



# The Evans School's COVID-19 Prevention and Reopening Plan

## 1. General Measures

1. This school prevention plan is based on risk assessment of school work areas and work tasks and is posted with a link on our [school webpage](#) for staff implementation.
  - a. Gale Baer, Director of The Evans School, is responsible for implementing and monitoring this plan. She can be reached at 858-459-2066.
  - b. Maria Jose Marmanillo and Suzanne Kushnir, Nurses at The Evans School, are the school's COVID-19 liaison for contact with Public Health Services. They can be reached at 858-459-2066.
    - i. In the event that a staff member or a parent/guardian has reported a COVID-19 positive case within the school, school nurses will document the case and date and collect necessary information, including name, date of birth, and contact information
    - ii. School nurses will report information on positive cases to the San Diego Public Health Services Epidemiology Department at (619) 692-8499 and to the counties/jurisdictions where the COVID-19 positive person resides, if it is different.
  - c. [CDPH Guidance for the Use of Face Coverings](#) is incorporated in this plan. (See section 3)
  - d. Staff will continue to have access to The Evans School COVID-19 Prevention Plan at [evansschool.org](#). This plan has also been provided to staff and relevant parties via email. The Evans School will continue to train and communicate with staff on the COVID-19 Prevention Plan.
    - i. Outdoor, physically distanced in-person training will occur prior to school reopening
    - ii. Virtual training and email communication regarding reminders and adjustments to this plan will occur regularly throughout the school year
  - e. The Evans School will reevaluate for compliance with this plan and adjust as necessary.
    - i. Communication between administration, staff, and families will remain open to assess compliance with this plan. Communications will be reported to Gale Baer.
    - ii. Gale Baer will adjust this plan to correct deficiencies.
  - f. Any COVID-19 illness will be investigated to determine environmental or situational factors and possible infection risk. Gale Baer will update this plan as needed for further prevention.
  - g. In accordance with [CDPH guidelines](#) regarding COVID-19 in the workplace, The Evans School will implement necessary processes and protocols in the event of an outbreak.
  - h. The Evans School will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate the COVID-19 positive person and close contacts. (See section 10)

- i. The Evans School will adhere to these guidelines to prevent illness and prevent the return to temporary virtual learning of certain classrooms or the entire school.
2. External community organizations will not be allowed to utilize the school campus.
3. In the event of continuous, repeated closures of classes or the entire campus due to illness among Evans students, staff, or community, The Evans School will close campus and return to virtual learning. (See section 10)
4. Communication with families will remain open to identify and support students who may be at increased risk for infection or unrecognized illness due to COVID-19. After reviewing student health information, Maria Marmanillo, Suzanne Kushnir, Gale Baer, and respective teachers will work together to identify and develop plans for students who may need additional accommodations or environmental preparations. Due to the school's low student to teacher ratio, staff will be able to work closely with families.
5. Any changes or flexibility to our current face-covering plan will meet [CDPH Guidance for the Use of Face Coverings](#) and other local health department guidance. (See Section 3)

## **2. Promote Healthy Hygiene Practices**

6. The Evans School will teach and reinforce [washing hands](#), [avoiding contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The Evans School will use CDC printables and other signage, county provided lesson plan ideas, and other materials to teach and remind students and staff in class and at virtual school assemblies. Information and reminders will also be sent in regular email communication. Students and staff will be reminded to:
  - a. Use tissues to wipe their noses and to cough/sneeze inside a tissue or their elbows.
  - b. Wash hands frequently throughout the day, including upon arrival, before and after recess and lunchtime and anytime they use the restroom, after coughing or sneezing; and after classes where they handle shared items, such as in sports class or science.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" will not be used.
  - d. Staff will teach and model proper hand washing technique. Teachers of lower grade level students will use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
  - e. Fragrance-free hand sanitizer will be available for staff. Staff will be reminded to rub sanitizer until completely dry. Frequent handwashing is more effective than the use of hand sanitizers, and handwashing will be emphasized and preferred.
    - i. Ethyl alcohol-based hand sanitizers (containing at least 60% ethyl alcohol) will be used for staff.
    - ii. Isopropyl hand sanitizers will be avoided as they are more toxic when ingested or absorbed in skin.
    - iii. Methanol containing hand sanitizers will not be used as they can be hazardous when ingested or absorbed.
  - f. Children in grades JK through 2nd grade will not use school provided hand sanitizer. Instead these students will wash their hands frequently. If hand sanitizer is consumed, staff will call Poison Control: 1-800-222-1222

