

SIM VALLEY ADVENTIST SCHOOL Reopening Plans

The following plan will supersede other school policies, which were appropriate before the current pandemic, with the guidance set forth by local, state, and federal governments, as well as the CDC, Department of Public Health, and Department of Social Services.

Simi Valley Adventist School, from here on referred to as SVAS, has developed a comprehensive plan to assure the safety and well-being of our school community.

- **General Measures**

- The administration has posted the plans for reopening and procedures for maintaining guidelines for COVID 19 on the SVAS website.
- The administration surveyed the school board, teaching staff, and families and voted overwhelmingly to apply for the waiver.
 - Letters of support from the School Board, Home and School Association, and the Teaching staff are found in appendix A.
- SVAS implemented a comprehensive distance learning plan for all grades from Kindergarten to Eighth.
 - Should there be a mandated closure due to illness on campus, the teachers will implement the distance learning plan.
- In order to maintain our healthy operations, SVAS is committed to continual surveillance of all staff, students, and families who are a part of our greater community.
 - SVAS has strengthened the infrastructure of our healthy protocols by training, planning for prevention, practicing procedures, and developing resources for maintaining a safe and healthy environment.
- The administration and teaching staff will evaluate and update the site plans throughout the year.
- Two school liaisons will work directly with VCPH and have access to VCPH SharePoint for local guidance, and use of COVIDschools@ventura.org email.
 - Their name, address, title, and phone number are found in appendix B

- **Cleaning and Disinfection:**

How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- Classroom furniture will be cleaned, sanitized, and disinfected each night at the end of the school day using EPA approved products..
- Students and staff will sanitize personal furniture throughout the day and before and after each use: tables, desks, chairs, science tables, water tables, etc.
- Whenever possible, chairs and table space will be assigned to individual children to limit sharing.
 - Students will sanitize any shared table or chair before and after each use.
- Children must bring all personal toys and play equipment that they choose to use each day as they will not be shared.
 - Classrooms and groups of children will not share toys with other classes or groups of children.
- Students and staff will disinfect any classroom computers before and after use.
- Bathroom areas will have a monitor to regulate the number of students who use the facility.
 - Each bathroom monitor will be sanitized and disinfected at the end of each shift
 - The janitorial staff will sanitize and disinfect the bathrooms each evening at the close of the day.
- The Gymnasium, Study Area, classrooms, Instruction Area, and all study furniture will be cleaned, sanitized, and disinfected each night using EPA approved products.

- **Cohorting:**

How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort

- The school will establish cohorts of students in small, stable, groups of no more than 10 with fixed membership that stay together for all activities(e.g., instruction, lunch, recess)
 - **Once established, cohorts will not be changed to allow contact tracing.**
 - **Cohorts will stay in tact till the school is advised by Ventura County of Public Health.**
- Students will rotate through three areas to minimize/avoid contact with other groups or individuals who are not part of the cohort.
- Three areas are Instruction, Study, and Play
 - The gym will be used as an extended classroom and will be under supervisor guidance while they sit and work on the assigned schoolwork.
 - The classroom with the teacher's supervision will serve as the instruction area.

