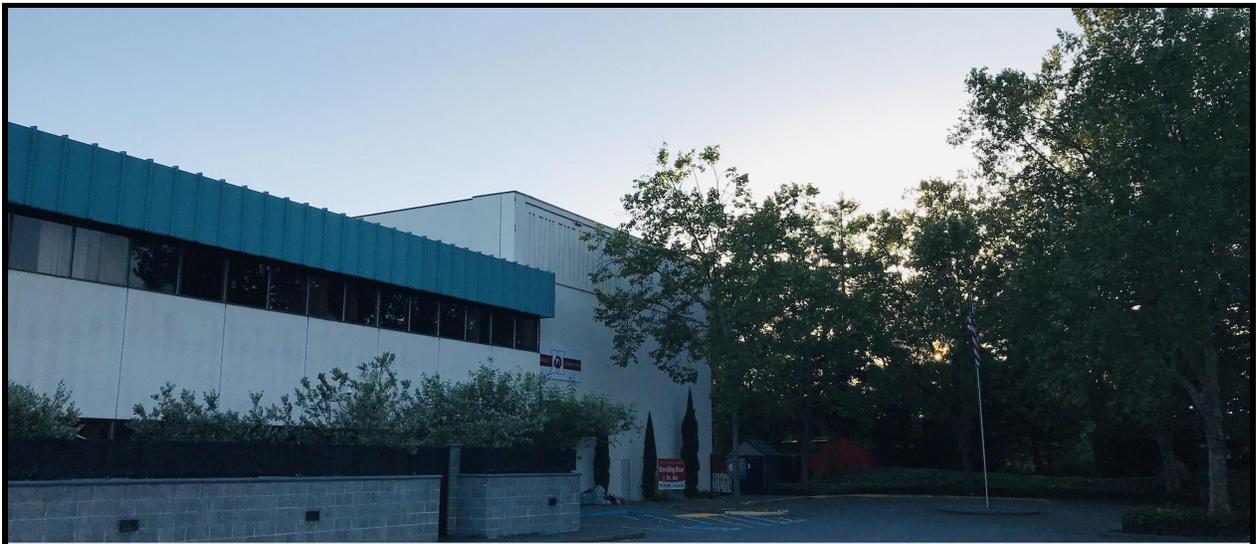




Campus Safety Plan for COVID-19 Prevention

2021 - 2022



Harvest Christian School

3700 Lakeville Hwy., Ste. 210

Petaluma, CA 94954

707-763-2954

info@harvestpetaluma.org

www.harvestpetaluma.org

HCS On Campus Covid Safety Protocols

(Master Document)

Last Edited: 09/10/21

Created July 29, 2020

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Introduction

All schools in California, whether public or private, are required to comply with health mandates as issued by the California Department of Public Health. Each part of the HCS safety plan was written with this requirement in mind.

The purpose of this safety plan for the 2021-2022 school year is to provide guidelines for a safe and healthy campus. To prepare this document, Harvest Christian School utilized a COVID-19 committee made of members of our community with backgrounds in healthcare, law enforcement and education. One purpose of this committee is to develop protocols to keep our students, staff members and families as safe and healthy as possible. Another goal of the committee is to keep our school up-to-date on new information as it is made available. The safety plan is subject to modification as the COVID-19 situation changes. We will make every effort to keep students, families and staff members up to date as changes occur.

Cleaning & Disinfection

Cleaning & Disinfecting

- Harvest Christian School will have its student and staff bathrooms fully cleaned and disinfected daily. Best COVID-19 sanitization practices will be used.
- Students and staff members will be required to wash hands multiple times per day especially before snack times and mealtimes and after using the restroom.
- Multiple no touch hand sanitizer stations have been installed throughout the campus.

