

8-1-2020

THE KOONINGS CENTER

RETURN TO CAMPUS PROTOCOL

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*)

- i. 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).
- ii. 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.
- iii. Cohorts (including faculty and staff) may not engage with any individual outside their cohort. The only exceptions to this rule are the appropriate administrator (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).
- iv. 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

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

C. Support Services (SLP/OT)

- i. 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 no control over this schedule. It is managed through the front office and the Team Leaders.

2. CAMPUS SAFETY PROTOCOLS

A. General

- i. 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.**

B. Personal

- i. All individuals (faculty, staff, students, anyone setting foot on campus) will have their temperature taken each time they come on campus. Anyone who looks or feels unwell will be asked to return home.
- ii. All families will respond to a safety questionnaire, including questions about symptomology, recent travel history, and potential contact with anyone infected with coronavirus within 24 hours of the start of the fall session.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. We have created a bank of training / informative videos regarding important topics such as how to safely wash your hands, how to social distance, how to safely put on and take off a mask, what is Coronavirus, what to expect when arriving on campus, what to expect in our revamped classrooms, 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

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. High-touch surfaces that cannot be replaced (door handles, etc.) will be disinfected hourly.
- vi. Restrooms will be disinfected after each use. Teacher or aid should text the classroom number to Mr. Mayo, who will disinfect the bathroom.
- vii. Signs reminding students of healthy habits have been strategically placed around campus.

3. OUTDOOR ACTIVITIES

- A. 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.

4. TRANSPORTATION / DROP-OFF, PICK-UP

- A. 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.
- B. 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.
- C. 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. I.e: instead of 8:00-2:30, a cohort may run from 7:45-2:15 or 8:15-2:45.

- D. 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

- A. 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.
- B. 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.
- C. 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 for 14 days and present a doctor's note prior to readmission to campus.
- D. 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.

6. EMERGENCY CAMPUS CLOSURE

- A. 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.
- 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 to reopen is granted by the County Health Officer.
- C. The entire NewBridge / Koonings team is prepared to shift immediately to a Remote-Only program.
 - i. 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.
 - ii. 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, no-touch instruction, etc.)

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

7. 14 CRITERIA FOR THE SAN DIEGO ELEMENTARY WAIVER APPLICATION

14 Elements of the Attestation Form
General Information: Name, District (if applicable), Grades to Reopen, Total Enrollment number, Total number of staff: The Koonings Center, Grades 4-6 (we have no K-3rd grade students enrolled at this time), 9 Students, 35 Faculty and Staff (combined with NewBridge School)
Date Proposed for Reopening: Must be at least 14-days from the date the application is submitted: August 29, 2020
I. Consultation
Attestation Form Consultation
Labor Consultation: Name of Labor Organization(s), date(s) and results/outcomes of consultation(s): Faculty and Staff we consulted via multiple emails and surveys, including but not limited to the following dates: 3/11, 3/13, 3/16, 4/6, 4/20, 5/5, 5/29, 8/9. Results: of 35 faculty/staff, two individuals expressed health concerns related to returning to campus and were set up to work remotely. All faculty who choose to work remotely have that opportunity, and many will be assigned to work remotely.
Parent Consultation: Name of Parent Organization, date(s) and results of consultation(s): Parents were consulted via multiple emails and surveys, including but not limited to the following dates: 3/13, 3/16, 4/27, 5/2, 5/20, 8/9. Results: of 9 students enrolled in our summer program, 3 opted to remain in our Remote Learning program; 6 students opted / remained enrolled in our On-Site summer program. Of 6 K-6 families enrolled for Fall 2020, 3 families have chosen to remain in our Remote Learning program, and 3 have opted for On-Site learning.
Community Consultation: Name of Community Organization, date(s) and results of consultation(s): Meetings with San Diego County Office of Education, SELPA Directors and NPS directors 4/22, 5/6; emails with PUSD SELPA Director 3/27, 3/30, 6/2, 6/24. Results: County and SELPA directors reviewed and approved our initial Distance Learning program, and confirmed our Return to Campus plan for Summer 2020.
II. COVID-19 Prevention/Reopening Plan(s) consistent with guidance from CDPH and Local Health Department

14 Elements of the Attestation Form

Uploads: District and/or School Coronavirus Disease 2019 Prevention/Reopening Plans

1. Webpage: The schools' reopening plan is posted on school/district webpage.

<http://thenewbridgeschool.com/covid-19/>

2. Distance Learning: School plan(s) should describe how 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. 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 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 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-Site schedules, with breaks for lunch/PE and recess/nutrition break.

