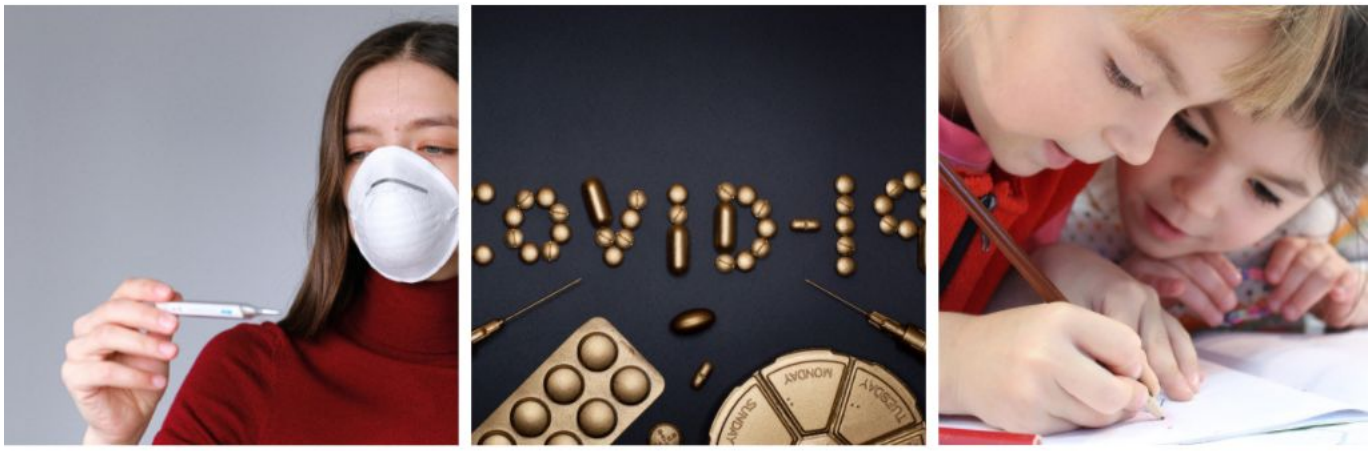
NewBridge School & The Koonings Center
August 2020



RETURN TO CAMPUS PROTOCOL

COVID 19 PANDEMIC

RETURN TO CAMPUS

An employee guide

Welcome back!

We are pleased to welcome you back to campus. As you prepare for the return, please read the following information carefully, as it contains new health and safety protocols that you will need to know and adhere to while on campus.

We thank you in advance for your cooperation. Only through this cooperative effort can we establish and maintain the safety and health of our staff and students. If you have any questions or concerns, please reach out to your team leader or Mr. Mayo.

Prior to returning to campus

- Administration send Protocol to all faculty and staff
- Faculty and staff review Protocol, then sign and return the signature page.
- Administration notify which teachers will be remote versus on-campus
- Administration notify parents regarding safety, schedule, and other protocols.

What's inside

- Basic COVID-19 Information
- Stages of Return
- Faculty and Student Expectations
- Facility Information
- Preparing for a School Closure

Our COVID-19 Return to Campus Protocol is published on our website:
http://thenewbridgeschool.com/covid-19/

I have received a copy of the NewBridge School / The Koonings Center Return to Campus protocol and agree to read and familiarize myself with those policies and procedures and to abide by them during my employment with the school.

I understand that the policies and procedures contained in this handbook, may be changed, revised or modified at the sole discretion of the Director, and such revisions, if any, will be communicated to me in writing.

_____	_____	_____
Employee name	Employee signature	Date

RETURN TO CAMPUS

Basic COVID-19 Information

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
    - Between people who are in close contact with one another (within about 6 feet).
    - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
    - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
    - Studies show that COVID-19 may be spread by people who are not showing symptoms.

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick, even inside your home. Whenever possible, maintain at least 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
    - Stay at least 6 feet (about 2 arms' length) from other people.
    - Stay out of crowded places and avoid mass gatherings.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public. The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Clean and disinfect

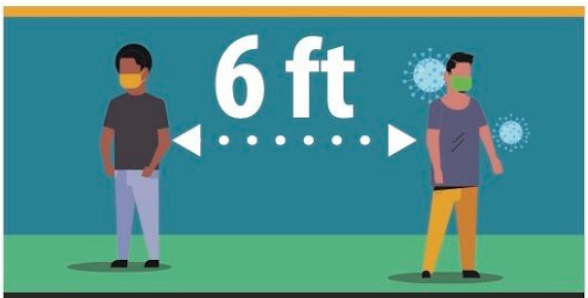
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. Surfaces must be clean before they can be disinfected.

Monitor your health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature if symptoms develop.
    - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.