Cohorting Protocols

Stable Classroom Cohort(s)

- During recess, class cohorts will play with students from their own classroom cohort.
- Class cohorts will eat meals and snack together outside as weather permits or inside, when needed, with proper ventilation.
- While indoors, all students, TK-8th grade, are required to wear a mask / face covering.
- Before entering the classroom, students will wash hands in the restroom or at a handwashing station, when feasible.
- We will emphasize the use of hand sanitizer before entering the classroom and throughout the day.
- Students will line up using social distancing.

Playground Equipment

- The play structure will be used by classroom cohorts separately during their designated recess breaks. Only one cohort will be allowed per play area on the outdoor playground.

Food & Meals

- We ask that you refrain from one-time use water bottles and instead send your child to school with a filled, large water bottle.
- Tables will be cleaned after each use.

Entrance, Egress, & Movement within the School

Entry / Exit Routes

- **Drop Off Procedures (Fair Weather and Bad Weather)**
 - All students grades TK-8 will put on their masks once they have exited their vehicle during drop off times.
 - Unless otherwise directed by HCS administration, adults other than staff members are not allowed into the school building other than the school office.
 - TK students are to be walked into the side gate (near the front of the school) to be dropped off with their teacher in the TK yard.
 - Parents are encouraged to drive around the roundabout to drop off their children to better limit foot traffic around the campus in the mornings.
 - Parents may also walk their children to the front of the school but may not enter onto the school campus past the school front office. Please wear a face covering during these times.
- **Pickup Procedures (Fair Weather)**
 - We have modified our Dismissal & Pickup times as well as pickup locations to lessen the amount of foot traffic and car traffic during this busy time:
 - **3:00 pm TK - 2nd** - Students will wait on the patio and/ or playground areas to be picked up at the roundabout. We ask that you arrive promptly on time to accommodate students getting picked up. Social distancing will be used during these times as feasible.
 - **3:00 pm 3rd-5th** - Students will wait at our traditional site for school pickup at the south end of HCS/Labcon building. Social distancing will be used during these times as feasible.
 - **3:00 pm 6th-8th** - Students will wait at our traditional site for school pickup at the south end of HCS/Labcon building. Social distancing will be used during these times as feasible.
 - Aftercare students will check in on the back patio area and remain outdoors until weather or lack of sunlight prevents otherwise.

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- **Pickup Procedures (Bad Weather)**

- We have modified our Dismissal & Pickup times as well as pickup locations to lessen the amount of foot traffic and car traffic during this busy time:
- **3:00 pm TK - 2nd** - Students will wait downstairs and divide into 4 distinct areas to await pickup. We ask that you arrive promptly on time to accommodate the next group of students to be picked up. A staff member will call for the student to come to the front door to be picked up.
- **3:00 pm 3rd-8th** - Students will wait in their classrooms until space opens up downstairs for that grade to come and wait downstairs. Once space has opened up, each grade will sit in 3 distinct locations to await pickup. A staff member will call for the student to come to the front door to be picked up.
- Aftercare students will check in on the back patio area and remain outdoors until weather or lack of sunlight prevents otherwise.

Movement on Campus

- **Hallway Protocols**

- There are markers on the floor and walls to indicate which direction to walk.
- When students get to the staircases, a teacher or staff member will wait at either the top or bottom of the staircase to eliminate crowding.

- **Stairway Protocols**

- The carpeted staircase near the Kindergarten classroom will be used for walking downstairs only.
- The non-carpeted staircase near the science room will be used for walking upstairs only.
- This practice will eliminate passing traffic while using the stairs.
- In the event of an emergency or emergency drill, students will use the safest exit route and will bypass this COVID-19 protocol.

- **Bathroom Protocols**

- Students may be asked to come back later or wait on socially distanced chairs near the restroom.
- During class time, teachers will call down to the front office before sending a student to make sure there is not too much traffic in the restroom area.

Recess Schedule

- **TK cohort students** will play in the TK yard under the direct supervision of their teacher and teacher's assistant. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.
- **K-2nd grade students** will play outside either on the turf, play structure or black top. This group will play with their own grade level class cohort outside. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.
- **3rd-5th grade students** will play outside either on the turf, play structure or black top. This group will play with their own grade level class cohort outside. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.

