



## **Crestmont School COVID-19 Health & Safety Protocol**

### **Overview**

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

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

Per the current California State and Contra Costa County, schools operating in person are required to report COVID infections. More detailed procedures are outlined below and will be updated as public health guidance is updated.

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### **Staff and Parent Volunteers:**

- A. Parent volunteers will be allowed on campus and will observe prevention protocols such as maintaining cohort groups, physical distancing, mask-wearing indoors, and hand hygiene. We require parents to be vaccinated in order to work in the classrooms.
- B. We allow unvaccinated family members to attend outdoor school events. We are requesting that unvaccinated people stay masked during those events. Unvaccinated family members can chaperone outdoor field trips, must remain masked but cannot drive other people's kids.
- C. In the event a teacher, parent volunteer, or student is out sick, for a non-COVID-19 related illness, they will be required to stay home and may return to school until they either have a negative PCR or antigen test or a doctor determines that the symptoms are not COVID related. A doctor's note is required if that is the case.
- D. A substitute teacher or parent may cover for the teacher or parent while they are out sick, or the class may switch to Distance Learning or be canceled for the day if no subs are available.
- E. The substitute teacher or parent will be trained on and follow all the same safety/screening guidelines as other teachers.

### **Classes/Cohorts:**

- A. All classes will be stable, meaning the same children and staff will be grouped together without turnover whenever possible (also known as a "cohort" model). There are no minimum spacing or social distancing requirements. Masking indoors and ventilation have been found to be effective in stopping transmission.
- B. Each class/cohort will be held in separate indoor spaces. Classes will not mix with each other inside.
- C. All snacks and meals will be eaten in an outdoor area separate from other classes weather permitting. If students must eat indoors, adequate ventilation will be required and students will be six feet apart.
- D. Specialty teachers will rotate between classes, teach primarily outdoors or indoors with adequate ventilation, and keep a 6-foot distance between themselves and students whenever possible.

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- E. Playground: Enforcing strict physical distancing in an outside playground is difficult and is not the most effective method of risk mitigation. Outdoor transmission of the virus is known to be much lower than indoor transmission. Students are not required to wear masks outside.

**Face Mask Requirements:**

- A. Teachers and staff must wear masks indoors at all times when children are present.
- B. Teachers and staff may add a face shield over their face masks for additional coverage.
- C. All students will wear masks indoors. Each child will need to have several masks with them each day. All masks need to be labeled clearly with their names & grades. Masks will be changed after lunch or when soiled.
- D. Students will have mask-free breaks during the day: during meals and when students are outside, or if the breaks must take place inside then it will be done with a minimum 6 ft distance between each person and with windows and doors open and with fans providing extra ventilation. When a mask is temporarily removed, it should be placed in a clean bag (marked with the student's name) until it needs to be put on again. Parents should provide a wet/dirty bag as well.
- E. Masks/coverings must cover the mouth and nose. Gators are not permitted as a mask alternative.

**Hand Sanitization/Hand Washing:**

Children will wash their hands or use hand sanitizer on entering the classroom and before and after meals.

**Allocation of Space on Campus:**

- A. When indoors, each class is to remain inside their assigned classroom.

**HEALTH SCREENING:**

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While there will not be a daily written health assessment for families to fill out, parents and guardians are required to screen their children for signs of illness before coming to school. Anyone experiencing any symptoms or feeling unwell may not attend school or come onto the Crestmont campus, for the safety of our whole community. Please email your child's teacher and Dianne if your child has any symptoms of illness.

## **DROP OFF**

- A. To avoid congestion, there will be a staggered schedule for drop off and pick up. Please see below for your child's designated schedule.
- B. During drop off or pick up, adults and children must wear masks. These should be worn over the mouth and nose during the entire drop-off procedure.
- C. All children will wash their hands or use hand sanitizer when entering their classroom.

## **DROP OFF & PICKUP: STAGGERED SCHEDULES :**

### **Dropoff:**

Drop off for all grades will be done curbside or lower parking lot. If curbside, parents should form a line of cars along the inside curb on Patterson Circle and should stay in their cars. If in the lower parking lot, parents must drop off at the lower sidewalk entrance. Parents may get out of their car to help children in and out, etc.

### **Pickup:**

Parents for Grades 1st-8th should pull up to the location specified for their child's class below, and form a line of cars by the curb while waiting for class to be dismissed. Parents should remain in their cars but may exit the car to help children into the car. Once everyone is buckled, please exit the Circle so that the next car can advance in the line.

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

### **Drop Off:**

#### **Kindergarten:**

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Dropoff: 8:25 am @ Green Gate (class starts at 8:30 am)

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

**1st Grade:**

Dropoff: 8:25 am @ Green Gate (class starts at 8:30 am)

Pickup: 2:45pm @ Blacktop - Adams Property (Wednesday @ 2pm)

**2nd-3rd Grade:**

Dropoff: 8:20 am @ Lower Parking lot (class starts at 8:25 am)

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

**4th-5th Grade:**

Dropoff: 8:15 am @ Green Gate (class starts at 8:20 am)

Pickup: 2:45pm @ across from Adams Building (Wednesday @ 2:00 pm)

**6th-8th Grade:**

Dropoff: 8:10 am dropoff @ Green Gate (class starts at 8:15 am)

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

**After School Health and Safety Policies:**

- A. Parents are allowed to enter the campus to pick up their students from aftercare. Parents must be masked on campus.
  