3. Physical Distancing: The school(s) plans describe how space and routines will be arranged to allow for physical distancing of students and staff. The entire campus has been reconfigured, including classrooms, offices, restrooms and outdoor spaces to provide for social distancing. Classroom assignments are limited to the number of desks that can be placed a minimum of 6 feet apart and allow for safe and efficient movement. Schedules, including arrival, departure and all outside-the-classroom activities (recess, nutrition break, lunch, PE) have been structured so as to minimize the number of individuals in any given space at any given time in order to ensure social distancing (ie: only one cohort is at recess at a time, only one cohort is at PE at a time, etc.)

4. Stable Cohorts: The school(s) plans describe how students will be kept in small, stable, groups with fixed membership. All individuals on campus are assigned to a cohort (small group of students and faculty/staff), ranging from 4-6 individuals. Each cohort has one teacher for instruction and one teacher for outdoor activities (arrival/departure, break, lunch, PE, art). Individuals (students, faculty, staff) will engage exclusively with other individuals within their cohort, with the possible exceptions of their respective administrator and the temperature-check table.

5. Face Covering & Other Essential Protective Gear: The school(s) plans describe how California Department of Public Health's face covering requirements will be satisfied and enforced. Per CA Dept. of Public Health Industry Guidance for Schools and School Based Programs, all staff and students are required to wear face masks (N-95 respirators and surgical masks are not permitted) on campus until further notice. Faculty may wear face masks with a clear window if desired. 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. 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 becomes dirty, etc.

Faculty and Staff will wear masks at all times while on campus. The only exception is the “Faculty/Staff Lounge” set up outside, with tables/chairs set 6 feet apart. 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 seated at the outdoor tables provided they are at least six feet from another individual, whether or not the other individual is wearing a mask. 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 provide for assigned seating, so only one individual ever sits at one desk/table/chair.

6. Cleaning or Disinfection: The school(s) plans describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized. All indoor and outdoor touchable surfaces, including but not limited to desks, tables, chairs, light switches, door handles, hand rails, and door jams, are disinfected hourly while faculty/staff and students are on campus. Restroom surfaces, including but not limited to door handles, light switches, faucet and toilet handles, and toilet paper / paper towel dispensers are disinfected after each use. As many high-touch surfaces and items as possible have been removed (staplers, shared pens/pencils, highlighters, scissors, etc.), and have been replaced with individual sets of items that are used by one individual only. Each set, or kit, is labeled with the user’s name, and may only be used by that individual. Any items that may need to be shared (eg: large three hole punch, for teacher use only) are stored in front of the main office, where they can be monitored, and teachers reminded to disinfect the item both before and after each use. PE and other outside equipment is disinfected after each class period, and no items will be used by more than one student. The entire campus, inside and out, is cleaned and disinfected at the end of each school day. EPA List N disinfectants are used in all situations described above.

7. Entrance, Egress, and Movement Within the School: The school(s) plans describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. Students, faculty and staff are required to maintain 6 foot distance at all times, and are reminded of this with appropriate signage throughout campus. The only exceptions include situation where a single adult within a student’s cohort must engage in close proximity for safety or instructional purposes, and in these cases masks must be worn by both individuals. Students arrive and depart at designated times in order to minimize the number of individuals in the drop-off / pick-up zones. Parents and other drivers are not allowed out of their vehicles, and no other individuals are allowed on campus during instructional hours (no visitors, no observations, no admissions tours, etc.). Classrooms all open directly to the outdoors, so there are no hallways, and students are not allowed to line up outside restrooms. Any location where lines are required (temperature table) has clearly indicated spots for standing, 6 feet apart, and additional staff are assigned to maintain social distancing. Individuals are not allowed in the office, being blocked by a table, and supported by the office assistant, observing 6 feet social distancing. Buses and other school district transportation will follow protocols established and maintained by the respective school district.

8. Health Screenings for Students and Staff: The school(s) plans describe how students and staff will be screened for symptoms of Coronavirus Disease 2019 and how ill students or staff will be separated from others and sent home immediately. All individuals (faculty, staff, students) will have their temperature taken each time they come on campus. Anyone who looks or feels unwell, or who has a temperature above 100• F will be asked to return home. All individuals (faculty, staff, families) will respond to a safety questionnaire, including questions about symptomology (including but not limited to 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), recent travel history, and potential contact with anyone infected with coronavirus within 24 hours of the start of the fall session.