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- **6th-8th grade students** will play outside either on the turf, play structure or black top. This group will play and socialize with their own grade level class cohort outside. Social distancing will be practiced when feasible. Masks are not required outdoors. Snacks and drinks may be brought outside for recess.

Face Coverings Protocol

Face Coverings

- TK-8th grade, face coverings are required indoors, and optional outdoors. Adults are required to wear face coverings when sharing indoor spaces with students.
- A cloth face covering or face shield may be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be dealt with as per school guidelines or placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

Health Screening for Students & Staff

Health Screening for Students & Staff

Please make note of the following scenarios and check for the following symptoms *before* sending your child to school. Your child's teacher will provide everything your student needs to complete their work while at home. Please keep your child home from school if any of these scenarios or symptoms apply to your child or family (this guidance applies to staff, students, and any approved volunteers):

- fever over 100.4 degrees Fahrenheit
- persistent cough or runny nose
- loss of taste or smell
- difficulty breathing
- exposed to the following:
 - a) a COVID-19 positive person
 - b) a person, including household members, who suspects they may have COVID-19 and are waiting to be tested
 - c) a person, including household members, who suspects they may have COVID-19 and are waiting for a test result

If your child needs to stay home for any of the above reasons, each teacher will make any necessary adjustments to assignments, as well as provide assistance, so your student stays on track.

If your child is being evaluated for COVID-19, please note the following:

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- They may return to school if they have received a negative PCR test or if they have received an alternate diagnosis made by their healthcare provider and they follow any criteria for returning to school related to that diagnosis.
- If a household member is being evaluated for COVID-19.
 - The household member should isolate / quarantine as appropriate and get tested right away. Your child / children may come to school unless the household member tests positive for COVID-19.
- If a household member tests positive for COVID-19.
 - Household members who have been in close contact with the positive case within 2 days of when symptoms began should stay home and not return to school until after completing quarantine. Contact your school nurse for support and guidance on quarantine and testing protocols.
- If an unvaccinated household member has a known COVID-19 exposure.
 - The household member should isolate / quarantine as appropriate.
 - Your child/children may come to school unless it is determined that your child/children have been in close contact with a confirmed positive case.
- If your child has had close contact with someone (outside of the household) who has tested positive for COVID-19.
 - *They should get tested 5 - 7 days after their last contact with the person who has COVID-19.*
 - Provide negative test results to your school site. The administration will coordinate your student's safe return to school. Students with known underlying health conditions may be at increased risk of severe illness. These health conditions may include Diabetes (Type I and II), immune system deficiencies, or chronic respiratory conditions. If your child has a chronic health condition, please consult with your child's healthcare provider to determine if/when it is safe to attend school.
- If a student becomes ill while at school, the student will be isolated in a low-traffic area while waiting to be picked up.
- If a staff member becomes ill while at school, classrooms and school will remain open and a substitute teacher/staff will be assigned during the absence.
- If a student or staff member suspects that he/she has COVID-19, we recommend they get tested by their healthcare provider.
- For more updated information or if you have any questions, please contact the HCS office or your healthcare provider.

Healthy Hygiene Practices

Health / Safety Practices & Protocols

- Parents will check their children for signs of infectious illness every day prior to coming to campus.

Policy for Teachers, Students, & Staff

- Anyone who is feeling sick with any of the following symptoms: cough, runny nose, headache, fever, shortness of breath, fatigue, an overall sense of not feeling well is encouraged to stay home and rest.
 - Any person with a fever over 100.4 will need to stay home until they are symptom-free for 48 hours without the use of medication.
 - Any person who begins to feel ill or sick during the school day is to report to the school office so staff can assess the situation.

Document / Record Visits to Classrooms

- The HCS campus will be closed to non-approved visitors. Any approved visitors to campus will be required to sign in and comply with all health and safety protocols. Records of all campus visitors will be recorded and available for tracing and tracking purposes.
- Classrooms will also be issued a tracing tracking log to use daily for all classroom cohort visitors (e.g. administrators, students from other cohorts, etc.).

