

Dear Parents,

We have been diligently working on our Reopening Plan to provide a safe environment for our students in Kindergarten through 6th grades to continue their education in person if our waiver request is granted by the Orange County Health Department. Our plan was developed in consultation with public health professionals following guidelines from national, state, and local agencies, as well as feedback from our parents, staff and community partners. We have also learned valuable lessons from the successful re-opening of our infant care center and pre-school back in June, which we will put into practice for our elementary students. Please understand that the COVID-19 pandemic is fluid and unpredictable, which means our plan remains subject to change as new information becomes available.

A great deal of time and resources have been committed to planning for the future as we prepare for the 2020-2021 school year. Please know student safety is always at the forefront of our decisions and we remain committed to a proactive approach to provide for the physical, intellectual, and emotional well-being of our students and their families through both in-person and remote learning platforms. We greatly value your feedback and appreciate your continued support as we prepare for the upcoming school year.

We are committed to providing the best possible plan for our school community, recognizing that we must remain flexible as guidelines and recommendations made by local and state agencies could require modifications at a future date. Any changes to this plan, once it is approved, will be immediately communicated to parents and staff, and the most current plan will remain posted on our school website.

**REOPENING PLAN FOR PAGE ACADEMY COSTA MESA CAMPUS**

**A. CLEANING AND DISINFECTING**

1. Extensive deep cleaning of the school is a priority and will be completed before any students are allowed to return to campus for in-person learning.
2. When in-person learning resumes, each night the campus will be deep cleaned and disinfected with an electrostatic sprayer with an EPA approved hospital grade disinfectant solution that will remain on surfaces and disinfect for up to 24 hours.
3. All high touch areas, such as doorknobs, light switches, push plates, crash bars, handrails, and bathroom sink/toilet handles, will be cleaned and disinfected every two hours throughout the day while students and staff are present.
4. All moderate touch areas, such as desks, chair surfaces, benches, and tables, will be cleaned as soon as possible after the classroom/area is done being used for the day.
5. Outdoor play equipment will be sanitized and disinfected after each recess and lunch period.

6. Page will supply sanitizing wipes in each classroom for use by teachers and staff only. Disinfecting wipes will also be made available to periodically clean iPads and computers, as well as any shared toys, games, or other item used by multiple students during the day.
7. Each classroom will have its own HEPA filtration air purifier.
8. The HVAC units for the building will utilize outdoor fresh air intakes and have been cleaned/serviced to allow for the greatest possible flow of fresh air.

**B. SOCIAL DISTANCING REQUIREMENTS**

1. To the greatest extent possible students will be kept in cohorts with their assigned teachers both inside and outside of the classroom.
2. When dropping off or picking up their student(s), parents are asked to wait in their vehicle, if possible. Any parent who exits their vehicle to assist a younger student, must wear a mask and keep at least six feet of distance from other parents while waiting outside the gate for your student to enter or exit the campus.
3. Upon arrival to campus in the morning, students will be allowed to proceed to their locker to drop off their backpack and lunch/snack, then they must proceed immediately outside to the playground and find their teacher and grade cohort classmates until class begins.
4. Entry into the building for class will be staggered by grade level. Unless an express exception is granted, students will not be allowed to re-enter the building until directed by their teacher at the end of each recess/lunch period.
5. Student lockers will be spread out to maintain at least six feet apart and grouped by class to minimize cross-contact between cohorts.
6. All student desks in the classrooms will be set facing the same direction and spaced at least six feet apart.
7. The beginning of each lunch and recess period will be staggered by cohort. Each cohort will eat lunch separately outdoors, weather permitting. Outdoor tables and chairs will be spread out to maintain separation between grades and appropriate distance between individual students.
8. Page will not conduct a morning assembly until it is reasonably safe to resume doing so. Until then, the Pledge of Allegiance and morning announcements will be conducted by the teachers in the classroom at the beginning of each day.
9. There will be no class parties, birthday treats, or shared snacks/meals until further notice.
10. Students will not be allowed to share supplies or technology equipment. Please label or mark individual supplies brought to class by each student.

