cases and Confirmed Close Contact Cases***

- Upon notification of a confirmed case and consultation with Ventura County Health Department's designated school line, VMS will refer to their Covid-19 Home Quarantine Instructions.
- The quarantine instructions include scenarios for confirmed positive cases, confirmed close contact exposure cases, symptoms of illness with a negative test, along with action plans and communication strategies for those scenarios.

### ***Designated Campus Staff Member/s Health Department Liaison***

- The Student Services Coordinator – Cari Steward (805) 644-9515 will act as the designated staff member to help identify and trace contacts with confirmed cases.
- The Dean of Student Affairs – Amy Hall (805) 644-9515 will act as the co-designated staff member to help identify and trace contacts with confirmed cases.
- Students are grouped in cohorts and will be able to be identified quickly if contact tracing becomes necessary.
- The Student Services Coordinator has access to all cohorts, their schedules, and their contact information and will be able to communicate with the Ventura County Health Department, school families, and staff as necessary.
- VMS can communicate quickly through emails, phone messages, and texts to the entire school, groups of cohorts, and individuals 24 hours a day 7 days a week.

## **Physical Distancing**

### ***Staff***

- The staff lounge and workroom will be limited to the number of people who can maintain 6 feet distance for sustained times.
- Teachers will ensure that the placement of their workspace is 6 feet from student workspace.
- Yard Duty/Extended Care Staff will station their equipment and supplies 6 feet from stationary areas on campus and entrances to rooms.

- Routines and procedures will be taught and practiced helping students learn how to socialize, play, and work with others while keeping physical distance.
- No more than two staff members should use the staff restroom at a time.

### ***Students***

- Student desks will be placed 6 feet apart and when not feasible there will be plexiglass barriers between student desks.
- There will be markings on the ground or walls to remind students to allow for 6-foot distance between themselves and others.
- No more than two students should use the restroom at a time, except for the large middle school restroom which will be limited to four students.

## **Staff Training and Family Education**

- VMS Staff members have been trained in the area of cleaning and disinfection, cohorting, and the importance of minimizing/avoiding contact with other groups, movement within the school, drop-off and pick-up procedures, face coverings and essential protective gear, health screening for themselves and students, hygiene practices, physical distancing, testing instructions, and transitioning between learning platforms of on campus and at home distance learning.
- Each Friday an education piece will be combined with our Friday communication on the topic of Covid-19 related tips and facts. This communication is sent to all staff and school families.
- Weekly staff meetings are conducted to train and educate staff on new applications related to our Covid-19 safety procedures.

## **Testing of Students and Staff**

### ***Testing: Symptoms or Exposure***

- Upon discovery that a student or staff member has symptoms of Covid-19, the Student Services Coordinator or Dean of Student Affairs will notify all parties necessary to complete a Covid-19 test.
- Test sites will be identified (Ventura College, Ventura County Fair Grounds, or the school members member insurance carrier's lab).
- School member will need to show proof of negative test in order to return to campus. This may be done by submitting copy of test results through Magnus Health, sending an email to the Student Services Coordinator, or brining the negative results into the school office.
- Instructions for return to campus and quarantine will also be sent by email to the school member.

### ***Testing: Staff for Potential Asymptomatic Infection***

- Staff members will be tested over a 2-month period.
- 50% of staff will be tested each month.
- Currently testing is offered for free in our community so staff will be instructed to use one of these facilities (Ventura College or Ventura County Fair Grounds).

## **Triggers for Switching to Distance Learning**

- Education Code section 43504 specifies that schools should “offer in-person instruction to the greatest extent possible.”
- The Ventura County Health Officer makes determinations on the safety conditions of our county and collaborates with the State of California to decide which ‘phase’ of re-opening our county is in at any given time.
- VMS has developed a re-opening plan to coincide with the county re-opening phases and will be able to switch between ‘phases’ based on our county’s condition.
- Once re-opened the School Services Coordinator, Dean of Student Affairs, and consulting school nurse will continue to monitor the percentage of positive cases over a 14-day period. If the percentage approaches 5% total population of students and staff, the school will transition to at home distance learning until cases decrease.

## **Communication Plans**

- The Dean of Student Affairs, Amy Hall (805) 644-9515 will be responsible to communicate with students, staff, and parents about cases and exposure.
- Privacy requirements will be meet consistent with FERPA and HIPAA regulations.
- Student and Staff names will be kept confidential to the greatest extent possible.

# **Appendix**

**i. Home quarantine instructions for staff and students.**



Covid-19 Home  
Quarantine Instruction

**ii. Student and Staff Health Screen Questionnaire**



VMC Policy  
COVID-19 Health Screen

**iii. Academic Plan: Accommodates Transition Between On Campus Instruction and at Home Instruction Depending on Covid-19 Condition of County**



VMS General  
Re-Opening Academic

**iv. Sample Letter to Staff and Families: Close Positive Contact Case**



Sample. Close  
Contact Tested Positive