Visitors to School

- The Harvest campus will not be open to visitors entering the facility, but will be limited to dropping off and picking up. All visitors must follow all health and safety requirements.

COVID-19 Quarantine Guidelines (August 13, 2021)

Quarantine Guidelines for exposure/close contact

***Exposure/close contact is defined as being within 6 feet of a Covid-19 positive person for more than 15 minutes over a 24 hour period:

- Or someone who is symptomatic and is going to get tested for COVID-19
- Or a person who is waiting for COVID-19 test results

1. Fully vaccinated individuals

If exposed can refrain from quarantine if:

- a. They are asymptomatic
- b. Monitor for symptoms for 14 days following exposure
- c. Test 3-5 days after exposure or ASAP if symptoms develop

2. Unvaccinated individuals

a. **For students only when BOTH are wearing masks**, the close contact may continue in-person instruction if:

- i. They are asymptomatic
- ii. Continue to appropriately mask
- iii. Undergo twice weekly testing for 10 days
- iv. Quarantine from all extracurricular activities at school, including sports, and activities in the community

b. **Employees** who are unvaccinated must quarantine for 10-14 days. They may be released after 10 days if tested negative on day 8 or later, even if both parties were masked.

3. Unvaccinated close contacts if contact OR the infected person is without a mask, the close contact must:

- a. For students only, quarantine can end after day 7 if testing is done on/after day 5 from the date of last exposure and tests negative. Quarantine can end after day 10 without testing.
- b. In addition to the above, if quarantine is ended before 14 days, an exposed person must remain asymptomatic, continue daily monitoring for symptoms, wear a mask when around others, practice hand hygiene, and avoid crowds.
- c. If any symptom develops during the 14 day period, the exposed person must isolate, get tested and contact their healthcare provider for guidance.

Source: SCOE webinar, August 6, 2021

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Contact Tracing Protocols

HCS Contact Tracing Support

- The HCS *Contact Tracing Support Contacts* have been certified as contact tracers and will provide initial contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.

Primary Contact Tracing Support **	Stacey Arancio, Office Manager	sarancio@harvestpetaluma.org 707-763-2954
<ul style="list-style-type: none">'John Hopkins University, COVID-19 Contact Tracing Certificate of Completion' (09/23/20)		
Lead Contact Tracing Support **	Carol Castillo M.D. Health Liaison	ccastillo@harvestpetaluma.org 707-763-2954
<ul style="list-style-type: none">'California Department of Public Health, COVID-19 Virtual Training Academy, Contact Tracing Certificate of Completion' (05/13/20)		

HCS Designated Staff for Public Health Contact (COVID-19)

- Below lists HCS's COVID-19 designated staff member(s) for public health to contact about COVID-19.

*Primary POC	Jon Wraith, Principal	jwraith@harvestpetaluma.org 707-763-2954
Secondary POC	Stacey Arancio, Office Manager	sarancio@harvestpetaluma.org 707-763-2954

***All HCS staff, students / families must sign the 'HCS Contact Tracing Agreement' to participate in on-campus classes**

Contact Tracing Protocols

Protocol for Sick Student at School or Report of New COVID-19 Diagnosis ***

- Student(s) displays signs of infectious illness consistent with COVID-19.
- Teacher or staff excuses student(s) from classroom, cohort, or area within the school and notifies COVID-19 designated POC.
- COVID-19 POC takes the student(s) to a designated isolation room/area until transportation can be arranged to send the student(s) home or to seek emergency medical attention.
- COVID-19 POC notify parents, guardians, or caregivers of ill student(s).
- Parents, guardians, or caregivers pick up student(s). The student(s) should consult with their healthcare provider for evaluation and determination if testing is recommended.

(-) Student **NEGATIVE COVID-19 test result.**

- Student(s) return to school following existing school illness management policies.

