



Crestmont School COVID-19 Health & Safety Protocol

Overview

The safety of our children, teachers, families, and community at large is of utmost importance. This protocol was developed by the Crestmont Covid-19 Task Force and was informed by federal, state, and local regulations and guidance. The task force includes representatives of Board, staff, and school community members. This document is designed to outline Crestmont's practices and safety measures upon return to campus. We are committed to creating a clean and safe space for our students and our staff, and to minimize the risk of infection as much as possible.

While we are committed to ensuring that Crestmont is a safe and clean space for our children and staff, we recognize that it is impossible to create a zero-risk environment at our school. We can, however, reduce the risk of infection as much as we are able. We also recognize and acknowledge that the health and safety of our school community is reliant on the partnership and collaboration of all members.

Per Contra Costa County requirements, students will be separated into classes with a number of children per classroom or instructional area that allows for five to six feet of distance between students and at least six feet from staff (as per County guidelines which allows four to six feet between children). Additionally, no one with any illness symptoms may come onto the Crestmont campus -- see detailed "Symptoms & Contacts" chart below. More detailed procedures are outlined below and will be updated as public health guidance is updated.

Social Distancing:

- A. Students will be separated into classes with a number of children per classroom or instructional area that allows for five to six feet of distance between students and at least six feet from staff (as per County guidelines which allows four to six feet between children).
- B. All classes will be stable, meaning the same children and staff will be grouped together without turnover whenever possible (also known as a "cohort" model).
- C. Each class will be held in separate indoor and outdoor spaces. In the event that students move between classrooms (such as Middle School classes moving between

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the humanities room and the math/science room), tables and chairs will be cleaned between classes.

- D. Classes will not mix with each other, including outdoor play and meals.
- E. All snacks and meals will be eaten in the classrooms or in an outdoor area separate from other classes.
- F. Classroom teachers will remain with their dedicated class.
- G. Specialty teachers will rotate between classes, teach primarily outdoors, and keep a 6-foot distance between themselves and students.
- H. Playgrounds: Enforcing strict physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis will be placed on reminding students participating in playground time to keep some physical distance. Outdoor transmission of virus is known to be much lower than indoor transmission. Students will be required to wear masks during playtime with other children.

Face Mask Requirements:

- A. Teachers and staff must use masks/cloth face coverings at all times.
- B. For teachers and staff: In limited situations where a mask/cloth face covering cannot be used for pedagogical or developmental reasons, face shields with a bib that tucks into their shirt may be used for a limited amount of time.
Teachers and staff must return to wearing a mask/cloth face covering outside of the classroom and when not interacting per the reasons listed above.
- C. Children in 3rd grade and above will wear mask/cloth face coverings. Children in Kindergarten-2nd grade will wear mask/cloth face coverings or a face shield with a cloth bib at the bottom. Each child will need to have several masks/coverings with them each day. All masks/coverings need to be labeled clearly with their names & grades.
- D. Students will have mask- breaks at least 4 times a day: during meals and when students are outside, at least 6 feet apart and under supervision of an adult, or if the breaks must take place inside then it will be done with a minimum 6ft distance between each person and with windows and doors open. When a cloth face covering is temporarily removed, it should be placed in a clean bag (marked with the student's name) until it needs to be put on again. Parents should provide a wet/dirty bag as well.
- E. All adults dropping off their child(ren) must wear masks/cloth face coverings at all times when on or around campus, including walking to and from their car.
- F. Masks/coverings must cover the mouth and nose.

Hand Sanitization/Hand Washing:

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- A. Upon entering the Crestmont campus, parents and children will sanitize their hands at the handwashing or hand sanitizing stations.
- B. Children will wash their hands or use hand sanitizer at least every hour while at school, including before and after going to the playground for outdoor playtime, and before and after meals. Each child should bring personal hand sanitizer with them that they can keep at their desk or backpack as needed.