Should a student present with symptoms of potential flu, cold or other illness, faculty / staff will quietly notify the office via Hangout, and the office will take over the next steps. The student will be quietly moved to a separate room while parents are contacted for immediate pickup. The student will remain in a separate room, monitored from outside that room, but the office staff.

Should a faculty / staff member present with symptoms of potential flu, cold or other illness, he/she will immediately notify the administration, will be immediately substituted, and will immediately depart campus. In all cases where an individual leaves campus with symptoms of flu, cold or other illness, a doctor's note clearing the individual is required prior to returning to campus.

9. Healthy Hygiene Practices: The school(s) plans describe the availability of hand washing stations and hand sanitizer and how their use will be promoted and incorporated into routines. Hand washing stations, complete with touchless soap dispensers, are located in each restroom and at the outside sink. Touchless hand sanitizers are located throughout campus, including the temperature table, the front office, each classroom, PE station, each outdoor class space, the copy room. Signage encouraging / reminding individuals of appropriate hand washing and sanitizing routines are posted throughout campus. All individuals will sanitize their hands upon entering and exiting campus, each time they enter and/or exit a classroom or office, each time they remove their mask or touch their face. Teachers will sanitize their hands before and after approaching a student (closer than 6 feet). All individuals will wash their hands before and after eating, and each time they enter and/or exit their restroom.

10. Identification and Tracing of Contacts: The school(s) plans describe the actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about Coronavirus Disease 2019. Steven Mayo (newbridgeschool@me.com) is the designated liaison between the school and all outside entities, such as the local health department, and is in charge of all contact tracing, should there be a confirmed case of COVID either on campus or off, within our school community. A list is maintained and continuously updated, including lists of cohort members, lists of carpools and students arriving via school district transportation, and a voluntary list of individuals connected to the school who have contact outside the school campus (ie: we ask parents and faculty to keep us abreast of social interactions between individuals of different cohorts that take place outside of school). Should a

confirmed case of COVID present amongst our community, Mr. Mayo will immediately contact all individuals known to have had contact with that individual, will document that communication and pursue any additional contact leads, and will immediately share that information with the local county health department. Mr. Mayo may be contacted at newbridgeschool@me.com.

11. Staff Training and Family Education: The school(s) plans describe how staff will be trained, and families will be educated on the application and enforcement of the plan, adhering to linguistic needs of the community. Faculty and staff have created and maintain a bank of training videos regarding important topics including but not limited to *Basic Information Regarding COVID (Safety, Signs and Symptoms), How to Safely Put On / Take Off a Mask, What to Expect When Entering Campus*. These videos are presented and discussed with each faculty / staff member and parent prior to the start of the fall session, and as a class, regardless of whether On-Campus or Remote.

12. Testing of Students and Staff: The school(s) plans describe how school officials will ensure that students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections. At a minimum, schools will direct staff to contact their primary care provider or community testing site for testing. Any individual (faculty/staff/student) who has been exposed, or is suspected to have been exposed, to COVID is required to be tested by their primary health care provider or community testing site, and to provide a copy of that test to the administration. Same individuals are required to quarantine for 14 days, or until a negative test result indicates that they have not contracted the disease. A doctor's note clearing them to return to campus is required prior to entering campus.

The entire school community is encouraged to share any COVID test data with the school so that we may voluntarily monitor our school population for asymptomatic infections (ie: if you or someone in your family is tested, please share that data with the school). At this time there is no requirement that individuals be tested, but faculty and staff are strongly encouraged to be tested and to share those results with the administration.

13. Triggers for Switching to Distance Learning: The school(s) plans describe the criteria the superintendent will use to determine when to physically close the school. 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 immediately be alerted. All students in that cohort will be required to quarantine for 14 days and 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.

14. Communication Plans: The school(s) plans describe how the Superintendent(or Equivalent) will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA

(Health Insurance Portability and Accountability Act). All communications regarding individuals or small groups of individuals will comply with FERPA and HIPAA requirements, specifically, no confidential or personally identifiable information will be shared. Communication will be specific enough to facilitate the understanding of essential safety information (ie: "A faculty member teaching remotely..."), but not specific enough to compromise an individual's rights to privacy (ie: Ms. Smith..." or "the front office assistant...").