



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 may add a face shield over their face mask for additional coverage.
- 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 and with fans providing extra ventilation. 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.

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Hand Sanitization/Hand Washing:

- 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 any furniture in there 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.

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- 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.
- 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. 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.

- E. For adults specified to enter the campus for drop off, please park on Patterson Circle and wait on the sidewalk outside of the Green Gate. Keep your child with you at all times. Wait at the Green Gate 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.**
- F. 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.
- G. 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.
- H. All children will wash their hands or use hand sanitizer before entering their classroom.

DROP OFF & PICKUP: STAGGERED SCHEDULES :

NO CHILD WILL BE ADMITTED AFTER 9:00 AM

This is because we cannot dedicate one staff member to stay at the 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.

Dropoff:

Drop off for all grades will be done curbside. Parents should form a line of cars along the curb, and should stay in their car. Parents may get out of their car to help children in and out, etc., but we ask that parents not come onto campus. This is to limit the number of adults on campus and limit person-to-person contact as much as possible for everyone's safety.

A staff member will verify that each child's health screening form is completed, and then welcome each child onto campus. Once your child has been cleared by the staff member to enter campus, please drive forward and exit the Circle so that the next car in the line may pull up.

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Pickup:

Parents for Grades 1-7 should pull up to the location specified for their child's class below, and form a line of cars by the curb while waiting for class to be dismissed. Parents should remain in their cars, but may exit the car to help children into the car. Once everyone is buckled, please exit the Circle so that the next car can advance in the line.

Kindergarten parents should park by the curb near the Green Gate and walk up to the Green Gate. There, a staff member will dismiss each child to come meet their parents. Parents should not go through the gate or enter campus.

Kindergarten:

Dropoff: 8:45am @ Green Gate

Pickup: 2:30pm @ Green Gate (Wednesday @ 2pm)

1st/2nd Grade:

Dropoff: 8:45am @ Green Gate

Pickup: 2:30pm @ Blacktop - Adams Property (Wednesday @ 2pm)

3rd Grade:

Dropoff: 8:30am @ Green Gate

Pickup: 2:45pm @ Adams Building (Wednesday @ 2pm)

4th Grade:

Dropoff: 8:30am @ Green Gate

Pickup: 2:45pm @ Adams Building (Wednesday @ 2:15pm)

5th Grade:

Dropoff: 8:15am @ Green Gate

Pickup: 3:00pm @ Adams Building (Wednesday @ 2:15pm)

6th/7th Grade:

Dropoff: 8:15am dropoff @ Green Gate

Pickup: 3:00pm pickup @ Adams building (Wednesday @ 2:15pm)

SMOKE DAYS:

If air quality is over AQI of 100 and deemed hazardous, campus will be dismissed and classes will do distance learning. We use the AQandU setting on Purple Air and AIRNOW to determine

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RAINY DAYS:

If the weather is such that students and teachers need to be inside for much of the day, campus will be dismissed and classes will do distance learning.

Determining closure for smoke days, rainy days, or any other reason shall be at the discretion of the Head of School.

Symptom Monitoring + Preventative Measures:

Measures to take at home

- A. Parents must take their child's temperature each morning before leaving home to come to school. If your child has a fever or any other symptoms, or is "feeling icky," parents

must keep them at home.

b. Please see detailed “Symptoms & Contacts” chart below.

c. Staying home when experiencing any symptoms is absolutely vital to our collective efforts to keep the community as safe as possible.

d. Please notify us by email to your child’s teacher and 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.

B. Parents must fill out the health assessment form each morning.

C. We encourage having the same family member doing drop off and pick up whenever possible.

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. Please be prepared to pick up your child(ren) at a moment’s notice.

B. Children who have had any symptoms are required to stay home. Please see detailed “Symptoms & Contacts” chart below.

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 email Dianne as soon as possible.

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

<u>What’s Happening</u> <u>(student/staff/parent):</u>	<u>What to do:</u>	<u>When you may</u> <u>return to campus:</u>	<u>Source:</u>
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COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> • Stay Home • Contact your medical professional • Email classroom teacher & Dianne • Must get a test for Covid-19 or quarantine as though you received a positive test result for a minimum of 14 days 	<ul style="list-style-type: none"> • Symptoms are gone for at least 24 hours, AND • No fever* for 72 hours (without fever-reducing medication), AND • Provided to Dianne proof of negative Covid-19 test result or quarantined for 14 days 	Updated Contra Costa County Guidance
Test Positive for COVID-19	<ul style="list-style-type: none"> • Stay home • Email Dianne & classroom teacher <ul style="list-style-type: none"> • Contact medical professional & County Public Health 	<ul style="list-style-type: none"> • Symptoms are gone for at least 24 hours, 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.” 	Updated Contra Costa County Guidance
Test Negative for COVID-19 after Symptoms AND no known close contact with	<ul style="list-style-type: none"> • Stay home • Email classroom teacher/Dianne 	<ul style="list-style-type: none"> • Symptoms are gone for at least 24 hours, AND • No fever for 72 	Updated Contra Costa County Guidance

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a confirmed positive Covid-19 case		hours (without fever-reducing medication).	
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<u>What's Happening (student/staff/parent):</u>	<u>What to do:</u>	<u>When you may return to campus:</u>	<u>Source:</u>
"Feeling icky" or unsure whether to send to school / go to campus	<ul style="list-style-type: none">• Stay home• Talk to medical professional• Email classroom teacher & Dianne	<ul style="list-style-type: none">• No symptoms or "feeling icky" anymore for 24 hours	Crestmont Guidelines
"Close Contact" w/ a confirmed COVID-19 case <ul style="list-style-type: none">• Close contact = a person who has been within 6ft from a confirmed positive case for more than 15 mins cumulative in one day• 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• Get tested for Covid-19• 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 date, AND<ul style="list-style-type: none">• Never developed symptoms AND never tested positive for Covid-19. (If individual did test positive or did experience symptoms, then see chart above for rules on when individual may return to campus.)	Updated Contra Costa County Guidance

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

Staff and Parent Volunteers:

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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 satisfied the requirements detailed in the “Symptoms & Contacts” chart above. C. A substitute teacher or parent may cover for the teacher or parent while they are out sick, or the class may switch to Distance Learning or be canceled for the day. D. The substitute teacher or parent will be trained on and follow all the same safety/screening guidelines as other teachers.

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. *Members of the cohort should 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 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 elements of the “Symptoms and Contacts Chart” (above) are satisfied. **Crestmont School COVID-19 Health & Safety Protocol (last updated 12/08/20) NOTE: The contents of this document are subject to change (potentially frequently) as Federal, State, and Local guidelines and recommendations are updated. 11**
- E. If a student or staff member has a household member who tests positive for COVID-19, the student/staff member must quarantine at home until 14 days have elapsed since the last date on which any household member was considered infectious. Teachers will work with the family to be sure that the student’s academic needs are being addressed at this time.

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. Any Crestmont student, staff member, or household member should get tested for Covid-19 if they are 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 at least 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. More frequent surveillance testing may be required as appropriate.

Surveillance testing of students may also be required as appropriate.

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.

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- 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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