Shared Supplies:

- A. Each child's backpacks, lunch boxes and supply boxes will stay separated and in individually labeled cubbies or areas. Belongings are taken home each day to be cleaned.

Allocation of Space on Campus:

- A. When indoors, each class is to remain inside their assigned classroom.
- B. Children will use only the bathroom assigned to their own classrooms.
- C. Each class will have a designated time and place in the yard to play during breaks.
- D. Outdoor canvas structures will be shared spaces and will be sanitized between use.
- E. The play structure will be sanitized after use by the parent volunteers or classroom assistant.

Drop off and Pick Up Procedures:

HEALTH SCREENING FORM

Each morning before entering campus, every parent will be required to take their child's temperature and to fill out an electronic health screening form with that information as well as a list of other health screening questions. If a parent is entering campus, they are required to take their own temperature and fill out the health screening form for themselves. All staff members are also required to fill out the health screening form each day before entering campus.

DROP OFF

- A. Anyone experiencing any symptoms or feeling unwell may not attend school or come onto the Crestmont campus, for the safety of our whole community. Please see detailed "Symptoms & Contacts" chart below.
- B. All children will have to pass a daily pre-screen to be filled out by their parent/guardian 15 minutes, before their scheduled drop off to school each morning.

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- C. To avoid congestion, there will be a staggered schedule for drop off and pick up. Please see below for your child's designated schedule.
- D. Kindergarten families, families with newly enrolled children, and families with siblings may enter the campus for drop off. All other students will be dropped off at the Green Gate at their designated drop off time (see schedule below).
- E. Before exiting their vehicles, adults and children should put on masks/cloth face coverings. These should be worn over mouth and nose during the entire drop off procedure.
- F. For adults specified to enter the campus for drop off, please park on Patterson Circle and enter campus using the stairs nearest the main building and exit using the stairs nearest the playground. Keep your child with you at all times. Walk to the Green Gate and wait for a staff member to confirm the completed health survey. Then walk your child to their classroom. **You must keep 6 ft distance between your family and other families in front and behind you in line.**
- G. For all families dropping off at the Green Gate, please pull up to the gate in your car where a staff person will verify that you've completed the health screening form. Once verified, your child will exit the car and go directly to their classroom.
- H. In order to minimize adult-adult contact and contamination of the newly disinfected classrooms, accompanying adults will not be permitted to enter the children's classrooms.
- I. All children will wash their hands or use hand sanitizer before entering their classroom.

DROP OFF: STAGGERED SCHEDULES

++Newly enrolled families at the beginning of the year and families with multiple children can park on Patterson Circle and enter the campus using the stairs nearest the main building and exit using the stairs nearest the playground. They will need to walk to the Green Gate with their children to have a staff member verify the completed health forms before walking their children to the classrooms.

NO CHILD WILL BE ADMITTED AFTER 9:00 AM

This is because we cannot dedicate one staff member to stay at each entrance for health checks, and classes will begin using the outdoor space for learning. Unfortunately, children arriving after 9:00 am will need to stay home for the day.

8:15 AM: 6th/7th grade parents/caregivers:

Pull up Green Gate to have completed health screening verified. Once verified, the student will exit the car and walk to the Garden Room.

8:15 am 5th grade parents/caregivers:

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Pull up Green Gate to have completed health screening verified. Once verified, the student will walk to the Humanities Room.

8:15 am 4th grade parents/caregivers:

Pull up to the Green Gate to have completed health screening verified. Once verified, the student will walk to Leila's room.

8:30 am 3rd grade parents/caregivers:

Pull up to the Green Gate to have completed health screening verified. Once verified, the student will walk to Amy's room in Friendship Hall.

8:30 am 2nd grade parents/caregivers:

Pull up to the Green Gate to have completed health screening verified. Once verified, the student will walk to Chris's room.

8:45 am 1st grade parents/caregivers

Pull up to the Green Gate to have completed health screening verified. Once verified, the student will walk to Sophia's room.