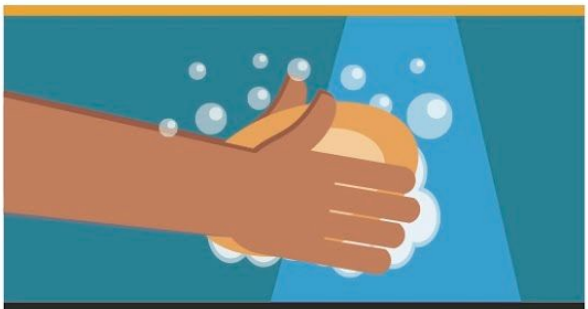
Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

CDC

cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM

RETURN TO CAMPUS

Stages of Return

THE PREP: WHAT TO KNOW BEFORE RETURNING TO CAMPUS

We have implemented new protocols and safety measures to help ensure a safe environment. All faculty are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our school and in the community, which will require full cooperation among our faculty. Before returning to campus, **all faculty are required to acknowledge the new protocols by signing pg 4 of this handbook**.

1. GENERAL PLAN

NewBridge School and The Koonings Center are ready to reopen their shared campus, and are offering two enrollment options for the Fall 2020-2021 Session. Both program options begin August 28th.

A. On Campus (*assuming SD County Dept. of Health grants waiver request*)

- Students in grades K-6 will be assigned to classroom cohorts of 3-6 children each, based on their age and grade level (younger students will be in groups of 3-4, older students will be in groups of 5-6).
- Each cohort will have one teacher for academic instruction and one teacher/aid for outdoor activities such as break, PE, drop off and pick up. This will limit the number of individuals any student or teacher will interact with, thereby minimizing the potential for any cross-contamination in the remote chance that anyone on campus is ill.
- Cohorts (including faculty and staff) may not engage with any individual outside their cohort. The only exceptions to this rule are the appropriate administrators (Mr. Mayo, Ms. Sheftic, Ms. Quon, or Ms. Donoghue, depending on the classroom) and/or the office (Ms. Richards) in situations where additional support is needed (such as Ms. Richards taking students' temperatures).
- The cohort's classroom teacher will also be their Remote Learning teacher if classes are required to change to Remote Learning. This will allow continuity of instruction.

B. Remote

Families who for any reason are not prepared to be on campus this fall are encouraged to enroll in our Remote Learning program. These students will be assigned to a teacher who will supervise their program just as though they were on campus, including regularly scheduled zoom meetings and other activities.

- Instruction will include a combination of direct instruction, appropriate independent work, group/team/collaborative work (project-based learning), and teacher consultation time.
- Direct instruction may be whole class, small group, or independent, as determined by the teacher and Team Leader.
- Remote Learning schedules will be equal to On-Campus schedules, with breaks for lunch/PE and recess/nutrition break.

C. Support Services (SLP/OT)

Speech and Occupational Therapies will be provided via our Remote Learning platform. Sessions will be scheduled to coordinate with each student's academic schedule as much as logistically possible. If there is a problem with the schedule, please speak to the office for rescheduling assistance. Neither the classroom teacher nor the SLP/OT has control over this schedule. It is managed through the front office and the Team Leaders.

2. CAMPUS SAFETY PROTOCOLS

A. General

- We have completely torn down and reconfigured our entire campus, including the offices, classrooms, restrooms and the outdoor spaces to provide for social distancing. All unnecessary surfaces have been removed to minimize opportunity for multiple individuals to touch a surface between cleanings.
- All Faculty and Staff will engage in training prior to the beginning of each session (summer session, fall session, etc.) regarding COVID and related safety protocols. Training will combine in-person, remote and video presentations. All in-person trainings will employ all safety protocols listed herein (ie: temperature checks, health questionnaire, social distanciing, no-touch instruction, etc.).

B. Personal

- All individuals (faculty, staff, students, anyone setting foot on campus) will have their temperature taken each time they come on campus. A visual (each time) and verbal (randomly) wellness check will also take place, looking for signs of illness. Anyone who looks or feels unwell will be asked to return home. Symptoms include, but are not limited to:
    - 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
- All families will respond to a safety questionnaire, including questions about symptomatology, recent travel history, and potential contact with anyone infected with coronavirus within 24 hours of the start of each session, and randomly thereafter throughout the session.
- Faculty and Staff will wear masks at all times while on campus. The only exception is the clearly marked "Faculty/Staff Lounge" set up outside. Masks may be removed when seated in this area. Faculty/Staff are required to wipe down all touchable surfaces (table top and edges, including under side, chair back and seat, including underside) before and after each use.

