

Covid-19 Safety Plan
2020-2021 School Year
Galt Adventist School
Galt, CA



619 Myrtle Avenue
Galt, CA 95632

Introduction

The Galt Adventist School is a small, two-teacher school located in Galt, CA. The lower-grade instructor teaches grades Kindergarten through 2nd, and the upper-grade instructor teaches grades three through eight. The upper-grade instructor also serves as principal for the school. We have a business manager who has a self-contained office. The classrooms have ample space to accommodate students for in-person learning, and the campus has a large outdoor area that can be utilized for recess, meals, physical education, and outdoor instruction.

The school received a waiver from Sacramento County on September 14, 2020, and we began in-person instruction for our K-6 students on October 7, 2020. On October 14, 2020, we fully reopened after Sacramento County moved into the red tier.

Safety Plan

A. Face Coverings

- a. Teachers, students and staff must wear a cloth face covering while occupying any indoor space. This includes classrooms, workrooms, gymnasium and restrooms. Masks must securely cover the mouth and nose. In instances when the instructor needs to model phonological awareness, a face shield with a drape on the bottom edge may be used in place of a mask.
- b. Visitors to the school must wear an appropriate cloth mask when visiting the campus grounds. Signs will be placed at points of entry to remind visitors of this requirement. Visitors will be only be allowed on campus in cases where their presence is a necessity.
- c. Students will not be required to wear masks while eating. No more than three students will be allowed at a picnic table during mealtimes. Students will not sit directly across from each other while eating at picnic tables.
- d. Students will be required to wear a face covering during outdoor activities as tolerated. If a student needs a break from wearing his/her face covering outdoors, the teacher will instruct the student to remain socially distanced from other classmates/staff.
- e. Students must wear a mask when entering and exiting the school.

B. Stable Groups

- a. The upper-grade and lower-grade classes will remain separated throughout the day.
- b. Each class will have no more than fourteen students.
- c. Each class will only have one instructor who has contact with the students in that particular class. Lunch and recess will be supervised by that same instructor, or a teacher's aide.

C. Physical Distancing

- a. Student chairs will be arranged six feet apart whenever possible. If after a good faith effort, chairs cannot be arranged six feet apart, they will be placed no less than four feet apart.
- b. Upper-grade and lower-grade classes will not intermingle throughout the day.
- c. Visitors to the school will be limited.
- d. Markers will be placed on floors to maintain social distancing when students are asked to line up.
- e. No more than three students will be allowed at a picnic table at one time. Students will not sit directly across from one another when eating. During inclement weather, tables will be set up in gym with side doors kept open. No more than three students will be allowed per table.
- f. Each student will keep his/her own supplies at his/her desk. Jackets will be hung on student's own chair rather than on shared hooks.
- g. The lower-grade class will use the front entrance to enter and exit the school. The upper-grade class will use the side door entrance to the classroom to enter and exit the school.
- h. Lunch, recess, and PE will be scheduled on a rotating basis to avoid contact between classes during transition times.
- i. Teachers will be available outside the school during departure times to communicate with parents. If a parent needs to pick-up a child early, the student will be escorted to the parent's vehicle through the upper-grade classroom door. Should a parent need to enter the school, he/she will be instructed to use the entrance/exit points used by their child. Parents who need to come on the school campus must wear a face mask and have no contact with any student except his/her own child.

j. Teachers will practice social distancing when there is a need to communicate or meet in person.

D. Ventilation and Cleaning

a. Students will have their own set of school supplies and will be instructed not to share supplies with other students. Student belongings will be kept at his/her desk as opposed to a common area. In cases where supplies need to be shared, the items will be disinfected between uses.

b. Each student will have his/her own electronic device. Should a device need to be shared, it will be disinfected between uses.

c. Items such as pillow, blankets, and stuffed animals have been removed from the classrooms.

d. High-touch areas will be disinfected at the end of each school day (and throughout the day as needed). This includes desks, tables, chairs, doorknobs, and faucets. A more intensive cleaning will take place each Friday.

e. Students will be instructed to bring a refillable water bottle to school. Drinking fountains will not be used.

f. When the weather permits, doors and windows will be kept open to encourage cross ventilation.

g. Air filters with a MERV rating of at least 13 will be installed in occupied classrooms and in the school office.

h. Whenever possible, outdoor space will be used for mealtimes, recess, physical education, and instruction.

