

Reopening and COVID-19 Mitigation Plan Phoenix Ranch School and Camp, Simi Valley

School Liaisons

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Plan to Promote Healthy Hygiene Practices

Persons responsible: Pat Aguilar and Cathy Grimes

Date of Implementation: August 10, 2020

Healthy Hand Hygiene

- Every classroom and common area will have a supply of hand sanitizer, containing 80% alcohol.
- Hand sanitizer will be stored out of children's reach and children will be supervised when using it.
- While sanitizer is available, we prefer hand washing with soap and water for 20 seconds whenever possible.
- Children will be taught how to correctly wash their hands with soap and water and how to use sanitizer.
- Staff will sanitize their hands every 30 minutes or as needed.
- Staff will have a supply of disposable gloves to use as needed.
- All children and staff will engage in hand hygiene at the following times:
 - Arrival to school
 - Before and after preparing foods or drinks
 - Before and after eating or handling food
 - 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 bodily fluid (for example when a child sneezes, coughs, cries, etc.)
 - After playing outdoors
 - After handling a trashcan

Face Coverings/Masks

- **Face Masks for Staff:** All staff will be instructed to wear a face mask at all times.
- **Face Masks for Children:** Following guidance from the CDPH, TK, Kindergarten, 1st and 2nd grade students will be strongly encouraged to wear a face mask at school. Students in 2nd-6th grade will be required to wear a mask at school. **Masks will be required for all students during enrichment classes**, as these teachers work with our entire student population.

- **Face Masks for Parents:** Parents who enter the campus must wear a mask at all times.

Intensify Cleaning, Disinfecting, and Ventilation

Persons responsible: Pat Aguilar, Cathy Grimes, teachers and maintenance

Date of Implementation: August 10, 2020

Surfaces and objects that are frequently touched will be cleaned, sanitized and disinfected daily and routinely by assigned staff members. These include doorknobs, light switches, sink and toilet handles, countertops, desks, tables, chairs, cubbies, supplies, toys, games, classroom computers, playground equipment, trashcans and more. Further, teachers will clean and disinfect in their classrooms during their daily routines. All products used are EPA approved and safe for use around children. Staff has been trained on how to properly, clean, sanitize and disinfect.

The Classroom: Toys, Materials and Furniture

- Materials and toys that cannot be properly cleaned and disinfected will be removed from the classrooms
- According to the CDC, children's books, like other paper-based materials are not considered high risk for transmission, and do not need additional cleaning or disinfection procedures. Still, teachers will wipe down books with disinfectant wipes should they come into contact with bodily fluid.
- Materials will not be shared unless sanitized first.
- Children will have their individual supply packs containing pencils, crayons, etc. as to limit the need for sharing.
- All classroom rugs will be removed.
- Toys will remain in designated classrooms and will not be shared with other classrooms or groups of children.
- Classroom furniture will be cleaned, sanitized and disinfected throughout the day and before and after each use: tables, desks, chairs, etc.
- Whenever possible, chairs and table space will be assigned to individual children to limit sharing.
- Classroom computers will be disinfected before and after use.

Playground Equipment

- Outdoor play equipment will be disinfected daily using an electrostatic disinfecting device.

Lunch Area

- Tables used for snacks and meals will be cleaned and disinfected before and after every use.
- Staff will wear gloves whenever serving food and drinks.

Restrooms and Water Fountains

- Frequently used areas (doorknobs, sinks, toilets) will be cleaned and sanitized hourly. Cleaning logs will be posted and verified each day.
- Water fountain spouts are covered. Refillable bottle stations will be used.

Ventilation

- Classroom windows will be opened before/after school and when weather permits to allow for ventilation.
- Air filters will be checked and replaced every two months in all heating and air conditioning units.
- Air conditioning units will be set to bring in outside air.
- Thorough cleaning will occur when children are not present.

Implementing Distancing Inside and Outside the Classroom

Persons responsible: Pat Aguilar, Cathy Grimes, teachers

Date of Implementation: August 10, 2020

The strategies listed below will be implemented to minimize contact and maximize space as much as possible. Our objective is to keep the same teacher(s) and support staff members with the same group of children at all times to minimize contact with children and staff outside of each child's immediate classroom environment.