- Students are required to wear masks while indoors and any time they are in proximity (closer than 6 feet) to any other individual. Students do not have to wear their masks while outdoors provided they are at least six feet from another individual, whether or not the other individual is wearing a mask.
- Air conditioners, where necessary, have been changed out to individual units for each classroom, so no air is circulated from one classroom to another. Air conditioner filters are cleaned weekly at a minimum.
- Teachers are required to keep classroom doors, and where available, windows, open, and fans turned on. Air conditioners and heaters may be run even with doors and windows open in order to manage the classroom temperature while also providing maximum ventilation.
- Additional dedicated work space has been created for each class to work outdoors, so if students are having a hard time wearing their masks, the teacher can take the class outside; if they are hot or distracted, they can move indoors. Both spaces provided for assigned seating, so only one individual ever sits at one desk/table/chair.
- Students, faculty and staff will wash hands upon entering campus and frequently during the school day. Hand washing is preferred over hand sanitizer, but when hand-washing is not feasible, hand sanitizer will be used.
- We have created a bank of training / informative videos regarding important topics such as how to safely wash your hands, social distance, safely put on and take off a mask, what is Coronavirus, and others. These videos are available to all faculty and parents, and will be viewed / taught by each teacher during the first week of instruction according to the schedule assigned by Team Leaders.

C. Cleaning / Sanitizing / Disinfecting

- We have purchased two hydrostatic disinfecting guns, which charges the particles of disinfecting solutions so that they adhere to all hard surfaces, including the underside of tables, desks, chairs, the inside of desks, even walls. These will make disinfecting the classrooms easier and faster, but most important, more effective.
- We also purchased a fogger, which sprays disinfectant on outside surfaces. This will be used to clean PE equipment between each PE class, and all outside surfaces (tables, chairs, handrails, fence, temperature stations, wait stations outside computer room). This does not charge particles, so only disinfects the top surface, so spraying underneath surfaces such as handrails is required.
- If the hydrostatic guns are not available, all hard surfaces within reach of the students will be cleaned and disinfected by hand daily. This includes both inside and outside spaces.
- As many high-touch surfaces as possible are being replaced. For example, hand sanitizers are touchless, and light switches in restrooms are motion sensors. Each student (and teacher) will have their own individual set of materials (pens, pencils, highlighters, glue, scissors, paper, etc.) so no one has to share materials or even pick up materials from a communal space.
- High-touch surfaces that cannot be replaced (door handles, etc.) will be disinfected hourly.
- Restrooms will be disinfected after each use. The teacher or aid should text the classroom number to Mr. Mayo, who will disinfect the bathroom.
- Signs reminding students of healthy habits have been strategically placed around campus.

3. OUTDOOR ACTIVITIES

Our outdoor team (PE teachers and support staff) have created and curated a collection of activities that allow for social distancing and not sharing materials. Any equipment that is used is used by one individual only, and is disinfected between each use. Students will not be allowed to use our new playground equipment while COVID protocols are required.

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4. TRANSPORTATION / DROP-OFF, PICK-UP

- One of the very few variables we cannot control is the student's transportation to and from campus. We encourage parents to drive whenever possible. With all the work we've all put into social distancing, putting children into a small confined space with individuals outside their cohort is a risk we should avoid if possible.
- If you are carpooling, or if students are transported together on busses, the office will maintain a list so we can quickly implement contact tracing in the event an individual becomes infected.
- Drop-off and Pick-up will be staggered according to cohort in order to facilitate a safe and efficient entry to and departure from campus. This will change the start and end times for classes, but the required hours will remain the same. Ie: instead of 8:00-2:30, a cohort may run from 7:45-2:15 or 8:15-2:45.
- Support and office staff will facilitate drop-off and pick-up. Parents will pull up to the appropriate drop off / pick up location (indicated by marked signposts), where the student will disembark / embark. Our staff will not open the door any longer. Students will be directed to the entrance tables, where office staff will take their temperature prior to entering campus and randomly ask questions looking for symptoms.

5. SICK STUDENT / STAFF PROTOCOL

- Should a student present with symptoms of potential flu, cold or other illness, faculty or staff will quietly notify the office, who will take over the next steps. The student will be quietly moved to a separate room while parents are contacted for immediate pick up. The student must present a doctor's note in order to return to campus.
- Should a faculty or staff member present with symptoms of potential flu, cold or other illness, he/she will notify the administration immediately and will be immediately subbed out. They will immediately depart campus, and must present a doctor's note in order to return to campus.
- Should any single member of the school community have a positive diagnosis of COVID-19, the entire school community (parents, faculty/staff, school districts/SELPAs) as well as the County Department of Health and Human Services will be alerted. All students in that cohort will be required to quarantine until they have met CDC criteria, including for 14 day isolation, and at least 3 days with no fever, and will need to present a doctor's note prior to readmission to campus.
- Should a second member of the school community test positive for COVID-19, the entire school community (parents, faculty/staff, school districts/SELPAs) as well as the County Department of Health and Human Services will be alerted, and the entire school will close as quickly as safely and practically possible, and will follow the guidance of the County health department.
- Faculty and Staff will be encouraged to contact their primary care physician or a local testing center for random testing to detect asymptomatic infections.
- All communications will protect individual / confidential information, wil respect individuals' privacy, and will abide by FERPA and HIPAA requirements.

