

Kenwood School District

COVID-19 SAFETY PLAN

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in 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 stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

- The maximum number of students and staff will be 14 students and 2 staff; the minimum number will be 1 student and 1 staff. Kenwood School is prepared and able to fully follow all the cohort requirements by SCOE and Health Department at all times.

If you have departmentalized classes, how will you organize staff and students in stable groups?

- Students are assigned to a stable group/cohort that does not interact with other groups.
 - Siblings in the same grade band will be in the same cohort.
 - Cohort groups consist of 8-14 students, each in their own designated classroom with 6+ foot clearance between student work stations and teachers.
- Recess and PE will be outdoors and in designated spaces with a staggered schedule so that each stable group/cohort does not commingle.
- Outdoor recess and play:

- A revised recess schedule has been created to limit the number of students on the playground at one time. Each class will have their own recess time and designated play space. Cohorts will not commingle during recess or breaks.
- In accordance with health and safety guidelines, students will play only with their designated group.
- Recess will be supervised by each specific classroom's assigned team of teachers.
- Students will be supervised to keep their physical distance when playing. Signage has been installed at all campuses to designate 6 feet distancing.
- Common playground toys will not be used.
- The outdoor play structures will be regularly cleaned, power washed, and disinfected.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Arrival and dismissal procedures have been carefully planned and assigned campus entrances and exits to ensure the best scenario for cohorts/students to avoid close contact and mixing of cohorts, as well as allow for physical distancing and Kenwood School's required daily health screenings.

- Upon arrival (all students are transported to school in parent vehicles), students will wait in their parent's vehicle until supervising faculty/staff signals the student to exit the vehicle.
- Following a temperature check with a touchless thermometer, students will proceed directly to the cohort classroom's handwashing station and then enter the classroom, following the specific route and campus entrance for their group/cohort.
- Throughout the school day, each stable group/cohort will have a specific schedule of activities (arrival, recess, lunch, departure) and designated, specific route for restroom use and activities to prevent close contact or mixing of cohorts.
 - Restroom use is staggered so that only one student/staff will use the restroom at a time to ensure physical distancing. Good ventilation and air circulation in the restrooms will be ensured through open windows and/or increasing air circulation through the school's HVAC system.

- Parents are not permitted on our campuses during this time. Only Kenwood School students and staff are permitted to be on campuses.
- Signage will be installed at all campuses to designate 6 feet distancing.

Face Coverings and Other Essential Protective Gear: How CDPH’s face covering requirements will be satisfied and enforced for staff and students.

Kenwood School will adhere to research-based guidance from infectious disease experts. Students of all ages (K-grade 6) and staff will be required to wear face masks during the school day.

- All students and staff will be required to wear face masks to cover their nose and mouth at all times except while eating. Vented masks are not permitted.
- Face masks will be worn both indoors and outdoors (except when eating).
- Proper use, removal, and washing of face coverings has been shared with students, their families, and school staff and will continue to be shared throughout the school year.
- Approved types of face coverings have been and will continue to be communicated to students, families, and staff. (Approved: double layer cloth masks and disposable 2 or 3-ply medical face masks only. Not approved: gaiters, bandanas, single layer cloth masks)
- Students will have 2 extra masks stored at school in a sealed bag labeled with the student’s name.
- The school has a large supply of disposable face masks available for students or staff who forget their masks.
- In the event a student refuses to wear a face mask at school and is not exempt from wearing a face covering, the student will be excluded from campus and will participate in concurrent distance learning (available through classroom technology to support students who are not able to return to in-person instruction due to health concerns).
- Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school and therapists, must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative so the student can participate in in-person instruction. Alternatively, the student can participate in concurrent distance learning.
- Additionally:
 - Each teacher has an individual portable plexiglass safety divider to use in all classrooms and other environments.

- Additional plexiglass dividers are available for student use.
- Kenwood School has purchased ample PPE for staff use or student use as needed, including disposable face masks, plastic face shields for teachers, disposable gloves for all staff.

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.

Students and staff will be screened for symptoms of COVID-19 each day in the following way:

- All students (parents will complete on behalf of student) and staff* will be required to complete a daily health screening to include:
 - a touchless temperature check in the morning at home
 - reporting of any symptoms of COVID-19 that the student has experienced
 - reporting of any household members with symptoms of COVID-19
 - reporting of any possible exposure to the virus by the student or family
 - on arrival at school, staff will check students' temperatures with a touchless thermometer.

*This practice is already established with faculty and staff who participate in daily health screenings even during distance learning.

- Students with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department.

Kenwood School protocols to respond to student COVID-19 symptoms follows the [Health Department and Sonoma County Office of Education guidelines](#) as well as the school's own sick policy:

- Students are not allowed to attend school if they are showing any symptoms of illness which could be passed on to another child or adult.
- Students may not attend school if any member of the household has symptoms of COVID-19.