7. Permanent outdoor hand washing stations with touchless faucets and touchless soap dispensers have been installed throughout campus to minimize the need for student movement and prevent students congregating in restrooms. Touchless faucets and soap dispensers have been added in staff, handicap accessible, and students' restrooms. Junior Kindergarten, Kindergarten, Sixth Grade, Science Lab, and the Art Room all have sinks and handwashing stations within the room.
8. Staggered drop off, pickup, recess, lunch, and passing times as well as the number of available stations will enable students and staff to regularly wash their hands without congregating.
9. The Evans School, in part through a partnership with cleaning and sanitizing company, [KBS](#), has ensured adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, appropriate hand sanitizer, and paper bags for temporarily removed face coverings.
10. Face coverings will be used in accordance with the [CDPH Guidance for the Use of Face Coverings](#). Information regarding the use of face coverings, including the circumstances in which face coverings must be worn, exemptions, and policies to ensure use, will be provided to staff and families.
11. Staff is required to use and will be provided with face coverings and all required protective equipment.
12. The Evans School has a sufficient supply of personal protective equipment (PPE) to protect employees. This includes gloves and masks for screening, food distribution, and nurse care.
13. Through regular email communications in the fall semester, The Evans School will recommend that all students and staff be immunized against influenza unless contraindicated by personal medical conditions, to help:
  - a. Protect the school community
  - b. Reduce the demands on health care facilities
  - c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

### 3. Face Coverings

14. Face coverings must be used in accordance with [CDPH guidance](#), unless a person is exempt as explained in the guidelines. Face coverings will be used in all indoor environments and in areas where physical distancing alone has been determined insufficient to prevent disease transmission.
  - a. Teachers and staff will teach and reinforce the [use of face coverings](#) in classroom settings and in communication with families. At check-in and frequently throughout the school day, teachers will remind students of proper usage, including not to touch the face covering and to [wash their hands](#) frequently.
  - b. Information regarding [proper use, removal, and washing of cloth face coverings](#) will be provided to all staff and families in the school community through email communication. Staff will be trained before the start of school on face covering requirements.
  - c. Persons who have concerns and may be exempt from wearing a face covering should contact the school nurses: Suzanne Kushnir or Maria Marmanillo 858-459-2066. [CDPH Guidance](#) will be used to determine exemptions.

15. Additional face covering requirements include the following elements:
  - a. Face coverings are required for all staff, students, and anyone entering campus.
  - b. Anyone who has trouble breathing, who is unconscious or incapacitated, and who is otherwise unable to remove the face covering without assistance is exempt from wearing a face covering.
  - c. Face coverings will be removed for meals, snacks, JK rest time, stationary outdoor instruction with six feet of physical distancing, or when the covering needs to be replaced. When a face covering is temporarily removed, it will be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
  - d. In order to comply with CDPH guidance, The Evans School is required to exclude students from campus if they are not exempt from wearing a face covering and refuse to wear one. The Evans School will provide face coverings to any students who fail to bring a face covering to school. Lesson observation via Zoom classes will be offered for students who do not enter campus and have elected distance learning.
16. Face covering requirements for staff include the following elements:
  - a. All staff will use face coverings in accordance with [CDPH Guidance](#)
  - b. A face shield will be used instead of a cloth face covering while teaching phonics to young children as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing a face covering when determined teaching time is complete.
  - c. Individually packaged and labeled lunch food service for students will be delivered to a staff member outside of school gates. Staff handling the packaged lunches will use disposable gloves and face coverings.