6. EMERGENCY CAMPUS CLOSURE

- We anticipate that schools will be required to close any number of times during the upcoming months, and have prepared for that eventuality in advance.
- When the County Health Officer announces a forced school closure, or at any point the school administration determines it is in the best interest of the students, faculty and staff, campus will be closed as quickly as reasonably feasible, at the end of that day when possible (more immediately if

required). Parents will be notified via the Remind app and email. Campus will remain closed until permission to reopen is granted by the County Health Officer.

- The entire NewBridge / Koonings team is prepared to shift immediately to a Remote-Only program.
- When ordered to shut down Friday March 13th, both NewBridge and Koonings students logged in at 8:00 Monday March 16th, and instruction continued uninterrupted. The same response is anticipated any time shutdown orders come from the County. School will simply continue via our Remote Learning platform.
- Parents of new students, and any current parents who are interested, will be invited to participate in socially-distant training sessions to familiarize them with the main tech programs and apps their children will use, both on campus and off. Parents should bring their child's iPad so we can practice using the apps. These trainings will be on campus, and will follow all safety protocols listed herein (ie: temperature checks, health questionnaire, social distanciing, no-touch instruction, etc.).
- Students will take their iPad to and from school daily, including weekends. (Parents should always remember that while these devices are completely controlled while on our campus, they are open, unlocked devices outside our sphere, so they should be used for school work and then plugged in to charge and maintained in a secure location.)
- Students will also keep a copy of strategy sheets and other important information / tools at home in preparation for this likely event.

Ongoing construction:

We have ongoing construction on campus (middle school building) and you may be assigned to a different classroom than last school year. See Appendix for the map.

We've made some changes to your classroom while you were away:

- To limit the number of items we come in contact with each day, we've put away or disposed of "non-essential" items in each class. We have completely torn down and reconfigured our entire campus, including the offices, classrooms, restrooms and the outdoor spaces to provide for social distancing. All unnecessary surfaces have been removed to minimize opportunity for multiple individuals to touch a surface between cleanings.
- Teachers will need to limit the number of images/signs on the wall. Postings must be approved by your Team Leader.
- Do NOT rearrange the furniture in your room. We've moved desks and other furniture to provide six feet or more distance between each student.
- We also added an outdoor classroom for each class. Outdoor spaces may be used at any time, and students may remove their mask when seated at their assigned seat. Faculty and staff must continue to wear their mask, and must maintain six feet distance while teaching. Should the teacher need to approach a student, the student must first put their mask over their mouth and nose.

Monitor your health:

Take your temperature daily in the morning and evening to ensure you do not have a temperature above 100°F before coming to work.

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- If you have any COVID-19 symptoms including cough, shortness of breath or difficulty breathing, fever above 100° F, chills, muscle pain, loss of taste and smell, **do not report to work; seek medical attention immediately.**
- Notify the office AND your Team Leader. If you do not receive a response, please follow up to ensure we received your message!
- **If in doubt, stay home if you are feeling unwell or suspect you may have a fever.**

ARRIVAL: WHAT HAPPENS WHEN YOU GET TO SCHOOL

Taking your temperature

- Employees must take their temperature before leaving for work.
- Upon arrival, you will need to be screened for symptoms (cough, shortness of breath, headache, fever, chills, muscle or body aches fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea) and have your temperature checked by an administrative staff to receive clearance to enter campus. The screenings will take place on the blacktop in front of the office.

Where to park

Faculty should first park in our neighbor's front lot, then the back portion of our lot (near the storage unit). **Leave the front parking spots available so we are able to expedite arrivals/dismissal.**

Washing hands

All faculty must wash hands upon arrival to school each day.

THE DAY: WHAT TO EXPECT THROUGHOUT THE DAY

Schedule

Teachers are expected to be at school by 7:30am (at the absolute latest). Do NOT be late. Students will require supervision as soon as they arrive on campus, and can not play outside, as we cannot mix cohorts.

Arrival (AM drop-off)

Students will arrive between 7:30 - 8:30am. Students will exit vehicles (**parents are not allowed to park and come onto campus**). Staff will direct students to the following locations for temperature checks (see map on next page):

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Faculty morning duties:

Duty	Task	Location	Faculty
Car Greeter	• Greet students and direct them to the Screening Stations. • Parents are not allowed to get out of the car and walk onto campus.	Between parking lot and blacktop	Quinn Bianca
NB1, NB2 Screening & Temp Check	• Wearing gloves and a mask, check each student's temperature. • Provide clearance to the student and direct him/her to wait with the Group Monitor. • Students with a temperature should be collected by Mrs. Richards and wait in the office until the parent picks him/her up. • Here is the checklist: https://docs.google.com/document/d/1lNEkLhSP_LM4nVD8Hl8knqErFwl_Pwk4EK4JNfRoyU/edit?usp=sharing	Bldg 4 blacktop	Vee