- The outside play area will serve as the play area with supervision by the teacher or teacher aide.
- **Entrance, Egress, and Movement Within the School:**
How the movement of students, staff, and parents will be managed to avoid close contact and/or to mix cohorts.
 - SVAS office staff members will be stationed in the lobby each day to take each student's temperature upon entrance to the school.
 - No parents will be allowed in the admission area.
 - Students will wait in cohorts in the gymnasium on designated spots keeping social distance.
 - Any student having difficulty using the curbside drop-off will not be allowed to enter the admission area.
 - SVAS will ask any student who exhibits symptoms to remain home.
 - Parents who drop off students at the entrance will have signed a contract that by bringing their child to school, they are testifying that to their knowledge, the child is in good health and shows no sign of physical distress.
 - The administration has designated IN and OUT doors for the front of the school.
 - Two sets of double doors are available.
 - South Doors are labeled as IN
 - North Doors are labeled as OUT
 - Each classroom, Instruction Area, has two to three doors.
 - Each classroom will designate one door as an exit door and one door as the entrance.
 - The teacher will designate an emergency exit if the classroom has a third door.
 - Cohorts will move between the Study Area, Instruction Area, and Play areas through the designated entries.
 - Halls to the bathrooms have dividers for IN and OUT going traffic
 - End of the day exit strategies
 - All grades will stagger times and places of exit.
 - Kindergarten will exit at 3:15 through the NORTH GATE
 - Grades 1 and 2 will exit at 3:15 through the SOUTH GATE
 - Grades 3 and 4 will exit at 3:30 through the SOUTH GATE
 - Grades 5 and 6 will exit at 3:30 through the NORTH GATE
 - All students needing after school care will sign in and move to the gymnasium at the exit time to reduce numbers exiting through the gates.
 - Parents will sign up for afterschool care in advance
- **Face Coverings and Other Essential Protective Gear:**
How CDPH's face covering requirements will be satisfied and enforced.
 - **Face Masks for Staff:**
 - All staff are **required** to wear a face mask at all times
 - **Face Masks K-2:**
 - The CDC recommends that children ages 3 and up wear a mask when in public.
 - Students in grades K through 2 are encouraged but will not be required to wear a mask.
 - **Face Masks 3-6:**
 - All children in grades 3-6 are required to wear a mask in the Instruction Area and Study Area
 - Grades 3-6, if exercising or eating outside, will be allowed to have their mask off as long as they maintain social distancing rules.
 - If a student forgets their mask, SVAS will provide a disposable one.
 - **Face Masks for Parents:**
 - Parents who enter the campus must wear a mask at all times.
 - If a parent forgets their mask, SVAS will provide a disposable one.

- **Health Screenings for Students and Staff:**

How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- Daily Screenings will include
 - taking student temperature using a no-touch infrared forehead thermometer and
 - a visual inspection of each child for signs of illness which could include
 - flushed cheeks,
 - rapid/difficulty breathing,
 - fatigue,
 - cough, or
 - runny nose.
- If a staff member suspects a child may be ill, SVAS will ask the parent to take their child home.
- **The child must stay home if he/she:**
 - has a temperature of 99.5 with n oral or no-touch thermometer.
 - has a cough
 - has shortness of breath
 - has a sore throat
 - has a runny nose
 - has a tummy ache
 - vomits, even if just once
 - has even one bout of diarrhea
 - is lethargic and not his/her usual self
 - is suspicious of being ill, based on the staff's observations
- If a child develops a fever or other symptoms while at school,
 - the parent(s) will be notified and expected to pick-up the child within 30 minutes.
 - Until the parent or authorized individual arrives, the child will rest in a designated area
 - A staff member will accompany the child at all times.
- If a parent disagrees with the school's decision to send their child home,
 - The parents must pick-up the child
 - and may return the following day with a doctor's note clearly stating the child's doctor has seen the child and decides that the child may safely return to school without the risk of infecting others.
- All staff will also be screened upon arriving to work and will be sent home with any signs of illness.
- If SVAS asks a child or staff member to stay home, he/she cannot return until all symptoms have disappeared for at least 24 hours without the help of fever reducers and other medication.
- If a child is sent home for illness-related reasons, he/she must remain home for at least 24 hours, even if symptoms don't appear at home.
- If a child has asthma or any other underlying health condition putting him/her at higher risk of getting ill,
 - Parents must provide SVAS a doctor's note for the child to return to school.
- If a child, family member, or staff member is exposed to an individual who tested positive or is suspicious of having COVID-19, the SVAS administration must be notified immediately.
- Parents or other adults who are experiencing any symptoms of illness may not enter school grounds.

- **Healthy Hygiene Practices:**

The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.