(+) Student **POSITIVE COVID-19 test result.**

- Student(s) is newly identified as having COVID-19.
- COVID-19 POC initiates a list of close contacts of the ill student and communicates the possible exposure to teachers, staff, and parents, guardians, or caregivers of student(s) in the school.
- Exposed areas (i.e. classroom) closed off for up to 24 hours. Cleaning and disinfection of area performed by appropriate staff.
- Administrators work with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts are notified, advised to stay home (quarantine for 14 days), and to consult with their healthcare provider for evaluation and determination if testing is recommended.
- Administrators of COVID-19 POC communicates with teachers, staff, and parents, guardians, or caregivers the importance of COVID-19 mitigation strategies (i.e. staying home when sick, washing hands, wearing masks, social distancing).
- Members of students' households are requested to quarantine for 14 days.
- Student(s) returns to school after at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

- Refer to the [Scenario Based COVID-19 Guidance for Schools](#) for detailed information.

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Contact Tracing Policy and Procedures

Approved: August 26, 2021

Objective and Scope: To establish Policy and Procedures for contact tracing for COVID-19 of all faculty, staff, students and families of Harvest Christian School (HCS).

Policy: HCS shall maintain contact tracing procedures for COVID-19 that meet all Public Health Department requirements and provide a safe learning environment for HCS faculty, staff, students and families.

Procedure:

- A. Personnel: Designated Contact Person: Jonathan Wraith, Principal. Designated Support Persons: Jason Villa, Vice Principal, Stacey Arancio, Office Manager. School Medical Resource Person: Carol Castillo M.D.
- B. Agreement to Participate: All faculty, staff, students and families of HCS must agree in writing to participate in contact tracing in connection to HCS, should contact tracing be indicated, prior to returning to HCS campus for the 2020-2021 school year.
- C. Reporting to HCS: All faculty, staff, parents and students of HCS are required to report to HCS close exposure to (less than 6 feet for greater than 15 minutes) or symptoms of COVID 19 immediately as a condition of being on the HCS campus.
- D. Routine Testing: 1. All unvaccinated faculty and staff will be tested for COVID-19 every week and all vaccinated staff and faculty will be tested every 8 weeks either through Color (Harvest Christian School's designated testing company), by their personal Healthcare provider, or the Petaluma Health Center. This routine testing does not require self isolation until results return. Results of these tests will be retained by HCS as part of their records.
- E. Exposure or Symptomatic Testing: All faculty, staff and students with close exposure to or symptoms of COVID-19 are required to be tested for COVID-19 as soon as a test can be scheduled with their Healthcare provider. If the person does not have a regular Healthcare Provider, the test shall be scheduled at the Petaluma Health Center. Persons who have scheduled a test for COVID-19 or have had a test for COVID-19 for exposure to or symptoms of COVID-19 shall remain at home, in self-isolation, until test results return. All test results must be immediately reported to HCS.
- F. Reporting to the Public Health Department: If a positive test result is reported to HCS, HCS will notify the PHD that same business day. Notification will include the name and contact information of the index case as well as the names and contact information of all other persons who have had close contact with the case while on HCS grounds.

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- G. Return to Campus: A confirmed case will not be allowed to return to the HCS campus until 14 days after the positive test result, unless otherwise recommended by the PHD.

HCS Contact Tracing Agreement

Dear Harvest Families and Staff Members,

In order for Harvest Christian School to comply with the requirements of the Sonoma County Health Department and the California Department of Public Health (CDPH) we ask that families agree to participate in contact tracing, should it become necessary. If contact tracing becomes necessary, you will be contacted by a Harvest Christian School administrator as well as a local health department representative to provide information regarding recent contacts.

Additionally, all faculty, staff, and students of HCS are required to immediately report to HCS close exposure to a COVID-19 positive person (*less than 6 feet for greater than 15 minutes*) or symptoms of COVID-19 as a condition of being on the HCS campus. If you would like more information about COVID-19 tracing, please contact the school office.

Please return the completed document to the school office by (Monday) August 23, 2021. Thank you.