NB3, K3
 	
Screening & Temp Check
	• Wearing gloves and a mask, check each student's temperature.
	• Provide clearance to the student and direct him/her to wait with the Group Monitor.
	• Students with a temperature should be collected by Mrs. Richards and wait in the office until the parent picks him/her up.
	• Here is the checklist: https://docs.google.com/document/d/1lNEkLhSP_LM4nVD8Hl8knqErFwl_Pwk4EK4JNfRoyU/edit?usp=sharing
	• Items needed:
	  ○ Table
	  ○ Canopies
	  ○ No touch thermometer
	  ○ PPE for temp takers (Hand sanitizers, gloves, rain coats (easily sanitized jacket), masks, cleaning supplies, trash can)
		Sidewalk near Steve's office	Steve

Office	• Call parents if students need to be sent home.	Office	Megan
Group Monitor	• Supervise cleared students in front of classrooms from 7:30-8:00. • Take attendance on Dojo. • At 8:00, send the students into classes.	Blacktop (near gate to quad)	Allyson Jeff Allyson
Prep	• Prepare for class and wait for students to arrive. • The Support Staff will let students into the class at 8:00am.	Designated classroom	All teachers

Dismissal (PM pick-up)

Students will wait outside classrooms (separated by 6 feet), monitored by Support Staff. When parents arrive, they will be called up to be dismissed. We have asked parents to use dismissal signs.

Adhere to Safety Signage

Employees must adhere to all safety signage providing guidance on social distancing (maintain at least 6 feet of distance between yourself and others), limited occupancy protocols in common spaces, wearing facial coverings, avoiding physical contact, and other signs throughout campus.

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Maintain Social Distancing

All students are grouped into a cohort of 6 or less. We have limited the amount of rotations between groups, and each teacher will remain with his/her selected group of students.

Whenever possible, employees should maintain a physical distance (approx. 6 feet) when interacting with others, and do not gather in groups and consider holding virtual meetings.

Practice Good Hygiene

Wash hands frequently and/or use hand sanitizer, especially after touching frequently used items and/or shared surfaces, and after you've coughed or sneezed into a tissue. Avoid touching your face.

Please wash your hands (for 20 seconds) regularly with soap and water throughout the day, particularly:

- As soon as you enter the building from the outside.
- After blowing your nose, sneezing or coughing.
- Before you eat and/or handle food.

Model handwashing and good hygience practices to students:

- For younger students, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Use hand sanitizer when handwashing is not practicable.
- Children under age 9 should only use hand sanitizer under adult supervision.
- Follow given schedules to wash hands regularly throughout the day.

Hand sanitizer stations will be available to you in designated areas. If you notice that a hand sanitizer station or soap needs to be refilled, please let us know by contacting Megan (frontdesk@thenewbridgeschool.com).

Other good hygiene practices:

- When you sneeze or cough, cover your mouth and nose with a tissue or your sleeve.
- Immediately throw away used tissues into a trash bin.
- Try to avoid close contact with people who are unwell.
- Don't touch your eyes, nose or mouth, if yours hands are not clean.

Wear Gloves:

- Faculty *will* be required to wear gloves when handling food and checking temperatures. Gloves are available in the storage closet in the staff restroom.
- Faculty and students are welcome (but not required) to wear gloves throughout the day.
- **Faculty must check for latex allergies on the Student Info Sheet.**

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Immunizations:

- We strongly recommend that faculty receive immunizations each fall against influenza unless otherwise stated by a medical advisor. This will help protect the school community and decrease illnesses that cannot be readily distinguished from Covid-19.

Wear Facial Coverings:

All staff and students will be required to wear face masks on campus until further notice.

- Faculty and students should NOT wear N-95 respirators and surgical masks, as those should be reserved for medical/healthcare workers.
- Faculty may wear face masks with a clear window if desired (ex: https://www.etsy.com/listing/796746191/reusable-face-mask-with-clear-window?ref=cart)
- Faculty may wear face shields *in addition to* a facial covering, but it may not be a replacement for a face mask.
- Students should wear a face mask with elastics that go a) behind the ears or b) around the head. We do NOT recommend face coverings that need to be tied, as this may require faculty support which would break the social distancing guidelines.
- Students must write their name on the face mask so it is not accidentally transferred to another student.
- Watch this video to see how you can make your own face covering.
- Students may remove their masks when outside the classroom as long as they maintain six feet distance from any other individual
- The school maintains a substantial supply of face masks in case a student forgets his/hers, loses it, theirs becomres dirty, etc.

Guidance for using and cleaning your facial covering:

- Facial covering should be washed every day.
- Facial covering should not be worn damp or when wet from respiratory droplets, spit or mucus.
- Wash your hands immediately prior to putting the facial covering on.
- When removing your facial covering, avoid touching the portion that is closest to your mouth.
- CDPH Guidance for the use of facial coverings: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

Guidance on which students should wear facial coverings:

- Training will be provided to faculty who have students that are exempt from wearing facial coverings.

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – High School	Yes, unless exempt

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Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- Students who do not follow these rules may be exIn order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Student Safety

Backpacks: We discourage students from bringing backpacks to school. Students who *do* choose to bring them will leave them outside the classroom door, at a distance from each other. To minimize the need to bring items to and from school, and hence the need for a backpack, each student will have their own individual set of materials (pens, pencils, highlighters, glue, scissors, paper, etc.) so no one has to share materials or even pick up materials from a communal space.