If a student becomes ill while at school:

- Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.4 F (38 C) degrees while at school, parent/guardian will be contacted for an immediate pick-up.

- The student will be removed from class immediately. The student will be isolated (comfortably) in a designated room, continue wearing a face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until the parent/guardian arrives to take the student home as soon as possible. Our campuses has a designated room for isolation of students who become ill at school.
- The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment: N-95 face mask, face shield, disposable gown to cover clothing, and disposable gloves.
- The parent/guardian, or those authorized to pick up a student from school, will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick up.
- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with Health Department guidelines. The areas where the student was prior to reporting symptoms will be cleared of all students and staff and will be immediately cleaned and disinfected.

If a staff member becomes ill at school:

- He/she is required to leave school immediately (if at school). We will follow procedures outlined in the table below for diagnosis and return to school.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

- Routine handwashing will be built into the daily schedule and emphasized by staff.

Students will wash hands upon arrival, before and after eating, after using the restroom, after being outside the classroom (e.g., PE or recess), before leaving to go home, and as needed throughout the day.

- Handwashing by younger students will be supervised by staff to ensure proper handwashing practice.
- Each classroom has access to restroom facilities that are equipped with sinks and soap. (Restroom visits by students/staff will be staggered so that one person is using the restroom at a time.) Ventilation in restrooms will be increased by opening windows and/or use of the HVAC ventilation system.
- Drinking fountains have been closed. Students and staff will bring their own personal water bottles labeled with names to school.
- Hand sanitizers are distributed in multiple locations in all classrooms and outdoor areas that will be used by students and staff.
- Staff will supervise frequent handwashing and will reinforce with students the practice of frequent handwashing.
- Posters reminding students and faculty to wash hands and how to wash hands have been prominently displayed in classrooms and at handwashing stations.
- Additional healthy hygiene practices:
 - Students' belongings will be separated and individually labeled. Sharing of materials has been discontinued. Students will have individual digital devices, writing utensils, notebooks, art supplies.
 - Outdoor areas will be used as outdoor classrooms as much as possible for all grade levels. We are fortunate to have large, beautiful campuses that allow us to implement this plan.
 - Students have individual student-assigned desks, chairs, school supplies, and electronic devices (no sharing).
 - Classrooms are equipped with no-touch trash cans.
 - Kenwood School keeps in stock ample supplies of soap, tissue, disposable face masks, hand sanitizer, face shields, and cleaning and disinfecting products.

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 tracing, 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.

Contact Tracing:

Kenwood School has designated one staff member, Christopher Taylor, as a primary contact tracer in the event of exposure to COVID-19.

Contact tracer at Kenwood School:

- Christopher Taylor: ctaylor@kenwoodschool.org (707)833-2500

This employee will begin immediate contact tracing procedures when notified of a confirmed case of COVID-19 among staff or students. The contact tracer at Kenwood School will also immediately notify the Sonoma County Health Department and follow contact tracing procedures such as creation and submission of lists of exposed students and staff to the Health Department and notification of exposed persons.

Designated staff person(s) for public health to contact about COVID-19:

- Bob Bales, bbales@kenwoodschool.org, (707)833-2500

Contact tracers' actions if there is a confirmed case:

If there is a confirmed case of COVID-19 among staff or students, Kenwood School will follow protocols in accordance with the Health Department and Sonoma County Office of Education and the school's policies:

- Notify the Sonoma County Department of Health.
 - If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, we will contact public health via the school hotline number. We will ensure that FERPA protocols are being followed in any communications.
 - We will notify Sonoma County Health Department of any known case of COVID-19 among students or employees within 24 hours from the time Kenwood School staff is first made aware of a new case. We will supply the following information:
 - Full name, address, telephone number, and date of birth of the individual who tested positive;
 - date the individual tested positive, the campus location(s) at which the individual was present on-site within the 2 days preceding symptom onset or the positive test, and the date the individual was last on-site at any of our campuses;
 - the full name, address, and telephone number of the person making the report.
- Advise infected individual to Isolate at home and exclude from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date of when the test was taken.
- Advise individual to isolate and stay out of school for 10 days from symptom onset date and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and other symptoms have improved. If asymptomatic, individual should isolate for 10 days from specimen (test) collection date.
- Begin **immediate** contact tracing:

- identify contacts who may have been exposed starting from 2 days before case's symptom onset or from the date of positive test result if case is asymptomatic;
- recommend exposed contacts be tested on day 8 from exposure;
- if tests of exposed contacts are negative when tested on day 8 from exposure, may return to school on day 10 following test date;
- if exposed contact refuses testing, individual may not return to school for 28 days (14 day incubation period + additional 14 days to take into account possible infection that could develop on 14th day after exposure).
- In consultation with public health, we will decide whether a class or entire school closure is warranted, using guidance provided by CDPH.
 - Our COVID-19 Liaison will work with public health to conduct contact tracing and notify exposed students/staff following FERPA protocols for student information.
 - We will follow public health determination as to whether quarantine and testing is necessary based on the length of exposure, number of people exposed, and closeness of contact.
- Notify the school community pursuant to guidelines we have established in our communication plan:
 - Kenwood School will communicate information about quarantine of affected class/es and cohorts to the affected groups.
 - Kenwood School will notify the general school community without disclosing personally identifiable information of students or staff.
- Kenwood School will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire school campus before reopening.
- We will work with public health and await notification from them for when it is safe to reopen the classroom or school. Kenwood School will then make the final determination when to reopen based on CDPH guidance.

Actions to take if there is a confirmed or suspected case of COVID-19

<p>1. COVID-19 symptoms (fever, cough, loss of taste or smell, difficulty breathing, etc.). Symptom screening.</p>	<ul style="list-style-type: none"> ● Send home if at school ● Recommend testing (if positive, see #3, if negative, see #4) ● School/classroom remains open
<p>2. Close contact with a confirmed COVID-19 case</p>	<ul style="list-style-type: none"> ● Send home if at school ● Exclude from school for 10 days from last exposure per CDPH quarantine recommendations ● Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative)
<p>3. Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> ● Notify Sonoma County Health Dept. ● Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date ● Identify school contact, inform the Sonoma County Health Dept. of identified contacts (possibly the entire cohort) from school for 10 days after the last date the case was present at school while infectious. ● Begin contact tracing (details and steps included below). ● Recommend testing asymptomatic contacts 8 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). ● Disinfection and cleaning of classroom and primary spaces where case spent significant time. ● School remains open.
<p>4. Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</p>	<ul style="list-style-type: none"> ● May return to school after 24 hours have passed without fever and symptoms have started improving. ● School/classroom remain open

- When a student or a group of students are required to quarantine because of exposure to COVID-19, Kenwood School will provide instruction through our Distance Learning program.

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

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 feet

Minimum: 6 feet (If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.)

The flexible design of our campuses' classrooms and outdoor spaces, as well as additional classroom spaces that we have obtained for use during this time, and our low student ratios fully support guidelines for 6 feet distancing requirements between students and teachers established by the Health Department and Sonoma County Office of Education. We have also added the following additional furnishings and protocols for safety:

- New individual desks replacing shared tables.
- All student desks are for an individual student and have been arranged with 6 feet distancing between each other
- Teachers will remain 6 feet away from students and each other.
- Plexiglass safety dividers have already been purchased for all teachers and will be used by each teacher in all classrooms and other environments. Additional plexiglass dividers are available for student use if needed.
- PE activities will incorporate activities that do not require contact between students and that can be accomplished with 6 feet distancing requirements and outdoors. Face masks will be worn by students and the PE teacher during PE.
- Teachers will eat lunch in their cohort classroom or outside and take breaks outdoors and maintain 6 feet distancing from other teachers and students.
- Signage will be installed at all campuses to designate 6 feet distancing.

Additionally:

- Meetings between adults will be conducted virtually.
- Non-essential visitors will not be allowed on campuses or in classrooms.

- We expect to use virtual/video meetings instead of in-person meetings for any classroom educational experts and guest speakers.
- Campus visitors (including parents) are not permitted during this time.
- Field trips are suspended until further notice.
- All administrative and teacher meetings with parents and the community will be conducted via Zoom or virtual meetings. In the rare occasion an in-person meeting must occur, all safety precautions and physical distancing guidelines will be followed.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Kenwood School has already trained and continues to train faculty/staff and school families and reinforce the application and enforcement of the safe reopening plan during faculty/staff meetings. Training will continue and be ongoing throughout the school year.

The COVID Safety Plan will be posted to the [Kenwood's School's website at \(www.kenwoodschool.org\)](http://www.kenwoodschool.org) and is available for the public to view.