8:45 am Kindergarten parents/caregivers: Park on Patterson Circle. Enter campus using the stairs closest to the main building. Drop off at Kay's classroom after Lanette verifies the completed health form. Exit campus using the stairs closest to the playground.

PICK UP: STAGGERED SCHEDULE: Teachers park on the edge of the lower parking lot and the part of Patterson Circle nearest to the Green Gate.

Parents park on the bottom part of the U of Patterson Circle to pick up your child. Walk on the sidewalk to get your child. Please stay in your car until your child's pick up window.

2:30 pm Kindergarten parents/caregivers: Park on lower Patterson Circle. Walk up to Green Gate, students will be lined up inside the Green Gate.

2:30 pm First Grade parents/caregivers: First Grade parents/caregivers: Park on Patterson Circle. Walk up to Green Gate, students will be lined up inside the Green Gate.

2:45 pm Second Grade parents/caregivers: Walk up to Green Gate, students will be lined up inside the Green Gate.

2:45 Third Grade parents/caregivers: Park on Patterson Circle. Students will be lined up on the sidewalk near Adams School blacktop.

2:45 Fourth Grade parents/caregivers: Pull up to the front of Adam's School. Students will be waiting in front of the building.

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3:00 Fifth Grade parents/caregivers: Pull up to the front of Adam's School. Students will be waiting in front of the building.

3:00 Sixth/Seventh Grade parents/caregivers: Pull up toward the front of Adams School. Students will be waiting on the sidewalk to the right of the building.

WEDNESDAY PICK UP: STAGGERED SCHEDULE

We have an early pick up on Wednesdays so teachers have time to meet. The Wednesday pick up schedule is below.

2:00 pm Kindergarten parents/caregivers: Park on lower Patterson Circle. Walk up to Green Gate, students will be lined up inside the Green Gate.

2:00 pm First Grade parents/caregivers: Park on Patterson Circle. Walk up to Green Gate, students will be lined up inside the Green Gate.

2:15 pm Second Grade parents/caregivers: Walk up to Green Gate, students will be lined up inside the Green Gate.

2:15 Third Grade parents/caregivers: Park on Patterson Circle. Students will be lined up on the sidewalk near Adams School blacktop.

2:15 Fourth Grade parents/caregivers: Pull up to the front of Adam's School. Students will be waiting in front of the building.

2:30 Fifth Grade parents/caregivers: Pull up to the front of Adam's School. Students will be waiting in front of the building.

2:30 Sixth/Seventh Grade parents/caregivers: Pull up toward the front of Adams School. Students will be waiting on the sidewalk to the right of the building.

AFTER CARE PICK UP: Parents will park in lower parking lot. Pick up your child and exit to the lower parking lot.

+++After dropping off or picking up your children, please limit interactions with other parents to areas off campus where you can maintain a safe distance (>6 ft) while talking.

SMOKE DAYS:

If air quality is over AQI of 100 and deemed hazardous, campus will be dismissed.

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Symptom Monitoring + Preventative Measures:

Measures to take at home

- A. We encourage parents to have your children shower in the morning before coming to school.
- B. If your child is not acting like their normal self, please take their temperature before leaving home. If it's a "feeling icky" day, please keep them home for monitoring. Please see detailed "Symptoms & Contacts" chart below.
- C. Please notify us by email to your child's teacher and cc Dianne if your child develops any symptoms outside of school. Please do not send your child to school if they have any symptoms of illness or are simply feeling unwell.
- D. We encourage having the same family member doing drop off and pick up whenever possible.
- E. Upon arriving home we recommend changing clothes and washing hands.