#### **4. Ensure Teacher and Staff Safety**

17. The school's plan to protect teachers and staff includes the following elements:
  - a. Staff is required to maintain 6 feet distancing from each other. This is critical to reducing transmission between adults.
  - b. Staff is required to use face coverings in accordance with CDPH guidelines and [Cal/OSHA standards](#).
  - c. Staff who are at higher risk for severe illness or cannot safely distance from household contacts at higher risk will be provided with options such as telework, teaching virtual learning, etc.
  - d. All staff meetings, training, and any other activities involving staff will be conducted with physical distancing measures in place or will occur virtually when distancing is a challenge.
  - e. The campus staff kitchen and copy room will not be used for congregating. One person will be allowed in these areas at a time.
  - f. Staff members are required to check their temperatures and self-monitor symptoms daily before arriving on campus. Temperature and symptom checks will also be conducted and recorded upon arrival to campus and again at lunch time.
    - i. Per [CDC guidance](#), symptoms to check for include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches,

headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

## 5. Intensify Cleaning, Disinfection, and Ventilation

18. Drinking fountains have been replaced with touchless water bottle refill stations.
19. Custodial staff will be on campus throughout the school day. Staff will thoroughly clean and disinfect frequently touched surfaces in the school including, but not limited to:
  - a. Classroom and exterior gate door handles
  - b. Light switches
  - c. Front entrance doorbell
  - d. Touchless sink faucets
  - e. Bathroom surfaces, including high touch surfaces on stall doors
  - f. Tables
  - g. Student desks
  - h. Chairs
20. Additional, thorough cleaning of the entire campus will occur each evening by professional cleaning and sanitizing company, [KBS](#).
21. Sharing of objects and equipment will be limited. Students will be supplied with personal school and art supplies. Equipment used for science experiments will be disposable or cleaned after each use. Students will not use shared games and toys. Playground equipment will be cleaned and disinfected between uses.
22. Only [EPA-approved disinfecting products for use against COVID-19](#) will be used. Product instructions will be closely followed.
  - a. Disinfectant products on EPA-approved list “N” will be used to reduce the risk of asthma and other health effects as recommended by the US EPA Design for Environment program. (Asthma safer ingredients include hydrogen peroxide, citric acid or lactic acid.) [KBS](#) has partnered with The Evans School to ensure appropriate product use.
  - b. Products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds will be avoided. These ingredients can cause asthma.
  - c. Custodial staff will follow label directions for appropriate dilution rates and contact times. Staff will be trained on the chemical hazards, manufacturer’s directions, and Cal/OSHA requirements for safe use, as applicable and required by the Healthy Schools Act.
  - d. Custodial staff and any other staff who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products will be kept out of children’s reach and stored in a locked space for restricted access.
  - e. In partnership with [KBS](#), the school will closely monitor cleaning products and procedures. Products and procedures used during the school day will be different than those reserved for evening cleaning and disinfecting when children are absent. Staff will select use of soap and water disinfectants as appropriate. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

23. Disinfectants will be used safely and correctly. Products will be kept away from students.
24. The Evans School has open, outdoor hallways, providing classrooms with requisite ventilation. Fresh outdoor air will be introduced during cleaning by opening doors and windows. Thorough cleaning will not occur when children are present. All spaces will be aired out before children arrive. When using air conditioning, the setting that brings in outside air will be used. Air filters and filtration systems will be checked and replaced regularly to ensure optimal air quality.
  - a. If opening windows and doors poses a safety or health risk to persons using the facility (e.g., allowing pollen or exacerbating asthma symptoms), alternative air filtration measures will be used (such as central air filtration for HVAC systems with a targeted filter rating of at least MERV 13).
25. Each classroom has a designated air conditioning/ heating unit specific for that room. No central air is circulated throughout the campus.
26. All water dispensers and the decorative fountain on campus have been inspected to ensure safe use after prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