- Classrooms and outdoor spaces will be rearranged, and furniture/equipment removed to allow for more open space.
- Tables and desks will be arranged as far away from each other as possible.
- Children will be discouraged from physical contact with their friends whenever possible. We will encourage alternative ways to greet one another.
- Outdoor spaces will be utilized as much as possible, weather permitting.
- Playgrounds and outdoor spaces will be utilized by only one group each day. At the end of the day, the outdoor equipment will be sanitized for the next day. We will use a rotation schedule to allow all children to enjoy all of our outdoor spaces each week.
- All large group events, such as shows, craft nights, and family centered events will be cancelled until further notice.
- The school office will be open from 7:30: a.m. – 4:30 p.m. However, we ask parents to resolve matters via telephone and/or email whenever possible. Parent meetings may be 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.
- 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 for Saturdays.

Entrance, Egress, and Movement within the School

Our campus consists of 7 buildings, all with outside entrances. Most buildings have ramp and stairway access. Where possible, students and staff will enter buildings using the stairs, and exit using the ramps.

The main office will be entered through the front and exited through the back door.

Physical distancing marks are placed six feet apart in the hallway by the staff bathroom. All hallways will be marked for forward traffic on the right side.

Parents and visitors are not allowed on campus while school is in session.

Drop Off/Pick Up

In order to limit contact and the number of people on campus, we will be utilizing a curbside drop-off/pick-up system for most of the day. The size of our student body is such that we can handle students coming to school without staggering arrival times. Parents will drive through one of several designated curbside areas. After a temporal thermometer check parents will check their children in to school using our Brightwheel app. Students with a temperature of 99.4 or higher will be asked to go home. Staff will then escort students from the car to their designated classroom.

At the end of the day, students will be escorted to the curbside pick-up area for their ride home.

Students who participate in our afterschool program will remain with their counselor until a parent notifies via Brightwheel that they are ready for pick up. The counselor will then bring the child to the parent's car.

Class Size

We are limiting our class size to a maximum of 15 students per teacher. Each class will act as a unique cohort, and not interact with other classes or grade levels before school, during school, or after school. Movement of students and staff will be minimized as much as practicable. Teacher desks will be 6 feet away from student desks when practicable.

Non-Classroom Spaces

Recess and lunch periods will be staggered to limit the number of children on the yard at one time. Outside play spaces will be sectioned and designated for a single cohort of students to use for the entire day. Play spaces will then be cleaned and disinfected with an electrostatic cleaner at the end of each day.

Lunch will occur outside at all times, except for during inclement weather. If necessary, students will eat indoors, in their own classrooms. Windows and doors will remain open during this time.

Shared classrooms such as the art room or technology lab will be closed. Enrichment teachers will travel to individual classrooms to present their lessons. When possible, art and music classes will be conducted outdoors.

In our effort to limit outside visitors on campus, all afterschool enrichment activities are canceled until further notice. Business will be conducted through email, phones, and videoconferencing whenever possible.

Limit Sharing

Persons responsible: Pat Aguilar, Cathy Grimes, teachers

Date of Implementation: August 10, 2020

Each student's belongings will be separated and individually labeled.

- Students will be given their own supply kits containing pencils, crayons, erasers, and other commonly shared items.
- We have purchased extra supplies to minimize sharing when practicable.
- Chromebooks, manipulatives, and other items that must be shared will be cleaned and disinfected between each use.
- Students will be assigned desk/table space within the classroom.
- Items that cannot be cleaned and disinfected have been removed from the classrooms.

Train All Staff and Educate Families

Persons responsible: Pat Aguilar, Cathy Grimes

Date of Implementation: August 10, 2020

Prior to the school year all employees will attend Covid-19 training. This training will include information on:

- COVID-19 (how it spreads, identifying symptoms, prevention measures)
- How to conduct a daily self-wellness check
- How to conduct a daily wellness check on students
- How to use PPE/face coverings correctly
- Proper handwashing techniques
- Cleaning and disinfecting protocols
- Covid-19 Illness policy
- Covid-19 Leave procedures
- Surveillance of attendance procedures
- HIPAA and FERPA information
- Physical distancing strategies
 - Among staff
 - In the classroom
- How to wear PPE/Face coverings, check for signs and symptoms, cleaning and disinfection procedures

Prior to the school year all families will receive and sign the Phoenix Ranch Return to School Safety Plan.