Illness

- A. Students who develop symptoms of illness while at school will be separated from others right away. While waiting to be picked up, children will be required to wear their mask and isolated from staff and children by waiting with a member of the team on a bench outside in the garden area. Please be prepared to pick up your child(ren) at a moment's notice.
- B. Children will be required to stay home for 72 hours from the last symptom - Please see detailed "Symptoms & Contacts" chart below.
--https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/News/Spotlight/CCOE%202020-2021_School_Reopening6_22_2020FINAL.pdf.
- C. We ask everyone in the Crestmont community to take the utmost caution -- if you have any symptoms or think anyone in your household may have been exposed to COVID-19, we urge you to stay home, contact your medical professional, seek out testing, contact County Public Health if appropriate, and please inform Dianne.

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SYMPTOMS & CONTACTS CHART FOR STUDENTS, STAFF, PARENTS & ANYONE COMING ONTO CRESTMONT CAMPUS

| <u>What's Happening (student/staff/parent):</u> | <u>What to do:</u> | <u>When you may return to campus:</u> | <u>Source:</u> |
|--|--|--|--|
| COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) | <ul style="list-style-type: none"> Stay Home Testing recommended / Talk to medical professional Email classroom teacher & Dianne | <ul style="list-style-type: none"> Symptoms are gone, AND No fever* for 72 hours (without fever-reducing medication), AND 10 days have passed since symptoms first started | Contra Costa County Guidance; CA Dept of Public Health Framework for Reopening 7/17/20 |
| Test Positive for COVID-19 | <ul style="list-style-type: none"> Stay home Email Dianne & classroom teacher Contact medical professional & County Public Health | <ul style="list-style-type: none"> Symptoms are gone, AND Minimum quarantine period of 14 days has elapsed, AND No fever for 72 hours (without fever-reducing medication), AND 10 days have passed since symptoms first started. County says: "Stay home until it is safe to be around others." | Contra Costa County Guidance; CA Dept of Public Health Framework for Reopening 7/17/20 |
| Test Negative for COVID-19 after Symptoms | <ul style="list-style-type: none"> Stay home Email classroom teacher/Dianne | <ul style="list-style-type: none"> Symptoms are gone, AND No fever for 72 hours (without fever-reducing medication) | Contra Costa County Guidance; CA Dept of Public Health Framework for Reopening 7/17/20 |
| "Feeling icky" or unsure whether to send to school | <ul style="list-style-type: none"> Stay home Talk to medical | <ul style="list-style-type: none"> No symptoms or "feeling icky" | Crestmont Guidelines |

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| / go to campus | professional <ul style="list-style-type: none"> Email classroom teacher & Dianne | anymore for 72 hours | |
| "Close Contact" w/ a confirmed COVID-19 case <ul style="list-style-type: none"> Close contact = a person who has been <6ft from a confirmed positive case for more than 15 mins If someone in the household of the person who would be coming to campus tests positive, this section applies. | <ul style="list-style-type: none"> Stay home Testing recommended Talk to medical professional & County Public Health Email classroom teacher & Dianne Quarantine 14 days from last exposure (Note: even if you test negative, the 14 days cannot be shortened) Recommended to check temperature twice per day and monitor for COVID-19 symptoms | <ul style="list-style-type: none"> Minimum quarantine period of 14 days has elapsed since last possible exposure, AND Never developed symptoms or tested positive. (If either of these occur, see chart above for guidance.) | Contra Costa County Guidance; CA Dept of Public Health Framework for Reopening 7/17/20 |

**Fever is defined by [Contra Costa County](#) as 100.4 or higher.

Staff and Parent Volunteers:

- A. Some parent volunteers will be allowed on campus and will observe prevention protocols such as maintaining cohort groups, physical distancing, mask wearing and hygiene.
- B. In the event a teacher, parent volunteer, or student is out sick, for non-COVID-19 related illness, they will be required to stay home and may return to school until they have been symptom-free for 72 hours, as per detailed "Symptoms & Contacts" chart above..
- C. A substitute teacher or parent will cover for the teacher or parent while they are out sick.
- D. The substitute teacher or parent will be trained on and follow all the same safety/screening guidelines as other teachers.

