



COVID-19 Safe at Prentice Plan

COVID-19 On-Campus Guidelines

Effective Date: March 14, 2022

These guidelines will be revised and updated when new data and health guidance from our state and local health agencies emerges.

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19's highly contagious nature means that exposure to others or contact with surfaces that have been exposed to the virus can lead to infection. Individuals who have COVID-19 may not show any symptoms, even if they are contagious. Research has shown that vaccination against COVID-19 and mitigation strategies can decrease the spread of COVID-19. For more information on COVID-19, visit the websites of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) or the California Department of Public Health (<https://covid19.ca.gov/>).

The Prentice School is mandated to comply with The California Department of Public Health (CDPH) and the Center For Disease Controls (CDC) guidelines, protocols, and recommendations. The Prentice School has implemented safety guidelines and precautions in order to mitigate the spread of COVID-19 on campus and within the Prentice community. By implementing these practices, we can hopefully accomplish our goals of

1. creating a safe learning environment for our students and staff while on campus
2. keeping students and staff on campus for the duration of the school year.

Please review the following guidelines to help ensure we are doing all that we can to keep our community safe and healthy.

General Measures

- Guidance from state and local agencies will be regularly reviewed for the most updated guidelines related to COVID-19. The school's COVID-19 prevention and response plan will be updated accordingly and regularly evaluated for proper implementation.
- All employees will be informed of and trained on the school's Safe at Prentice Plan.
- All Prentice families will be given a copy of the school's Safe at Prentice Plan and acknowledge that they have read and understand its contents.

Morning Drop Off:

- Students are allowed to be dropped off daily between 7:45am and 8:07am.
- Please follow the directional signage to your designated drop off area.
 - Grades 1-5 drop off at the **Blue** gate.
 - Grades 6-8 and RISE drop off at the **Green** gate.
- Students should be dropped off curbside.
- Parents/Guardians are not permitted to enter campus to walk their child to the classroom.
- Parents are required to do a health screening at home, including a temperature check, and are not permitted to bring their child to campus if the child has experienced any of the following in the past 24 hours:
 - A temperature of 100.4 degrees or higher



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- A cough or other respiratory symptoms are present
- A sore throat and/or runny nose or congestion
- Chills, muscle aches, loss of taste or smell
- An uncharacteristic throbbing headache
- Nausea, vomiting, or diarrhea
- The student feels ill
- The student has been exposed to someone with or under investigation for COVID-19 in the past 14 days
- The student has tested positive for COVID-19 and is still exhibiting symptoms

Pick Up:

- Students will be dismissed at staggered times and locations.
- Students MUST be picked up at their assigned pick-up time.
- Please do not enter the pick-up lanes before your assigned pick-up time. Students will not be escorted to their pick-up queue until the start of their pick-up window. If you arrive early, please park on Esplanade across from the Esplanade Trail or in the parking spaces at the back of the Prentice parking lot.
- Grades 1-5 will be picked up at the **Blue** gate
 - Grades 2 and 3 will be picked up from 2:50pm - 3:00pm
 - Grades 4 and 5 will be picked up from 3:00pm - 3:10pm
- Grades 6-8 will be picked up at Pick-Up Plaza (**Green** gate)
 - Grades 6 and RISE will be picked up from 3:00pm-3:10pm
 - Grades 7-8 will be picked up from 3:10pm-3:20pm
- If you are picking up multiple students (siblings or a carpool), you must arrive at the latest pickup time of the students you're picking up.
- Cars follow directional signage to their designated pick up area.
- Double parking in the center lane during pick up is not permitted.
- Parents/Guardians should stay in their car for pick up.

Daily Health Screening - Employee

- Prior to coming to work each day, school employees will complete a daily self health screening, including a temperature check, for symptoms.
- School employees will **not** be permitted access to the rest of the campus if the employee has experienced any of the following in the past 24 hours:
 - A temperature of 100.4 degrees or higher
 - A cough or other respiratory symptoms are present
 - A sore throat and/or runny nose or congestion
 - Chills, muscle aches, loss of taste or smell
 - An uncharacteristic throbbing headache
 - Nausea, vomiting, or diarrhea
 - The employee feels ill
 - The employee has been exposed to someone with or under investigation for COVID-19 in the past 14 days
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- Employees must notify their direct supervisor immediately if they have answered “yes” to any of the items above.