Yes, I agree to participate in COVID-19 contact tracing.

Print Name

Signature

Date

* * * Please return to the school office by or before Monday, **Aug 23, 2021** . * * *

Physical / Social Distancing

Physical / Social Distancing

- Social distancing signage and floor stickers have been placed throughout the school campus to prompt students and staff to comply with distancing recommendations.
- Students will line up and move through the school facility using social distancing as feasible.

Outdoor Space for Education

- The outside areas at HCS (patio, turf area, blacktop space) will be used as additional space for class instruction.
- Classroom cohorts will not be allowed to mix if more than one group is outside having a class.

Non-Classroom Space

- Any non-classroom spaces will be utilized for additional classroom usage, tutoring space for pull out sessions, and meetings.
- These spaces include the library, multi-purpose room, and outdoor patio.

School Assemblies

- All school assemblies and or gatherings in person will follow current guidelines.

Staff Training and Family Education

Training Opportunities

- Training for HCS staff was conducted regarding school safety and COVID-19. The staff training session covered:
 - The Virus and Surfaces
 - Face Masks
 - Signage
 - Clean Hands / Hand Washing Protocol / Hand Sanitizing Protocol
 - Ventilation
 - Cleaning & Disinfection / Proper Disinfecting Protocol
 - PPE Removal
 - Social Distancing
 - Small Classroom Cohorting
 - Suspected / Confirmed COVID Case at School

Office Protocols

- Our office staff will be available to assist students, staff members and families in a safe and clean environment.
- Surfaces such as door handles, phone receivers, office supplies, keyboards, door handles, etc. will be cleaned and disinfected daily.
- Office staff will use best social distancing practices when communicating in-person with students, staff and families.
- When administering first aid to a student, office staff will bypass social distancing to ensure best practices of care while wearing a face covering.

Testing of Staff & Students

COVID-19 Testing

- Harvest supports testing strategies to mitigate transmission of COVID-19, including screening testing of staff
- Testing of vaccinated staff members will be done on a rolling basis once every other month.
- Testing of unvaccinated staff will be done weekly.
- All staff and students are required to report to HCS any exposure to or symptoms of COVID-19 as a condition of being on the HCS campus.
- Any staff or student that report exposure/symptoms of COVID-19 will be required to:
 - Report this to HCS immediately.
 - Be tested for COVID-19 as soon as possible
 - Remain at home in self-isolation until test results return.
- HCS has established an agreement through CDPH for COVID- 19 testing.If a student, staff member or their close contacts are displaying signs or symptoms consistent with COVID they may contact the HCS office for testing if testing is not available through their primary care provider.
- COVID-19 test results records will be kept for all HCS staff members. Staff members will use their personal healthcare provider or a community health testing option when / if available (free). HCS will reimburse for any out of pocket costs for staff testing.

Triggers for Switching to Distance Learning

Distance Learning Triggers

*** Information sourced from the State of California - Health and Human Services Agency, California Department of Public Health

- In the case of a high rate of COVID-19 infection, there may be a need to switch to school wide distance learning as deemed necessary.

Communication Plans for Parents and Staff

Teacher / Parent Communication for possible COVID Scenarios

- Harvest Christian School Principal, Jonathan Wraith, will communicate to HCS families by schoolwide email about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Principal, Jonathan Wraith, will also communicate with HCS families should we need to revert to school-wide distance learning.

School Site-Specific Protection Plan

- Harvest Christian School has a completed Safety Plan available on the school website's homepage at: <https://harvestpetaluma.org/> . The plan is posted and shared with the school community to enable stakeholders to be updated and informed of all safety measures and requirements.

References & Source Guides

1. **CDPH/CalOSHA Guidance for Schools and School-Based Programs**
 - <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
2. **Centers for Disease Control: Operating Schools During COVID**
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
3. **Sonoma County 2020-2021 / Road Map to a Safe Reopening - Parent Guide**
 - https://www.scoe.org/files/Roadmap_to_Reopening_Schools_Parent_Guide.pdf