- Healthy Hygiene Practices Educational material (handwashing, use of hand sanitizers, use of masks, and cough etiquette) is made available in each classroom, bathroom, and lobby.
 - Parent Meetings are scheduled to teach and reteach the importance of our hygiene practices.
- Each room has two hand sanitizer dispensers located at each entry and exit.
 - Each contains 80% alcohol as prescribed by the CDC.
- Each teacher has a plan to teach and promote hygiene practices. Ex: handwashing for 20-second intervals.
- Each teacher has a plan to teach and promote bathroom hygiene routines.
 - There are monitors at each bathroom to ensure that only two students may enter at a time to use the facility.
 - The monitors will be timing the use of the sink to include at least 20 seconds of handwashing.

- If a student comes out of the bathroom without handwashing, the monitor will instruct the student to go back and wash.
- Each staff member will sanitize their hands every 30 minutes or as needed.
- Staff will have a supply of disposable gloves to use when assisting a child with an injury, handling food, and as needed.
- All children and staff will engage in hand hygiene at the following times:
 - Arrival at school
 - Before and after preparing foods or drinks
 - Before and after eating
 - Before and after assisting a child who becomes ill
 - Before and after administering medication or medical ointment
 - Before and after treating a child for a cut or wound
 - After coming in contact with body fluid (for example, when a child sneezes, coughs, cries, etc.)
 - After playing outdoors
 - After handling a trashcan
- **Identification and Tracing of Contacts:**

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracings, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

 - Simi-Valley Adventist School, following notice of a positive case in our school community will be guided by the Department of Public Health, as well as the CDC and Department of Social Services. Parents will be notified that there is a positive case, and how we will proceed as a school
 - The school will notify the VCHP and local health officials by designated liaisons
 - The administration and school board have designated the principal as the First Contact about COVID 19 to the local and county Health Departments.
 - **If a child, family member, or staff member tests positive for Covid-19, the administration must be notified immediately, and the individual must be quarantined at home for 14 days.**
 - If a child or staff member tests positive for Covid-19, the administration will notify the health department immediately for guidance, and parents will be informed as well.
 - The cohort the child has been in contact with will be asked to get tested once a student has a negative test as has no symptoms they may return to school.
 - **If a family chooses not to have their child tested, they must quarantine the child for 14 days.**
 - **If a child was in contact with someone who tested positive, SVSA would contact the parents immediately**
 - **If a child, family member, or staff member has been directly exposed to an individual who has tested positive for COVID-19, the administration must be notified immediately to take appropriate measures and the individual must be quarantined for 14 days.**
 - In all instances, Simi Valley Adventist is counting on our school community with being transparent about possible Covid-19 exposure.
 - In order to avoid the need for a school-wide closure, cohorts will refrain from co-mingling with other cohorts.
 - **All consideration for closure of the school or quarantining will be in connection with the Ventura County of Health Department.**

- **Testing of Staff:**

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- All staff members will be tested once a month through the local testing facilities
 - **Triggers for Switching to Distance Learning:**
 - **If there is a confirmed case of COVID-19 in the teaching staff.**
 - The VCHP will be notified
 - Families of that teacher will be notified and students will be sent home for 14 days
 - The teacher or substitute teacher will continue to teach from home via our Google Classroom platform.
 - Schedules and systems are already in place for distance learning.
 - If there is a confirmed case of COVID-19, the school will be notified that the students have been sent home
 - tracing will enable the administration to ensure that there is no cross-contamination due to consistent groupings in cohorts.
 - If there is evidence of cross contamination or if there are three different confirmed cases of COVID in three separate cohorts between at least two classrooms,
 - the entire school will move to distance learning immediately for at least 14 days or until we have confirmation of 0 cases from VCHP and local health professionals.

- **Physical Distancing:**

How space and routines will be arranged to allow for physical distancing of students and staff.