Masks: If a student needs help with his/her mask, Mr. Mayo or Ms. Richards are available to assist. We have extra maksks in the office.

Water bottles: We have asked students to bring a *full* water bottle to school. If a water bottle needs to be refilled, the student will need to ask for a refill in the office. If there are students who regularly need refills, Megan will contact parent(s) to send extra water to school.

Speech & OT Services

- Students will receive services on remote days through Zoom (not through in-person contact).
- Links to our SLP/SLPA/OT zoom sessions will be directly added to each student's schedule; the office will provide these schedules to parents. If there is a group session, the whole class will participate in the Speech/OT activity.

Visitors & District Assessors

We are not allowing campus visitors, unless otherwise cleared by Steve. All observations will take place remotely via Zoom.

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Exposure situations

If a student **seems unwell during the day**…

- Calmly ask the student how they feel (symptoms) and send a Hangout to Mrs. Richards to notify that a sick student is coming to the office.
- Send the student to the office. Many students may be anxious about getting sick; please be careful with how you phrase your words!
- Students will be quietly moved to Mr. Mayo's office until he/she can be picked up. Office will monitor and reassure the student. Parents will be notified for an immediate pickup.

If a student is **sent home with a fever**…

- Parents of the cohort do NOT need to be notified.
- Teachers will be notified.
- The student must remain home until he/she is symptom free for 72 hours without the use of fever-reducing medicines.
- Office should email parent:

  *We are sorry to hear _____ is sick. Due to the current circumstances, we kindly ask that your child remain home until he or she is fever and symptom free for 72 hours **without the use of fever-reducing medicines**. If you would like us to send schoolwork, we'd be happy to arrange that with our teachers -- you can simply respond to this email to let us know. We hope _____ gets better soon!*

If a student is **confirmed to have COVID-19**…

- All members of the school community (parents, faculty/staff, school districts/SELPAs) as well as the County Department of Health and Human Services will be alerted. All communications will respect the privacy of the affected individual according to FERPA and HIPPA guidelines.
- The classroom with the affected cohort will be closed off and moved until the areas have been cleaned and disinfected. Administrators will wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, administrators will wait at least two hours or more.
- All students in that cohort will be required to quarantine until they have met CDC criteria, including for 14 day isolation, and at least 3 days with no fever, and will need to present a doctor's note prior to readmission to campus.
- The cohort will be excluded from campus and associated families will be asked to quarantine until they have met CDC criteria, including for 14 day isolation, and at least 3 days with no fever, and will need to present a doctor's note prior to readmission to campus.
- Faculty and staff will be notified.
- The student may not return to school until he/she is symptom free for at least fourteen (14) days and a doctor provides a letter of clearance.
- Mr. Mayo will contact each member of the cohort:

  We want to share with you that your child's cohort has a reported COVID-19 case. Contact your health care provider if your child suffers from the symptoms of COVID-19: fever, cough and shortness of breath. We are doing all we can to minimize the spread of COVID- 19 and have taken measures to thoroughly disinfect all areas the person was in contact with.

- Should a second member of the school community test positive for COVID-19, the entire school community (parents, faculty/staff, school districts/SELPAs) as well as the County Department of Health and Human Services will be alerted, and the entire school will close as quickly as safely and practically possible, and will follow the guidance of the County health department.

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home for 14 days after first symptoms appear and he/she is fever-free for 24 hours. An employee who reports to work with symptoms will be sent home for 10 days after first symptoms appear and he/she is fever-free for 24 hours. Employees must be tested for COVID, and may be required to obtain a doctor's note clearing them to return to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time. Employees must be tested; if an employee has tested positive, we will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee.

GOING HOME: BEST PRACTICES FOR RETURNING HOME

While we absolutely acknowledge that your personal time is your own, we all have a vested interest in staying safe and healthy, both for ourselves and for the broader school community. Please remember that, besides the obvious negative health effects for the indifidual and their family, if one individual from our community tests positive for COVID, we shut down that cohort for two weeks minimum. If two members of our community test positive, we shut down the entire campus and move to remote only learning for two weeks minimum. With that in mind, please we strongly encourage the following best practices:

After work:

- Wash your hands with soap and water when you enter your home.
- Clean and disinfect your belongings and devices that were brought onto campus with an EPA-registered household disinfectant. Please refer to the instructions on the label for safe and effective use of the product.
- Properly wash and store your facial covering.

Daily:

- Refrain from large gatherings.
- Maintain your own social cohort.
- Wear a mask when outside of your home, and when unable to socially distance.

RETURN TO CAMPUS
Faculty & Student Expectations

Following Safety/Sanitary Protocols

If a student is not following the protocol, the teacher should attempt to get the student to comply. Students who do not comply should be sent to Mr. Mayo in the office.