- Teachers will discuss our safety plans during Back to School Night in August (conducted virtually through Google Meet).
- Safety/healthy reminders will be included in monthly communications from the school to the families.

Check for Symptoms – Screening Staff, Students and Visitors

Persons responsible: Pat Aguilar and Cathy Grimes

Date of Implementation: August 10, 2020

Temperature and Wellness Checks

- Staff will have their temperature taken and will complete a written health screening daily upon arrival.
- Children dropped off in the carpool lane will have their temperature taken while still in the car. Parents will complete the health screening questionnaire as part of the Brightwheel check-in process. Students with a temperature of 99.4 or higher will be asked to go home.
- Visitors may not enter the office or school grounds if they are feeling ill. A temperature check and health screening will be conducted before allowing anyone on campus.

Monitoring Throughout the Day

- Teachers and staff will monitor student health throughout the day.
- If a child develops symptoms of illness, the student will be brought to the health office for further investigation of symptoms.
- Staff and students with a fever of 99.4 degrees (using a temporal scan thermometer) or higher, cough, or other COVID-19 symptoms will be sent home.
- Parents will be communicated with immediately if a child becomes ill during the school day.

Illness Policy Addendum – ZERO TOLERANCE POLICY

Resuming school in the midst of a global pandemic requires Phoenix Ranch School to implement a **ZERO TOLERANCE** illness policy. It is expected that **ALL** families will comply and support us in our efforts to keep our school community as safe and healthy as possible.

- All staff and children **MUST** stay home when feeling ill.
- Given that Covid-19 is transmittable even when mild or no symptoms are present, we will ask parents to take even the slightest sign of illness seriously out of an abundance of caution.
- Upon arrival each day, the staff will conduct a screening of every child. A screening will entail taking a child's temperature using a no-touch infrared forehead thermometer, questions about the child's well-being, as well as 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, parents will be asked to take the child home.

- **Children must stay home if he/she:**
 - has a temperature of 99.4 degrees or higher (using a 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
- Even if parents disagree with the school's decision to send a child home, they must pick-up the child regardless and may return the following day with a doctor's note clearly stating the child has been seen by the doctor and may safely return to school without the risk of infecting others.
- 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 in order to prevent spread. A staff member will accompany the child at all times to help keep the child comfortable and safe.
- If a child is out due to illness and has a sibling who is also enrolled in the school, both must stay home until 3 day symptom free, even if one does not exhibit any symptoms of illness at all.
- All staff will also be screened upon arriving to work and will be sent home if we see any signs of illness.
- If a child or staff member is asked 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.
- All children must be up to date on all required vaccines.
- If a child has asthma or any other underlying health condition putting him/her at higher risk of getting ill, it is imperative that a doctor's note be provided to return to school, and an individualized plan be drafted with the administration to assure your child's health and safety while in our care.
- If a child, family member, or staff member is exposed to an individual who tested positive or is suspicious of having COVID-19, the administration must be notified immediately.
- Parents or other adults who are experiencing any symptoms of illness may not enter school grounds.

Plan for When a Staff Member, Student or Visitor Becomes Sick

Persons responsible: Pat Aguilar and Cathy Grimes

Date of Implementation: August 10, 2020

Each campus has a health office which can become an isolation room when necessary. Any student or staff member exhibiting symptoms will be immediately required to wear a face covering and to wait in the isolation office until they can be transported home. Parents are required to pick students up within 30 minutes.

Mrs. Aguilar or Mrs. Grimes will notify county health officials immediately of any positive case of COVID-19. Exposed staff and families as relevant will also be notified. Confidentiality will be maintained as required by state and federal laws.

If a student or class is required to stay home, distance learning will continue, either through live-streaming classes or virtual learning through Google Classroom.