- Each classroom has approximately 900 feet squared in area. This allows for a large venue and adequate physical distancing.
- Teachers will keep the cohorts of children will be kept to a maximum of 8-10 students
- Cohorts will be rotated in and out of each classroom throughout the day at pre-planned intervals to ensure physical distancing can be maintained.
- Staff will be separated from students during instruction via plexiglass
- Students will be social-distanced within the classroom by 6-feet or more
- Classrooms (instruction), the gymnasium (extended classroom area), and outdoor spaces (play) offer an abundance of space.
- Tables and desks arranged to allow at least 6-feet or more between students.
- Teachers will rotate the cohorts throughout the day at time intervals matching grade level and ages of students.
 - Some rotations may be outdoors (depending on the lesson and available faculty), and children will be spaced apart as much as possible.

- **Office and Staffing Physical Distancing**

- The school office will be open from 8:00 a.m. – 5:00 p.m. Administration asks parents to resolve matters via telephone and/or email whenever possible.
- Parent meetings are conducted via telephone or Zoom when needed. Person to person meetings may take place if absolutely necessary, as long as the following precautions are taken: all participants must wear a face mask and physical distancing, of a minimum of 6 feet, will be required. Some of these meetings may take place outdoors instead of the office.
- Necessary paperwork and payments may be dropped in the Tuition Box, located in the front office, or may be mailed to the school address.
- Visitors, volunteers, delivery personnel, and prospective parents will not be allowed on campus during school hours. All campus tours with prospective families will be scheduled after hours when students are not in session.
- The administration and school board strongly encourage our teachers and staff to minimize all contact outside of school.

- **Staff Training and Family Education:**

How staff will be trained, and families will be educated on the application and enforcement of the plan.

- On August 23, 2020, the administration contracted with a health professional to hold intensive training sessions on protocols for COVID 19, CPR and AED, and First Aid with the entire staff of SVAS. Training used this document with other professional training equipment.
 - **Brandy Rachel Frye MSN, RNC-OB, CCRN-K, TNCC**
 - **Nurse Educator**
Providence Cedars-Sinai Tarzana Medical Center
 - Office- 818-757-8805
 - brachelmsn@gmail.com
 - Included with this training was an
 - Protocol for cleaning and disinfecting individuals,
 - use of personal protective equipment (PPE),
 - COVID 19 symptom identification,
 - physical distancing guidelines and their importance,
 - use of face coverings,
 - screening practices,
 - prevention measures,
 - transmission of illness.
 - surveillance of attendance (reporting, case management and re-entry)
 - and the acquisition of the K 12 Heartsaver Card
 - Our next training session will include contact tracing for district liaisons and HIPAA-FERPA
- There will be bi-weekly staff meetings to discuss measures that are and are not working and to update procedures where necessary.
- The principal will hold weekly janitorial staff meetings to update the physical needs of the school.
- **SVAS holds monthly parent meetings, via zoom, for now, to update all of the families on procedures and changes to protocols.**
 - **A Mandatory Parent Meeting was held on August 13, 2020 where COVID-19 guidelines for symptom identification, physical distancing guideline, face coverings, and screening practices for the coming year were introduced.**
 - September 17, 2020 Meeting is scheduled to train, retrain, and review families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures and transmission of illness in connection with SVAS protocol.

- **Communication Plans:**

How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

- The administration communicates with the entire school body through email, podcasts, and weekly zoom meetings.

APPENDIX A (ATTACHED)
LETTERS OF SUPPORT FROM PARENTS
LETTER OF SUPPORT FROM THE HOME AND SCHOOL ADMINISTRATION
LETTER OF SUPPORT FROM THE SCHOOL BOARD
LETTER OF SUPPORT FROM THE TEACHING STAFF

APPENDIX B
TWO SCHOOL LIAISONS NAMES AND INFORMATION

Stephen Stokes

Principal
Simi Valley Adventist School
1636 Sinaloa Road
Simi Valley CA 93065
805-304-1313

Whitney Owens

School Secretary
Simi Valley Adventist School
1636 Sinaloa Road
Simi Valley CA 93065
606-594-0216