If you notice an employee is not following the protocol, notify the office and Mr. Mayo will address the issue.

Student Absences

- Students who will be absent must notify Mrs. Richards in the office in advance. She will:
    - Email the HR teacher/TL
    - Add it to the expected absences spreadsheet: https://docs.google.com/document/d/1IRSCMYVsDDVEdwVM9dUkn4xWaT2cxguyCJobwFfRCfs/edit?usp=sharing This document is intended to keep track of absences we are informed of in advance; it will not be a complete list of absences. If you need a list of absences, email the office for an official list.
- Teachers must provide the student with an Independent Work Contract. The work can include makeup classwork, or even something as simple as keeping a digital journal for the absent days. Work contracts should be submitted to the office.

Faculty Absences

When a staff member is absent, a Team Leader (Margaret/Kerry) will need to sub in. In order for faculty to clear an absence, he/she will need to:

- Hangout the Team Leader and the office, and receive a response.
- Submit sub plans
- Depending on the circumstance, a doctor's note may be required.

Student Tardies

We will have our Screening Stations open until 8:10/15. When a student is tardy…

- 8:01-8:10/15 - Student will check in at Screening Station. Administrative staff will provide clearance for the student to walk to class, hangout the teacher that the student is approved, and will update Class Dojo attendance.
- 8:15 or later - Student will check in at the office. Megan will provide clearance for the student to walk to class, hangout the teacher that the student is approved, and will update Class Dojo attendance.
- **If a student walks into your class and you did not receive a hangout message with clearance, send the child back to the office.** The student needs his/her temperature checked, and needs to be marked present on Class Dojo.

RETURN TO CAMPUS
Facility Information

Due to social distancing requirements, please be mindful and limit your time in common areas so that others have the opportunity to utilize them as well.

Field/PE

Our outdoor team (PE teachers and support staff) are creating and curating activities that allow for social distancing and not sharing materials. Any equipment that is used will be disinfected between each use. Students will not be allowed to use our new playground equipment until safety measures are in place (this equipment will be installed mid-summer; once install is complete, we will determine whether we can allow students to use the space in small groups, with disinfecting protocols between each use).

PE will take place outdoors and cohorts will not mix. Students must maintain a distance of at least six feet.

- Equipment should not be shared; each student will be given his/her own materials.
- Equipment will be cleaned and disinfected after each class.

Kitchen

The kitchen is officially closed for the fall.

- Bring your snack/lunch in a lunchbag with ice; we will not have a refrigerator available.
- Microwaves will be available. A support team member, with gloves and mask, will microwave your lunch item. Gloves and masks must be worn at all times,
- Self serve items will not be available. Please bring disposable silverware; if you need an item you can request it from the office.
- Unfortunately due to restrictions regarding safety and sanitation, we are unable to continue providing our self-service hot lunch at this time. All staff and students are required to bring a sack lunch.

Copy Room

The copy room will be available for use. Only **two** employees should be in the Copy Room simultaneously, one in each section of the room. If there are already two employees present, wait outside; desks serving as workstations are marked outside.

Shared materials such as staplers, three-hole punchers, pens, etc. have been removed from the Copy Room. You will need to use the items in front of the office and then disinfect them. Disinfect your hands before and after use.

Please wash your hands before and after using the Xerox machine or touching any items in this room.

Office Protocol

We've taken the following safety precautions in the office:

- Students with behavior issues should not be sent to the office. Please message Megan, and she will send a Team Leader to you.

- There will be a table blocking the entrance of the office. Faculty/staff/visitors are not allowed inside, but Megan will be able to assist as usual.
- Disinfecting ***all*** shared items (pens, pencils, etc)

Restrooms

Restrooms will be disinfected after each use. Please send a hangout message to office@thenewbridgeschool.com after student use.

Cleaning & Disinfecting the Facility

Steve and available support staff will be disinfecting the campus throughout the school day. See Appendix for cleaning tasks.

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, chairs etc.

Disinfect

- Recommend use of EPA-registered household disinfectant
- Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Many products recommend:
  - Keeping the surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
  - Leave solution on the surface for at least 1 minute.

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
    - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

PREPARING FOR A SCHOOL CLOSURE

In the event of an emergency campus closure, we must be prepared at all times to immediately transition to Remote Learning.

A. We anticipate that schools will be required to close any number of times during the upcoming months, and are preparing for that eventuality in advance.

B. When the County Health Officer announces a forced school closure, or at any point the school administration determines it is in the best interest of the students, faculty and staff, campus will be closed as quickly as reasonably feasible, at the end of that day when possible (more immediately if required). Parents will be notified via the Remind app and email. Campus will remain closed until permission is granted by the County Health Officer.

