

**NPA Middle School  
Re-Opening  
Health & Safety Plans  
August, 2020  
(as of 8/13/20)**

NPA's plans to help best ensure the health and safety of all students, staff and families are documented herein. This is considered a working document and may change as conditions shift or new information becomes available.

This reopening plan is based off of the guidance of the California Department of Education's publication, "*Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*".

**Contents**

- 1) Local Conditions to Guide Reopening Decisions
- 2) Plan to Address Positive COVID-19 Cases or Community Surges
- 3) Injury and Illness Prevention Plan
- 4) Campus Access
- 5) Hygiene
- 6) Protective Equipment
- 7) Physical Distancing
- 8) Cleaning/Disinfecting
- 9) Employee Issues
- 10) Communication with Students, Parents, Employees, Public Health Officials, and the Community

## 1) LOCAL CONDITIONS TO GUIDE REOPENING DECISIONS

The following need to be in place for NPA to hold in-person classes:

- A. State shelter in place order lifted or relaxed to allow schools to open
- B. County shelter in place order lifted or relaxed to allow schools to open
- C. Reasonable assurance that testing, tracking, and tracing are sufficiently available in our community
- D. Reasonable assurance that our local medical facilities can handle a surge in COVID hospitalizations

## 2) PLANS TO ADDRESS POSITIVE COVID-19 CASES OR COMMUNITY SURGES

If a student, staff member, or member of their household tests positive for COVID-19, the following steps will be implemented:

- A. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
- B. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.
- C. Additional close contacts at school outside of a classroom should also isolate at home.
- D. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- E. In case of school closure or partial closure, we will transition to distance learning.

## 3) INJURY AND ILLNESS PREVENTION PLAN

All COVID-19 related illness preventions plans will be added to NPA's existing policy

#### 4) CAMPUS ACCESS

A. Any students, parents, staff, or visitors showing symptoms of COVID-19 should not attempt to access campus, and will be asked to leave if showing symptoms and not leaving on their own accord. If a student has a history of allergies, this should be disclosed in the student's health record.

B. Determine any unique needs related to students with disabilities.

C. Students & Staff Entering Campus:

i. Passive Screening . Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Staff should self-screen at home before leaving for school.

ii. Active Screening . Engage in symptom screening as students and staff enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test .

lii. All students and staff must wash or sanitize hands upon entering campus.

Iv. Any staff member who exhibits symptoms while on campus is to leave campus immediately and call in for a substitute.

#### **Middle School Specific Protocols:**

-Active screening to occur at the check-in table in the teacher/visitor parking lot. Students will answer screening questions, have their

temperature checked, and sanitize their hands before heading down to the school.

-A student who develops symptoms while at school will be isolated, and put in the piano room until an authorized adult can come to take them home.

-Handwashing will occur in the following assigned grade-level areas:  
All doors will be left open and one-way traffic flow will be monitored.

Eighth: Lab (6 sinks total)

Seventh: East Bathroom

Sixth: West Bathroom

#### D. Families and Visitors

The Middle School campus will remain closed to visitors.

-Families that need to come to campus will conduct their visit at the check-in table. Arrangements should be made in advance whenever possible. Family members should call/text their student's core teacher upon arrival and wait at the check-in table. There will be an interactive digital form for signing students out and checking them back in. At the table they may:

- drop off documents
- wait for their student (pick-up/drop-off)
- converse with faculty & staff as needed

-If a parent or other visitor is required to enter the campus, they will be screened, temperature taken, and hands sanitized before entering campus (similar to students and staff)

#### E. Deliveries

All deliveries are to be dropped off on the main porch outside the main entrance door.

#### F. Outside User Groups

The Middle School has no outside user groups.

## 5) HYGIENE

### A. Handwashing / Hand Sanitizing

Hand sanitizer, of at least 60% alcohol content, is to be available in every room that is used by students and staff. No-touch dispensers will be available in high traffic areas.

### B. Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:

i. Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible . Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly .

ii. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods .

iii. Use tissue to wipe the nose and cough and sneeze inside the tissue .

iv. Do not touch the face or face covering .

## 6) PROTECTIVE EQUIPMENT

### A. All students and staff must wear facial coverings while on campus, both inside and outside. Exceptions are for when eating or drinking, during scheduled “mask breaks” (that will occur in designated outdoor zones)

and for any student or staff who cannot wear a facial covering for medical reasons or due to special needs.