Positive Case of COVID-19 in the school community

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.

- 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 10 days from symptom onset or positive test date.
- All individuals who have been in contact with this individual will be asked to get tested and to quarantine for 14 days after the last day the case was present at school. If a child was in contact with someone who tested positive, parents will be notified.
- We recommend testing of any individual that had contact with the positive case.
- If a child, family member, or staff member is exposed to an individual who tested positive or is suspicious of having COVID-19, the administration must be notified immediately to take appropriate measures.
- The classroom and any other spaces where the case spent significant time will be disinfected and cleaned.
- Phoenix Ranch School's action plan, 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.
- In order to avoid the need for a school-wide closure, groups will refrain from co-mingling with other groups. This way, if a child or staff member tests positive, only that particular group may be excluded from school for 14 days. If a class is required to stay home for quarantine, distance learning will begin immediately.

Close Contact With a Confirmed COVID-19 Case

If a child or staff member has close contact with a confirmed Covid-19 case, the administration will notify the health department immediately for guidance, and parents will be informed as well.

- The child or staff member will be sent home from school
- The child or staff member will quarantine for 14 days from the last exposure.
- We recommend testing, but this will not shorten the 14 day quarantine.
- School/classroom will remain open.

Any outbreak will be investigated to determine if work-related factors could have contributed to risk of infection. Protocols will be updated as needed to prevent further cases. If there is a confirmed COVID-19 case on campus, any areas that have been used by that individual will be closed for disinfection and cleaning. We will wait 24 hours if possible before disinfecting the areas.

Maintain Healthy Operations

Persons responsible: Pat Aguilar and Cathy Grimes

Date of Implementation: August 10, 2020

Identification and Tracing of Contacts

We will monitor staff absenteeism and have trained back-up staff to step in when needed. We will also monitor illness and symptoms among staff and students daily, and keep a log of illness activity.

- Mrs. Grimes and Mrs. Aguilar will be the liaisons responsible for responding to COVID-19 concerns.
- When students are absent families will be contacted to document the reason for the absence.
- Students and staff will be monitored for different types of illness and will be isolated promptly as needed.
- Family and staff communications regarding COVID-19 issues will occur through Brightwheel, and Constant Contact messaging.
- Staff and families will notify the school of COVID-19 related issues, per signature on the Return to School Safely agreement.
- Confidentiality of all individuals will be maintained, as required by FERPA and state law.
- When questions arise, Mrs. Aguilar and Mrs. Grimes will contact VCPH for guidance.

Testing of Students and Staff

- Staff will be routinely tested, on site, every 2 months.
- PMH Laboratory will come to the school and administer the COVID Pcr test and the IgG antibody test (<https://pmhlaboratory.com/>)
- Students will be referred to their Pediatricians if a test is recommended (symptoms present or possible exposure to a positive case).
- In the event of a positive case, all individuals, including household members, from that cohort will be tested on site.
- In the event only one or two people need to get tested, individuals will be directed to the free testing site at Moorpark College (open 5 days a week from 10am to 7pm).

Consideration for Partial or Total Closure

Persons responsible: Pat Aguilar and Cathy Grimes

Date of Implementation: August 10, 2020

Phoenix Ranch School will contact VCPH before closing any classrooms or the school due to local conditions or COVID-19 cases.

- Local orders and health department notices will be checked daily and operations will be adjusted accordingly.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at school we will consult the CDPH Framework for K-12 Schools and implement the following steps:

- In consultation with the local public health department, we will decide whether school closure versus cleaning and quarantine of exposed persons or other interventions is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the VCPH.
- We will close off the classroom or office where the patient was based and not use these areas until after cleaning and disinfection.
- Any additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Families and the school community will be notified of possible exposure at school through messaging platforms (Brightwheel, Constant Contact)
- Staff will also be informed about applicable labor laws, disability insurance, EFMLA, and EPSL
- We will continue to remind parents, teachers and staff about the importance of community physical distancing measures while school is closed and discourage students or staff from gathering elsewhere.
- Regular communications with VCPH will continue throughout the closure.

This Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date)