Physical Distancing

- While physical distancing guidelines are not currently required for K-12 settings, Prentice classrooms can comfortably accommodate 12 student desks set six feet apart from one another.
- The Prentice School will implement physical distancing if the CDPH/OCHCA guidance for K-12 schools requires this as a mitigation strategy to slow the spread of Covid-19.

Face Coverings (optional but recommended indoors)

- Masks are optional for students and employees when they are indoors and outdoors, regardless of vaccination status
 - Students and employees may need to wear masks temporarily if they have been exposed to Covid-19 or if they are returning to school after testing positive for Covid
- The school will support individual choice when it comes to masking decisions.

Hygiene

- Teachers and instructional staff will teach and reinforce proper hand washing, avoiding contact with one’s eyes, nose and mouth, and the appropriate way to cover coughs and sneezes (inside a tissue or their elbow).
- Teachers and instructional staff will encourage frequent hand washing and use of hand sanitizer.

Cleaning and Disinfection

- Teachers, instructional staff and students will thoroughly wipe down with approved cleaner all desks and chairs (teacher and student) at set times throughout the school day (classroom transitions) and at the end of the day.
- Custodial staff will regularly clean and disinfect surfaces within the classrooms and bathrooms.
- Restrooms will be cleaned and disinfected during the day and at the end of each school day.
- To reduce the risk of exposure, any area used by an individual who is suspected of having or is positive for COVID-19 will be closed for 24 hours and then disinfected appropriately.

Ventilation and Air Filters

- Office doors and classroom doors will be kept open as much as possible for increased air circulation and ventilation.
- Each classroom is equipped with an air conditioning unit that pulls air in from outside, HEPA filters that are changed every 3 months, and portable air purifying units.

Live Virtual Classroom Option

- Students that have been exposed or infected with COVID-19 may be required to isolate at home will have the option of continuing to attend their classes via a daily live virtual classroom and the Prentice@Home remote learning platform during their quarantine period.
- Students and parents are required to adhere to the Prentice@Home Virtual Learning Guidelines (available on the Prentice website).



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Positive Cases/Employees or Students Showing COVID-19 Symptoms

- If an employee exhibits signs of COVID-19 illness, they will be directed to go home or to a medical facility by administration.
- If a child exhibits signs of COVID-19 illness while on campus, that child will be required to wear a face covering and isolated in a room separate from other individuals and the adult/s designated for pick up will be immediately contacted and directed to pick up the child.
- Employees and families should self-report to the school if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- Local health officials will be notified immediately if there is a positive COVID-19 case on campus. The school will follow their guidance in determining next steps, including notification of employees and families and facility closure.
 - Exposed staff and families will be notified as relevant while maintaining confidentiality.
- Individuals, groups, and/or classes that are considered to have been in close contact with an individual with COVID-19 will be notified of next steps.

If the student tests positive for Covid-19 (symptomatic or asymptomatic), the student can return to campus under the following conditions:

- At least 5 days have passed since symptoms onset (Day 1 is the first day after the onset of symptoms)
- At least 24 hours have passed since resolution of fever without the use of a fever-reducing medication
- Other symptoms have resolved
- An FDA approved/authorized Covid-19 antigen test is negative on or after Day 5 from symptom onset (test results must be shared with Prentice Health Clerk)
- If the student does not or cannot test, the student can return after a 10-day isolation period

If the student has been exposed to Covid-19, the student can remain on campus under the following conditions:

- Student has not developed symptoms since initial exposure
- Student has a negative FDA approved/authorized antigen test (lab or home and results are shared with Prentice health clerk) on Day 3 and 5 since initial exposure
- Student wears a mask both indoors and outdoors for 10 days after initial exposure
- If the exposed student is unable to test or chooses not to test, s/he shall quarantine for 10 days after most recent exposure to COVID-19
- Monitor symptoms through Day 14

Triggers for Switching to Virtual Learning

- Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.
- Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. For example:



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- If two or more pods (cohorts) require mandatory or self-quarantine protocols, The Prentice School may shift all students to virtual classroom instruction or upon OCHCA recommendation based on the positive COVID-19 test results.
- If 5 or more employees are quarantined, The Prentice School may shift to a virtual learning platform temporarily.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department