## **6. Implementing Distancing Inside and Outside the Classroom**

27. During arrival and departure:
  - a. Contact between students, staff, families, and the community will be minimized at the beginning and end of the school day. Parents, guardians, and caregivers will remain in vehicles at pick up and drop off each day. Minimizing contact between adults will remain a priority. Staff will remain masked and 6 feet from adults in vehicles.
  - b. Students will follow established one-way routes for entry and exit. Students will remain physically distanced and follow assigned routes through outdoor, open-air walkways when entering or exiting campus, with signage directing them one way only.
  - c. At drop off, students are required to remain in their vehicles until a staff member is ready to screen the student.
  - d. After temperature and verbal screening, the student will be directed to the assigned outdoor hand washing station. All students will wash hands immediately on entrance to campus.
  - e. In order to facilitate physical distancing at student drop off, families may arrive between 8-8:20am. For student pickup, three groups established by families will be formed. Pick up times for these three groups will be staggered between 3-3:30pm.
28. In-classroom spaces:
  - a. To reduce possibilities for infection, students will remain in limited classrooms and with consistent, established, small cohorts. These cohorts will be unchanging and grade level specific, with cohorts containing 10-24 students, depending on student age. Cohorts will be maintained throughout the school day, including during recess and lunch.
  - b. Fourteen outdoor canopies have been installed for outdoor instruction and will be used where practicable. Priority will be given to using this outdoor space.
  - c. Movement of students will be minimized. Students will remain in limited classrooms or in assigned outdoor spaces throughout the school day. Teacher and staff movement between cohorts will be limited to minimize contact between cohorts.

- d. Space is maximized between seating and desks. Teacher and other staff desks are placed at least 6 feet away from student desks. Student separation within classrooms has been maximized. Smaller desks have been installed in some classrooms to replace larger desks and increase space between students. Desks are arranged to minimize face-to-face contact.
- e. Furniture, play spaces, and floor markings have been arranged to facilitate and remind students to maintain separation.
- f. Teachers and staff will do their utmost to give students clear and developmentally appropriate instructions for maximizing spacing and minimizing movement in both indoor and outdoor spaces..
- g. Due to the increased likelihood for transmission from contaminated exhaled droplets, singing practice and performances will be suspended.
- h. Activities that involve singing will only take place outdoors.
- i. Teachers will implement procedures for turning in assignments in order to minimize contact, (e.g., staggering student movement, delaying teacher contact with materials, and using digital submission).
- j. Three-sided plastic shields have been installed on all teacher desks, student desks, and tables throughout the school.

29. In non-classroom spaces:

- a. Nonessential visitors, parents, prospective parents, volunteers, and activities involving other groups will be limited. Any school business needs will be carried out virtually or by phone.
- b. Communal activities will be limited. If multiple cohorts need to use the communal library space, it will be disinfected between uses.
- c. Outdoor space will be used regularly for instruction, weather permitting. Canopies for shade, rolling white boards, and tables/ individual clip boards for writing will be utilized where practicable.
- d. The Evans School's two open-air hallways will be used by only one cohort at a time. When a student cohort needs to enter or exit their classroom, staff will wait until the hallway is vacated before entering in order to avoid any cohort mixing.
- e. Students will eat lunch outdoors within their cohort and with physical distancing. Outside venter meals will be individually bagged and delivered to students by staff. Students will not share food or utensils.
- f. Recess activities will be staggered. Each cohort will be assigned rotating outdoor areas.
- g. Two additional stalls have been added to the lower school restrooms to accommodate students and promote distancing. Lower school hand washing sinks have been relocated outside the restroom in order to prevent congregating and allow for more physical distancing inside the restrooms.

30. For sports and extracurricular activities:

- a. Outdoor and indoor special events, assemblies and other activities that require close contact or that would promote congregating are not permitted at this time.
- b. Youth sports and physical education are permitted and will maintain:
  - i. physical distancing of at least six feet; and



- ii. include only the established cohorts, limiting the risks of transmission
- c. Youth sports and physical education will only take place outdoors.
- d. If equipment must be shared, it will be cleaned and disinfected between use by different people to reduce the risk of COVID-19 spread. Outdoor spaces will include labeled racks for clean and for used equipment. Students will be instructed to take an item (e.g. a ball, Is and hula hoop, etc.s) from the clean section and return it to the used rack when they have finished with it. Staff will disinfect items before placing the items back with the clean, ready for use items.
- e. Due to the size and elementary age of Evans students, organized sport teams do not exist.
- f. Evans has cancelled extracurricular classes, before school care, and after school homework club as these programs typically have small numbers of mixed ages and would require mixing established cohorts.