**C. ACCESS TO CAMPUS**

1. Only healthy students, teachers, staff and essential personnel (independent contractors) will be allowed on campus during the school day.
2. The campus will be closed to all parents and visitors until further notice.
3. Deliveries must be pre-arranged with the office in advance and during select times to minimize contact with students and teachers.
4. Please do not have lunch delivered to the school for your student. Each student must arrive with their lunch/snack in the morning or have made arrangements with Page's lunch vendor, Cater Tots, to purchase a pre-packaged lunch.
5. If your student forgets something at home, please contact the office to make arrangements to drop off the item at the elementary (Victoria St.) school gate during a time when contact can be minimized. If you are not cleared by the office ahead of time, you will be required to wait in the parking lot until a staff member is available to meet you at the gate to assist you.
6. All students in grades Kindergarten through 6<sup>th</sup> grade must be dropped off in front of the elementary (Victoria St.) entrance. No access to the elementary side of campus will be permitted from the back parking lot and gate on Hamilton Street.
7. Students in grades 7<sup>th</sup> and 8<sup>th</sup> will not be permitted on campus during normal school hours for in-person learning until Orange County is taken off the Governor's watch list in accordance with guidelines issued by the California Department of Public Health.

**D. USE OF FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT ("PPE")**

1. Subject to the exemptions provided by the California Department of Health Guidelines, non-medical face coverings shall be worn by all students, teachers, staff and essential personnel (independent contractors) while they are present on campus.
2. Washable cloth masks and neck gaiters are preferred since they are more likely to remain on their person and will be less susceptible to removal, dropping, misplacing, or excessive handling.
3. The face covering must be worn over both the nose and mouth while indoors and at any other time when personal interaction is likely to occur with less than six feet of separation. However, for grades Kindergarten through 2<sup>nd</sup> grade, face coverings will be strongly encouraged if they can be worn properly and not cause distraction, but they will not be mandatory. Page will monitor the use of masks and social distancing by students in the younger grades and may adjust this policy as necessary in consultation with both teachers and parents.
4. Please send your student to school wearing a face covering and with a second back-up or replacement face covering in their backpack in case the first becomes soiled or lost.
5. Page will maintain a supply of disposable masks should anyone's mask become lost or soiled during the school day.

6. Students who cannot tolerate a mask due to a health condition may request a waiver form from their doctor. Anyone with a waiver will be required to wear a face shield instead of a mask (provided by the family) for the safety of all.
7. Students may wear a mask/gaiter of their choice consistent with “free dress” policies per 2020-2021 Page Academy Student Handbook. However, Page maintains the sole discretion to prohibit any mask that it deems disruptive, offensive, inappropriate or ineffective.
8. Repeated and deliberate failure by anyone to follow the face covering requirements will result in dismissal from campus for the remainder of the school day. If a student refuses to comply, he/she will be quarantined in the office until picked up by a parent. Unexcused repeated non-compliance over multiple days may be grounds for permanent dismissal.

#### **E. HEALTHY HYGIENE PRACTICES**

1. There will be access to hand sanitizer throughout the day.
2. There will be regularly scheduled handwashing times supervised by teachers and staff.
3. Hand sanitizing dispensers have been installed throughout the hallways and hand sanitizer stations will be at each gate entrance to campus and inside the hall leading to the office.
4. Electric soap and towel dispensers have been installed in every restroom and in the staff break room.
5. Education on proper hygiene will be taught including:
  - a. Proper and frequent handwashing
  - b. Not touching your face, particularly the eyes, nose, and mouth
  - c. Maintaining social distancing
  - d. Proper wearing of face coverings (covering that covers nose and mouth)
  - e. No sharing of school supplies, technology, food, water bottles, etc.
  - f. Cough and sneeze into a tissue or elbow when not wearing a mask.
6. The water fountains will be closed and students are encouraged to bring their own water bottle to school that is clearly marked with their name.
7. Posters and signs will be displayed around campus to educate and remind all students, teachers and staff about best practices for healthy hygiene.
8. Parents, students, teachers and staff will be encouraged to be immunized against influenza unless advised otherwise by a medical professional due to possible medical complications.