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Confirmed COVID-19 Cases:

- A. Please notify Dianne (ddriscoll@crestmontschool.org) right away if you or someone in your household tests positive for COVID-19.
- B. If Crestmont is made aware of a confirmed COVID-19 case of a student, employee, or parent volunteer who has been on the Crestmont campus during the exposure window, Crestmont will take the following steps:
 - a. Notify Crestmont staff and families via email (consistent with privacy requirements);
 - b. Dismiss the cohort (class) in which the individual who tested positive participated, for a period of 14 calendar days after the last date the case was present at school while infectious;
 - i. *Distance Learning will go into effect for this cohort.*
 - ii. *Crestmont strongly encourages members of the cohort to be tested for COVID-19, monitor closely for any symptoms, and contact their health care provider if appropriate.*
 - c. Contact Contra Costa County Health and supply records needed for contact tracing;
 - d. Crestmont's maintenance staff will implement the CDC's interim cleaning and disinfection recommendations for community facilities with suspected/confirmed COVID-19, and
 - e. Take such other steps as are recommended by County Health and/or deemed appropriate by Crestmont.
- C. The whole campus will be dismissed and Distance Learning will be implemented for a period of 14 days if:
 - a. Two or more cohorts have a positive case within the same 14-day window, or
 - b. 5% of the total number of on-campus students and staff test positive within a 14-day period, or
 - c. County Health recommends campus dismissal; or
 - d. The Board votes to dismiss the whole campus based on the totality of the circumstances and having consulted with the Administration and Staff.
- D. Any child or adult with a confirmed case of COVID-19 will not be able to return to school until the minimum 14-day quarantine period has passed and 10 days have elapsed since symptoms first appeared, and the individual is symptom free and has been fever-free for 72 hours (without fever-reducing medicine),
- E. If a student or staff member has a household member that tests positive for COVID-19, the student will be directed to quarantine at home until 14 days have elapsed since all household members are no longer considered infectious. Teachers will work with the family to be sure that the student's academic needs are being addressed at this time.

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Meals:

- A. All children need to bring their own snacks and lunches. Sharing of food is not allowed.
- B. All children are required to bring their own water bottles to school and take home daily for cleaning.
- C. All water bottles must be labeled.

Testing:

Testing based on symptoms or contacts should be pursued as per the advice from your medical professional and County Public Health. Crestmont strongly encourages testing when anyone is experiencing symptoms or may have been exposed to COVID-19.

Surveillance testing of staff and parent volunteers will be implemented based on the recommendations from Contra Costa County and the State of California. Following current guidelines, Crestmont will provide and require COVID-19 testing every 2 months for any school staff members and parent volunteers who are working on campus with a cohort of students, as well as any other staff members who are determined by the school to be within the scope of the surveillance testing parameters and best practices.

Sanitation:

This protocol applies (but is not limited) to the following areas: classroom materials, classroom space, outdoor space, bathrooms, school entrance, gates:

- A. Classroom doors and windows will be left open to provide ventilation and, when feasible, classrooms will have fans circulating the air.
- B. Air purifiers will be used to purify the air in each classroom.
- C. We have two part-time maintenance staff members that will clean and disinfect the school once part-way through the day and again after school.
- D. Parents working the Lunch Hero jobs will help to sanitize the commonly touched surfaces in the classrooms and on the yard during lunch.
- E. The staff will sanitize commonly touched surfaces in each classroom throughout the day.
- F. There will be clear signage with sanitation products for staff to use after each time they use one of the dedicated staff bathrooms.
- G. We will limit the use of shared playground equipment and the sharing of objects and equipment, such as toys, games, and art supplies, to the extent practicable. But where allowed, we will clean and disinfect items between uses.
- H. Students will be washing hands or using hand sanitizer at least once every hour. Teachers and staff will teach and monitor good hygiene practices throughout the day.

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