## **7. Limit Sharing**

- 31. Student belongings will remain separated in labeled student desks or cubbies. Items such as water bottles, jackets, or lunch boxes will be taken home each day to be cleaned.
  - a. Students will no longer change into a separate sports/physical education uniform. This school uniform policy was amended in order to curtail the number of personal items on campus and to reduce student movement.
- 32. Individual kits of high-touch materials have been assembled to limit shared supplies and equipment.
- 33. Electronic devices, clothing, books, toys, and games will not be shared. When learning aids must be shared, they will be cleaned and disinfected between uses.

## **8. Train All Staff and Educate Families**

- 34. All staff will be trained and educational materials will be provided to families regarding the following safety actions:
  - a. Enhanced sanitation practices
  - b. Physical distancing guidelines and their importance
  - c. [Proper use, removal, and washing of face coverings](#)
  - d. Screening practices
  - e. How COVID-19 is spread
  - f. [COVID-19 specific symptom identification](#)
  - g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
  - h. For staff, COVID-19 specific [symptom identification](#) and when to seek medical attention
  - i. Following the school's plan and procedures when children or adults become sick at school (see section 9)
  - j. Protecting staff from COVID-19 illness (see section 4)
- 35. Family education will be communicated via email and on the school's website. Staff will be trained on the plan and safety protocols prior to school reopening and at staff meetings



throughout the school year. Staff will be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.

## **9. Check for Signs and Symptoms**

36. Discrimination will not be tolerated against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
37. School policy requires all sick staff and students to stay at home. The Evans School policy reminds and encourages staff and students who are sick or who have recently had [close contact](#) (less than 6 feet apart for 15 minutes or more) with a person with COVID-19 to stay home, without fear of reprisal.
38. Symptom screening of all students will be conducted prior to students entering campus and before the parent/guardian/caregiver departs the school driveway. Two staff members will be present to verbally ask students and the parent/guardian/caregiver if the student is experiencing symptoms and will take the student's temperature with a no-touch thermometer. If the student answers 'yes' to a cough or any other symptom or has a temperature of 100.0 F or higher, they will be sent home with the waiting parent/guardian/caregiver. Parents/guardians/caregivers will also be asked if they or anyone in their home is exhibiting [COVID-19 symptoms](#). Staff members who are conducting the screening will use disposable gloves and face coverings. If a student, staff member, or visitor arrives at school after the school day has begun, they will ring the doorbell at the school's front entrance. Front office staff will use personal protective equipment and will verbally ask the person if they are experiencing symptoms and check the person's temperature before admittance into the school.
39. Visual wellness checks of all students will be conducted throughout the school day by all staff who interact with a given cohort. Staff will be trained prior to school reopening of [COVID-19 symptoms](#) to watch for in students.
40. Parents/guardians/caregivers will be asked upon drop-off if they or anyone in their home is exhibiting [COVID-19 symptoms](#).
41. Hand sanitizer will be available for staff. Students will be required to wash their hands frequently.
42. Incidents of possible exposure will be documented and tracked by our school nurses. Local health officials, staff, and families will be notified via email immediately of any possible school or class closures or if there has been exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the school director will serve a coordinating role to ensure prompt and responsible notification.
43. If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health form. The school will recommend any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.
44. Staff and students will be monitored throughout the day for signs of illness. Staff and students will be sent home with a temperature of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).
45. Students and families will not be penalized for missing class.