C. The entire NewBridge / Koonings team is prepared to shift immediately to a Remote-Only program.

i. Students will take their iPad to and from school daily, including on weekends. Parents should always remember that while these devices are completely controlled while on our campus, they are open, unlocked devices outside our sphere, so they should be used for school work and then plugged in to charge and maintained in a secure location.

ii. Students will also keep a copy of strategy sheets and other important information / tools at home in preparation for this likely event.

iii. Parents of new students, and any current parents who are interested, will be invited to participate in a socially-distant training session to familiarize them with the main Assistive Technology programs and apps their children will use, both on campus and off.

Students will need to gather the following items when we announce the closure:

- ❏ Any students who left iPads at school (Students take devices home after school each day)
- ❏ Personal belongings (including lost & found items)
- ❏ Art & classwork
- ❏ Login information for all apps
- ❏ Remote schedule (including SLP/OT times)

Teacher tasks for closure:

- ❏ Have remote lesson plans ready
- ❏ Be prepared with a Remote Schedule
- ❏ Collect all personal belongings in the classroom

Prepare a detailed multi-day sub plan in case you are out sick (must be approved by Team Leader)

PREPARING FOR A SCHOOL CLOSURE

Administrative tasks for closure:

- ❏ Notify the local public health department, districts, and SELPAs
- ❏ Notify all parents of the closure via email and Remind text
- ❏ Require all parents and students to download Google Calendar for Parents
- ❏ Update schedules, including any new SLP/OT times
- ❏ Designate office staff to be available to answer parent calls for technical issues
- ❏ Notify teachers
    - ❏ SLP/OT call teacher and zoom for group sessions
    - ❏ Can teachers work on campus but follow safety protocols (wear masks if two people are in a room)
- ❏ Cancel transportation
- ❏ Coordinate remote art lessons

Campus Map

Fall Session 2020-2021
APN : 317-152-
APN : 317-152-08
343.39' ±
395.75' ±
NB2
NB3
NB1
K2
TL
Ofc
Steve's office
Interior Construction
EXISTING FIRE HYDRANT
OAK KNOLL RD
60.00' ±
112.89' ±
SITE PLAN
1" = 20'

APPENDIX

Teacher - Daily Checklist

Name: _____ Date: _____

This checklist is to help you remember to follow safe practices during this crisis.

		Yes	No
1.	Before coming to work today, am I experiencing flu-like symptoms (e.g. Fever, headache, body aches, difficulty breathing)? If yes, do not come to work. Let us know you are not feeling well. If you did come to work, or if you feel ill during the day, contact your healthcare provider immediately and notify the admin team or your TL.		
2.	Am I washing my hands frequently enough (before and after breaks, lunch, meetings, or using the bathroom)? Wash for at least 20 seconds each time in accordance with CDC guidelines.		
3.	Are hand sanitizer and/or sanitizing wipes available in my work area? Am I using them when entering and when leaving my work area? If sanitizer or wipes are out, notify the office immediately.		
4.	Do I have the proper protective equipment, PPE (mask, gloves, safety shield)? Is my equipment clean?		
5.	Am I disposing of my used mask and gloves in the designated waste bin?		
6.	Am I practicing 6-foot distance in my work area, during lunch and breaks and when I enter and leave the workplace?		
7.	Have I wiped down my cell phone and ipad before and after each use?		
8.	Is there anyone in the classroom that I believe should not be here? If yes, notify the office immediately.		

Office - Daily Checklist

(Support Staff / Cleaning Crew to wear masks and gloves while cleaning)

Name: _____ Date: _____

		Yes	No
1.	Sanitation stations are fully stocked		
2.	Set up check in stations; disinfect after set up		
3.	Set out signs for groups outdoor spaces		
4.	Put tablecloths on tables; disinfect after set up		
5.	Disinfect table cloths after each nutrition break & before ASC		
6.	Disinfect shared school supplies (pencils, pens, etc)		
7.	Mix, refill outdoor disinfecting Fogger; lock chemicals in office cabinet		
8.			
9.			
10			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

Cleaning Checklist

(Support Staff / Cleaning Crew to wear masks and gloves while cleaning)

Name: _____ Date: _____

		Yes	No
1.	Replenish paper towels in all bathrooms		
2.	Replenish toilet paper in all bathrooms		
3.	Replenish soap dispensers in all bathrooms		
4.	Disinfect/clean bathroom sinks		
5.	Empty trash bins in all classrooms		
6.	Empty recycling bins in all classrooms		
7.	Empty outdoor/kitchen trash cans		
8.	Wipe down surfaces		
9.	Bleach/mop all floors (hard surface floors)		
10.	Disinfect door handles		
11.	Clean door jams		
12.	Vacuum all carpeted floors		
13.	Wipe down dirty windows		

APPENDIX

Supply List

- Disposable face masks
- Latex gloves
- Food handling gloves
- Hand sanitizer
- Cleaning wipes
- Bleach for sprayers
- Raincoats
- Canopies/tents - http://www.canopymart.com/large-commercial-tents.html
- Electrostatic sprayers
- No touch thermometers
- Spray bottles
- Paper towels
- No touch hand sanitizer
- Face Shields