#### **F. DAILY HEALTH SCREENINGS FOR STUDENTS AND STAFF**

1. Staff will be present in the parking lot on the Victoria side of campus to take student temperatures with a contactless thermometer before they leave their vehicle. If the student’s temperature is 100.4 or higher, he/she will remain in the car and will be sent home with the parent/guardian.

2. Teachers will record a “Pass” or “Fail” into the Class Temp application in order to track student temperatures.
3. Once the student is screened, they may exit the vehicle wearing a mask, gaiter, and/or protective face shield and can proceed directly to their locker and then to outside to the playground or classroom depending on the weather.
4. The campus will be open for student drop off beginning at 7:30a.m. School begins at 8:00 a.m. 8:15 a.m., and 8:30 a.m., depending on the cohort, and parents are encouraged to allow extra time to drop off your student due to new safety protocols and procedures.
5. Except in rare cases that are pre-approved by the office, no walk-ins will be allowed for drop off and/or pick up to ensure the safety of all who travel beyond the school gates. If an exception is made, the parent walking in with their child will also have their temperature taken before they exit the vehicle, must wear a mask at all times, and must stay at least six feet apart from all other students, teachers, and staff. Upon handing off your student to their teacher or other supervising staff member, the parent must immediately leave the campus.
6. Each person entering campus will be asked to confirm that they are not experiencing any of the following symptoms:
  - a. Fever or chills
  - b. Cough, shortness of breath or difficulty breathing
  - c. Fatigue, Muscle or body aches, Headache
  - d. Loss of taste or smell
  - e. Sore throat, sinus congestion or runny nose
  - f. Nausea, vomiting, or diarrhea
7. If anyone has any of the above symptoms, or any other symptom related to a potential communicable disease (pink eye, rash, blisters, pox, etc.) they are to stay home and make no attempt to access the campus.
8. Teachers and staff who have symptoms should notify the office and be sent home as soon as possible.
9. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
10. If anyone has known close contact with a person who has either tested positive for COVID-19 or been diagnosed by a physician with COVID-19 despite a negative lab result in the last 10 days, they are to stay home and make no attempt to access the campus.
11. Anyone living with someone who is experiencing COVID-19 symptoms or diagnosed with COVID-19 should be tested and self-quarantine for two weeks.

#### **G. IDENTIFICATION AND TRACING OF CONTACTS**

1. The temperatures and reported symptoms of all students, teachers and staff will be logged each day using the Class Temp application, which utilizes a unique QR code identifier that is scanned by a staff member upon arrival to campus each

morning. The QR codes will be grouped by grade level cohort to promptly identify likely close contacts in the event that a positive COVID-19 case is identified within the school community.

2. If a student, teacher or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. Anyone suspected to have been a close contact will likely be sent home for 2-5 days to allow time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to deep clean and disinfect the affected areas.
3. Persons that are confirmed to be a close contact with an infected individual should follow the CDC guidelines to self-quarantine for 14 days after the last exposure, self-monitor for symptoms of COVID-19, and avoid contact with people who have high risk medical conditions.
4. The school community will be notified in the event that someone on campus tests positive for COVID-19 and an additional notification will be sent to teachers, staff and parents of students within the same cohort or were otherwise identified as likely having close contact with the infected individual.
5. A “close contact” is defined as a person who is less than 6 feet from a known positive case for more than 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered a close contact, particularly if people have spent more than 15 minutes together indoors.