- B. Students and staff are encouraged to use and maintain their own facial coverings. In the case a student or staff member does not have their own facial covering, NPA will provide one for them.
- C. Students and staff are encouraged to use and maintain their own personal bottles of hand sanitizer, and not share with others.
- D. Students and staff will be trained on proper use and washing procedures for their facial coverings

Students and staff must wear facial coverings while on campus. Exceptions are during scheduled mask breaks or for any students or staff that cannot wear a mask for medical reasons. Nutrition breaks will coincide with mask breaks.

## 7) PHYSICAL DISTANCING

Teacher to student distance will be no less than 6ft.

Student to student distance will be no less than 5ft.

Each grade level will have their own entry and exit points, independent of others.

Dismissal of grade levels at the end of the day will be staggered to ensure proper physical distance space is available.

All windows and doors will be left open for ventilation purposes as well as to limit surface contact.

Room use & occupancy:

Middle Room: 12 students

East Room: 12 students

Lab: ?

Please see building map for physical space specifications and traffic flow.

## 8) CLEANING/DISINFECTING

A. Pit Stop Cleaning will clean and disinfect the Middle School facility on a daily basis and work in accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, including:

i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning .

ii. Disinfecting surfaces daily, and at interim times throughout the day, such as:

1. Desks and tables
2. Chairs
3. Copy machines
4. Door handles
5. Water dispensers .
6. Sink handles
7. Restroom surfaces

-Disinfecting of the above will also occur daily between the am/pm pods

iii. Disinfecting products used will be those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and product instructions will be followed.

1. To reduce the risk of asthma related to disinfecting we will use disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) .

iv. Spaces will be aired out before students arrive.

v. Areas used by any sick person will be closed off immediately and we will wait 24 hours before cleaning and disinfecting.

## 9) EMPLOYEE ISSUES

- A. An effective system must be in place for when a staff member is ill or otherwise unable to attend school.
- B. Staff will be provided with training on school plans and on the general health guidance available regarding COVID-19 in order to take care of their own needs and to offer guidance to students and families.
- C. Both campuses have a “COVID Liaison” that any staff member or student can approach in confidence with any concerns related to the facilities or the behavior of other staff and/or students.
- D. Any staff health issues that arise are to be kept confidential unless that staff member chooses to share with the school community.
- E. Staff at higher risk for severe illness are to be accommodated to the fullest extent possible.

## 10) COMMUNICATIONS WITH PARENTS, STUDENTS, COMMUNITY

- A. School leaders will engage stakeholders, including families and staff to implement the plans in this checklist.
- B. Parents of a student that is ill must report symptoms to the campus COVID Liaison. The student is to stay home in isolation until all symptoms are gone and in accordance with CDC guidelines.
- C. If the school needs to close for physical attendance of students, communication will be sent out immediately through email, text message and Facebook.
- D. Phone or in person communication will be made for vulnerable members of the school community who may not receive email or texts.
- E. If the school has a positive COVID-19 case, the school will work with public health officials to best determine how to communicate information to the school community.



F. If the school has a positive COVID-19 case, the school will work closely with public health officials in documenting, reporting, tracking, and tracing the infection.

G. In the case of closure of the physical campus, guidance will be provided to parents, teachers, and staff reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or staff from gathering elsewhere.

#### H. COVID Liaison

The role of the COVID Liaison is communicator as regards health and safety issues for on campus, in-person learning. The liaison is the person that a staff member, student or parent can go to in confidence with any concerns they have related to health and safety on campus.

#### **\*\*PPE and Supplies Acquired (as of 8/13/20)\*\***

-8 infrared no touch thermometers (4 for HS, 4 for MS)

-4 no touch, portable hand sanitizer dispensers for classrooms (2 for HS, 2 for MS)

**\*\*more to be ordered\*\***

-40 gallons of hand sanitizer, plus several dozen additional smaller bottles of hand sanitizer (yet to be inventoried completely, but some at HS and some at MS... enough to start the school year for sure)

-50 or so facial coverings, distributed evenly between HS and MS

-11 face shields (3 at MS, 8 at HS)- we will need one more for Sarah (8th grade Science)