E. Hygiene

a. Staff will instruct students on the proper use of face masks, how to wash/sanitize their hands, and how to properly cover coughs and sneezes.

b. Each classroom is equipped with a sink. Students will be required to either wash hands or use hand sanitizer upon first entering the classroom at the start of the school day, after lunch/recess breaks, after using the restroom, after using shared equipment, or if a student is observed practicing unhealthy hygiene habits.

c. Hand sanitizer will be readily available for instances when handwashing isn't feasible.

- d. A no-touch hand sanitizer unit will be placed in the main hallway.
- e. Hand sanitizer, soap, and paper towels dispensers will be monitored by the teachers to ensure that hygiene supplies are available throughout the day.
- f. Each student will be given a labeled container in which to keep his/her mask when not in use.

F. Symptom and Exposure Screening

- a. Both students and staff will have their temperature taken each morning before entering the school. At this time, students will be monitored for any observable symptoms.
- b. Parents will be asked to monitor their child's health status at home and alert the school if the student is experiencing any symptoms of illness. Both parents and staff will be provided a list of symptoms to monitor.
- c. Teachers will do a visual check throughout the day to ensure that students are not exhibiting symptoms of COVID-19.
- d. If a child or teacher becomes symptomatic during the school day, the symptomatic person will be required to put on a face mask and will be quarantined in the office until a parent/guardian can pick up the student. If a teacher becomes ill, parents will be contacted and asked to pick up their children as soon as possible. Both students and staff will not be permitted to return to school until the criterion for ending home isolation has been met.
- e. The principal, Jennifer Lalas, has been designated to support contact tracing at the school
- f. The following actions will be taken if there is a confirmed or suspected case of Covid-19 on campus:

	Student or Staff with:	Action	Communication
1.	Covid-19 symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing).	-Send home if at school -Recommend testing (if positive, see #3, if negative, see #4). -School/classroom remains open	No action needed.
2.	Close contact with a confirmed Covid-19 case.	-Send home if at school -Exclude from school for 14 days from last exposure (unless advised otherwise by Sacramento County Office of Public Health). -Recommend testing 5-7 days from last exposure -School/classroom remain open	Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed Covid-19 case infection.	-Notify the school principal -Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. -Identify school contacts and exclude contacts from school for 14 days after the last date the case was present at school while infectious (unless advised otherwise by Sacramento County Office of Public Health). -Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 14-day exclusion). -Disinfect and clean classroom and primary spaces where case spent significant time. -School remains open	-Notify school community of known case. -Notify persons with potential exposure if case was present at school while infectious. -Notify Sacramento County Department of Public Health.
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	-May return to school after 24 hours have passed without fever and symptoms have started improving. -School/classroom remain open	Consider school community notification of prior awareness of testing.

g. Communication Protocols

If a student or staff member tests positive for Covid-19, the following steps will be taken:

1. The county health department will be notified. The school will follow health department recommendations in regard to continuing/discontinuing in-person learning.
2. The school's Northern California Conference Office of Education representative will be notified.

3. All school families and staff will be notified by email. Care will be taken not to identify the affected party.
4. Advise the affected party not to return to school until CDC criteria to discontinue isolation has been met.
5. The school principal, Jennifer Lallas, will follow-up with the affected party to ensure that criteria to discontinue isolation has been met.
6. Documentation of Covid-19 testing results will be kept in a confidential file, in a locked office.

G. Testing

- a. If a student displays symptoms of Covid-19, or has been exposed to someone with a confirmed case, the parents/guardians will be advised to contact their family physician to discuss testing. If this is not feasible, a list of free testing sites will be provided to the family.
- b. If a staff member becomes ill, he/she will be advised to contact their personal physician to discuss testing options. If this is not feasible, a list of free testing sites will be provided.
- c. Teachers will follow a rotating testing schedule to ensure that they are tested on a regular basis. One teacher will be tested every other month on a rotating basis. Test results will be kept in a confidential file in a locked file-cabinet.
- c. Students or staff who have either a suspected or confirmed case of Covid-19 must meet the following guidelines before returning to the campus:
 - 10 days since the symptoms first appeared
 - No fever for 24 hours (without fever reducing medication)
 - Other symptoms are improving

Resources

a. Testing Sites in Sacramento County

https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx

b. CDC Guidelines for Home Isolation

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

c. Mask Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

d. Hand Washing Guidance

<https://www.cdc.gov/handwashing/when-how-handwashing.html>