#### **H. TESTING AND RETURN TO CAMPUS PROTOCOL**

1. To ensure the safety of everyone on campus, Page will test teachers and staff periodically as testing capacity permits and as practicable.
2. When anyone on campus exhibits a COVID-19 symptom, they will be sent home and testing will be recommended. If you choose to be tested, please consult your health care provider or other community testing site. The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff.
3. If a student is experiencing any symptoms at school, he or she will be sent to the office who will call to ask parents to pick up immediately.
4. If a diagnosis is received from a doctor regarding an illness that is not COVID-19, they may return to work/school if at least 3 days have passed since the resolution of fever without the use of fever-reducing medications.
5. If a case of COVID-19 is confirmed within the school community, confidentiality will be maintained according to HIPAA and other privacy laws, but the school will immediately notify local health authorities, teachers, staff, and families of all students that have been in close contact with the person testing positive.
6. All infected or exposed close contact employees should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended

steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

7. Anyone with an underlying medical condition, and who is concerned that they may have been exposed to the virus that causes COVID-19, should consult their health care provider.
8. Anyone diagnosed with COVID-19 by positive lab test result or physician will remain out of school and away from campus until all of the following have been satisfied and reported to the office in advance:
  - a. 3 days have passed with no fever without the use of fever reducing medicine;
  - b. Respiratory symptoms have improved;
  - b. At least 10 days have passed since symptoms first appeared or the diagnosis was confirmed by test result or physician; and
  - c. No other members of that person's household are currently experiencing symptoms or have been diagnosed with COVID-19 in the last 10 days.

#### **I. TEMPORARY RETURN TO DISTANCE LEARNING CRITERIA**

1. Page understands how vitally important in-person learning is for students and their parents so as we move forward the goal will be to limit the disruption to the greatest extent possible while erring on the side of caution to protect the health and safety of the entire school community. As such, Page's administration will follow current health agency guidelines for evaluating school closure in collaboration with its Board of Directors, the Orange County Department of Health, and other public health professionals.
2. If a student or teacher either tests positive or is diagnosed with COVID-19 by a physician, their classroom will be closed for 24 hours before cleaning and disinfecting procedures can commence. During any classroom closure, the students in that grade will either be temporarily relocated to another classroom (if available) or may temporarily return to distance learning if it is determined by local health officials that the safest course of action is to keep the cohort away from campus for more than a few days.
3. Any additional areas of the school visited by the COVID-19 positive individual will also be thoroughly cleaned and disinfected.
4. If multiple positive cases in multiple cohorts are identified or if 5% of the total number of students, teachers and staff test positive within a 14-day period, then all grade levels will immediately transition back to distance learning for at least two weeks and in-person learning will not resume until completion of a public health investigation and deep cleaning/disinfection of all elementary facilities.
5. All decisions will be communicated to parents, teachers and staff as soon as is reasonably possible.

## **J. STAFF AND FAMILY EDUCATION**

1. Staff members began training on effective COVID-19 health and safety procedures at both the February and March 2020 teacher meeting.
2. Prior to return to school, staff will be trained on Hygiene Training for both students and staff, Social Distancing, Protocol should there be a confirmed case of COVID-19, and Daily Health Checks.
3. Various posters have been placed throughout the school reminding staff members to maintain social distance, how to wear PPE, symptoms of COVID-19. Additionally, “Stay Six-Foot Apart” signs have been placed on the floor in the hallways.
4. Page Academy will stay in constant contact with our families regarding COVID-19 through weekly emails, with additional training on COVID-19 and Page Academy.

## **K. TESTING OF STUDENTS AND STAFF**

In conjunction with the OC Health Care Agency, and their partnership with CHOC physicians group, Page Academy will have staff members undergo random testing every other month, to identify any asymptomatic cases. Staff members can also visit their insured health care provider, should they like the test to go through that facility.

Should a student be exposed to COVID-19, he or she will not be allowed to campus until they meet criteria set forth by the CDC, has consulted with his or her health care provider, and provided a note stating that the student is safe to return to school.

If a student or staff member travels outside the country, they are required to quarantine for 14-days upon returning to the US, and provide documentation of a negative COVID-19 test result

NOTE: An inherent risk of exposure to COVID-19 exists in any public place where people are present. By being present on Page Academy’s campus, you voluntarily assume all risks related to exposure to COVID-19 for yourself and your student.

\*\*This document is subject to change.