The following training of staff and family education is implemented:

- Enhanced sanitation practices
- Physical distancing guidelines and the importance of maintaining 6 feet distance
- Proper use, removal, and washing of face masks/coverings
- Daily health screening practices and protocols
- COVID-19 specific symptom identification
- How COVID-19 is spread
- When to seek medical attention
- Preventing the spread of COVID-19 if sick, including employees not coming to work if symptomatic or if they or someone they live with has been diagnosed with COVID-19.
- Importance of students and staff not to come to school/work if they have symptoms, live with someone who has been diagnosed with COVID-19, or had close contact with someone diagnosed with COVID-19
- Plan and procedure to follow when children/adults become sick at school
- Plan and procedure to follow if students, their families, and faculty/staff travel
- Plan and procedure to protect employees from illness

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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

- When Kenwood School is able to reopen and students are on campus for in-person learning, testing will be conducted as follows, while Sonoma County is in the following tiers:

- Deep Purple Tier:
 - Asymptomatic Testing: We will conduct testing of students and staff every two weeks.
 - Exposure Testing: If students or staff members have been exposed to COVID-19, they will be required to test on day 8 following exposure.
 - Symptomatic Testing: Students or staff experiencing symptoms of COVID-19 will be recommended to test immediately.

Testing cadence will follow the State of California’s recommendations for K-12 schools:

- Purple Tier:
 - Asymptomatic Testing of Staff: Every 2 weeks
 - Symptomatic and Response Testing as needed for exposures and outbreaks.
- Red Tier:
 - Asymptomatic Testing of Staff: Every 2 weeks
 - Symptomatic and Response Testing as needed for exposures and outbreaks.
- Orange Tier:
 - No Asymptomatic Testing of Students and Staff
 - Symptomatic and Response Testing as needed for exposures and outbreaks
- Yellow Tier:
 - No Asymptomatic Testing of Students and Staff
 - Symptomatic and Response Testing as needed for exposures and outbreaks.

Testing of Students: How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

If a student has symptoms of COVID-19:

- If a student exhibits any symptoms of COVID-19, they will be prohibited from attending in-person instruction.
- The student will be required to consult their personal physician for clearance to return to school. A physician's clearance indicating that symptoms are typical of an individual's underlying chronic condition is acceptable for returning to school. Individual may return to school after 24 hours have passed without fever and symptoms have started improving.
- Immediate testing will be recommended if a physician's clearance is not obtained. If the results of the test indicate a positive COVID-19 diagnosis, the student must stay out of school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.
- The school requires notification of test results as soon as received by the family.
- During this time that the student is awaiting test results, the student will participate in Distance Learning.

If a student has been exposed to COVID-19:

- Students and their family members are advised to obtain a COVID-19 test on day 8 following exposure. Student and their parents need to provide a copy of the COVID-19 test with negative results to be able to return to school (see below for testing recommendation timelines), or quarantine for 14 days without taking a test.
- The student will be referred to their primary care provider for COVID-19 testing.
- Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative).
- Students are excluded from school for 10 days from last exposure per CDPH quarantine recommendations.
- If a student has been exposed to COVID-19 as a result of an at-school case, the student's parents/guardians will be notified through contact tracing procedures. Kenwood School will follow all requirements indicated by Health Department protocols and the school policies.
- In the event that a student must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the student will continue to have access to instruction via our robust Distance Learning program.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Kenwood School will follow all reporting requirements and guidelines should there be a confirmed positive case of COVID-19 among students and/or employees:

- Notify the Sonoma County Health Department:
 - If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, we will contact public health via the school hotline number. We will ensure that FERPA protocols are being followed in any communications.

- We will notify Sonoma County Health Department of any known case of COVID-19 among students or employees who were present on our campuses within the 10 days preceding a positive test for COVID-19. Notification of the health department will be within 24 hours from the time Kenwood School staff is first made aware of a new case. We will supply the following information:
 - Full name, address, telephone number, and date of birth of the individual who tested positive;
 - Date the individual tested positive;
 - Symptom onset date or positive test date
 - Dates and campus locations at which the individual was present on-site from 2 days before symptom onset or date of positive test result; and
 - The full name, address, and telephone number of the person making the report.
- Kenwood School staff and contact tracers are aware that schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to our local health department regarding COVID-19 testing and cases.
- If a case of COVID-19 is confirmed among students or employees, Kenwood School contact tracers will work with the Sonoma County Health Department to conduct contact tracing.
- If a case of COVID-19 is confirmed among students or employees, Kenwood School will work with the Sonoma County Health Department to notify the school community, including specification notifications of stable groups/classrooms regarding their exclusion status and instructions.
- If a case of COVID-19 is confirmed among students or employees, Kenwood School will work with the Sonoma County Health Department to determine whether a specific stable group/classroom or the entire school needs to be closed.
- Kenwood School will continue to consult with the Sonoma County Health Department for guidance during any closure of classroom or school.

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.

In the event that an individual at Kenwood School has a confirmed case of COVID-19, Kenwood School will:

- Contact Sonoma County Health Department using the school hotline number: 707-565-4667

- In consultation with Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required (we are a single- school entity as opposed to a district).
 - in consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
 - in consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR
5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
 - we have cleaned and disinfected all classrooms
 - had a public health investigation
 - consulted with Sonoma County Health Department

We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.