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

46. An outdoor isolation area has been identified to separate anyone who exhibits symptoms of COVID-19. If weather deems, the indoor isolation area will be used.
47. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
48. Front office staff and school nurses will call families to arrange safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
  - a. Fever
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Chills
  - e. Repeated shaking with chills
  - f. Fatigue
  - g. Muscle pain
  - h. Headache
  - i. Sore throat
  - j. Congestion or runny nose
  - k. Nausea or vomiting
  - l. Diarrhea
  - m. New loss of taste or smell
49. For serious injury or illness, staff will call 9-1-1 without delay. Staff will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. For additional information and guidance, see the [CDC webpage](#).
50. School nurses will notify local health officials (in the area of the school and in the area of the student's residence if applicable) immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).
51. Any area will be closed if it was used by any individual suspected of being infected with the virus that causes COVID-19. It will be cleaned and disinfected prior to reopening the area. To reduce risk of exposure, custodial staff will wait 24 hours before cleaning and disinfecting the area. If it is not possible to wait 24 hours, staff will wait as long as practicable. Custodial staff will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. As always, disinfectant products will be kept away from students.
52. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever (without the use of fever-reducing medications), symptoms have improved, and at least 10 days have passed since symptoms first appeared.
53. The Evans School will ensure that all students have access to instruction when out of class. Teachers will work closely with students and families to accommodate instruction for students who are required to stay home.

54. The Evans School will offer distance learning based on the unique circumstances of each student who would be put at risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.
55. Necessary processes and protocols will be implemented when an outbreak occurs, in accordance with [CDPH guidelines](#).
56. Any COVID-19 illness and exposures will be investigated by school nurses and administration to determine if any factors could have contributed to risk of infection. Protocols will be updated as needed to prevent further cases.
57. CDPH guidelines, [Responding to COVID-19 in the Workplace](#), gives detailed recommendations that have been used to establish the following school plans:
  - a. School nurses will track and document suspected and confirmed cases among students, staff, and their families.
  - b. School nurses will work closely with the school director to communicate suspected and confirmed cases with staff and other exposed persons.
  - c. School nurses will work closely with staff, the school director, and local public health officials to conduct and assist with contact tracing.

## **11. Maintain Healthy Operations**

58. The Evans School:
  - a. Monitors staff absenteeism and has trained back-up staff.
  - b. Monitors the types of illnesses and symptoms among our students and staff to help isolate them promptly as needed.
  - c. Has designated the school nurse(s) to be responsible for responding to COVID-19 concerns. The nurses are trained to coordinate the documentation and tracking of possible exposure in order to notify local health officials, staff and families in a prompt and responsible manner.
  - d. Maintains communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Parents and staff email [galebaer@evansschool.org](mailto:galebaer@evansschool.org), [marianneaugustine@evansschool.org](mailto:marianneaugustine@evansschool.org) and [communication@evansschool.org](mailto:communication@evansschool.org) to self report any symptoms or exposure within the household. Additional guidance can be found [here](#).
  - e. Will consult with local health departments if routine systemic testing is being allowed and considered. Testing options for independent schools are currently being explored. Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.
  - f. Will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing both virtual learning and

independent work for students who choose not to return to in-person instruction. This option will be made available regardless of the student's health conditions.

## 12. Considerations for Reopening and Partial or Total Closures

59. School administration will check state and local orders and the health department notices daily about transmission or closures in the area and adjust operations accordingly.
60. When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, nurses and administration will refer to [CDPH Framework for K-12 Schools](#), and implement the following steps:
  - a. Decide, in consultation with the local public health department, whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - b. Close off the classroom or office where the patient was based and not use these areas until after cleaning and disinfection. Staff will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, staff will wait as long as possible.
  - c. Close additional areas of the school for cleaning and disinfection if areas were visited by the COVID-19 positive individual.
  - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
  - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. School will access additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
  - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - g. Develop a plan for continuity of education. Evans distance learning plans are outlined [here](#).
  - h. Maintain regular communications with the local public health department.

**The following signature attests that the information provided above is true and correct.**

Signature: 

Date: August 14, 2020

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Name: Margaret Gale Baer

Title: Director / Head of School