- B. Aftercare will be primarily outside and, if inside, be in a well-ventilated room.
  
- C. Students and adults must follow the same health and safety protocols as the school day: remain masked indoors, be 6 feet apart when eating, wash hands before and after eating

**SMOKE DAYS:**

If air quality is over AQI of 100 and deemed hazardous, the campus will be dismissed and classes will do distance learning. We use the AQandU setting on Purple Air and AIR NOW to determine the air quality near the school. If the AQI becomes poor during the school day, we will contact parents to pick up their children.

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### **RAINY DAYS:**

If the weather is such that students and teachers need to be inside for much of the day, **and** the ventilation is not adequate inside the classrooms, the campus will be dismissed and classes will do distance learning.

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

### **Symptom Monitoring + Preventative Measures:**

#### **Measures to take at home**

- A. Parents must monitor their children for symptoms before coming to school.
- B. **Staying home when experiencing any symptoms is absolutely vital to our collective efforts to keep the community as safe as possible.**
  - b. Please notify us by email to your child's teacher and Dianne if your child develops any symptoms outside of school. Please do not send your child to school if they have any symptoms of illness or are simply feeling unwell.

#### **Illness**

- A. Students who develop symptoms of illness while at school will be separated from others right away. While waiting to be picked up, children will be required to wear their masks and be isolated from staff and children by waiting with a member of the team on a bench outside. Please be prepared to pick up your child(ren) at a moment's notice.
- B. Children who have had any symptoms are required to stay home and have a negative PCR or antigen test or a doctor's note to return to school.
- C. We ask everyone in the Crestmont community to take the utmost caution -- if you have any symptoms or think anyone in your household may have been exposed to COVID-19, we urge you to stay home, contact your medical professional, seek out testing, contact County Public Health if appropriate, and email Dianne as soon as possible.

#### **Testing of Students & Staff**

- A. Testing of all students and staff regardless of vaccination status will happen on a weekly basis. Family and household members are not required to be tested but can choose to do so. We will provide the self-tests at no cost to families and staff.

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- B. Testing based on symptoms or contacts should be pursued as per the advice of your medical professional and County Public Health. Any Crestmont student, staff member, or household member should get tested for Covid-19 if they are experiencing symptoms or may have been exposed to COVID-19.

### **Communication Plan**

Crestmont will communicate with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements) via email.

### **Staff Training & Family Education**

- A. All staff and families are required to read this document before returning to campus.
- B. This protocol and a detailed step-by-step plan are discussed with all staff every two to four weeks in staff-wide meetings. Processes are evaluated and adjusted on a case-by-case basis with the help of regular staff and CRT (Covid Response Team) feedback.
- C. This protocol is discussed with all parents before the first day of school in a schoolwide meeting.

### **Confirmed COVID-19 Cases:**

- A. Please notify Dianne (ddriscoll@crestmontschool.org) right away if you or someone in your household tests positive for COVID-19.
- B. For those students/staff that test positive, County quarantine guidelines state that the positive test date is Day 0 and people can test out of quarantine on day 6 or later with a negative antigen test. If after Day 10, a doctor's note will also be sufficient for returning to campus.
- C. If Crestmont is made aware of a confirmed COVID-19 case of a student, employee, or parent volunteer who has been on the Crestmont campus during the exposure window, Crestmont will take the following steps:
  - a. Notify Crestmont staff and families via email (consistent with privacy requirements);

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## **b. The Group Approach / “Test to Stay” Protocol**

- When there is a positive case in a cohort, the positive case will need to isolate at home for at least 5-10 days, symptom-free, and have a negative antigen test prior to returning to school.
- “Exposure” is defined as anyone who shared the same indoor airspace for at least 15 mins within 24 hours of someone with COVID-19.
- All students and teachers in the exposure group, regardless of Vaccination Status without any symptoms, identified as a contact in a supervised school setting, do not need to quarantine at home and can stay on campus, as long as:
  - 1. Remains Symptom-free
  - 2. Continues to mask appropriately
  - 3. Gets tested with an antigen and PCR test on the third and fifth days of notification of a positive case
  - 4. Gets tested with a PCR test on day 5 after exposure
  - 5. Should symptom monitor to Day 10 after the last known close contact with the positive case, wear a mask around others, and avoid crowds. If symptoms begin, isolate at home (follow general isolation guidance).
- c. Contact Contra Costa County Health and supply records needed for contact tracing;
- d. Crestmont’s maintenance staff will implement the CDC’s cleaning and disinfection recommendations for community facilities with suspected/confirmed COVID-19, and
- e. Take such other steps as are recommended by County Health and/or deemed appropriate by Crestmont.

D. In the case of household exposure: Asymptomatic and fully vaccinated students and staff do not need to quarantine. The student or staff member will be given an antigen test prior to returning to campus and PCR tests on day 5 and day 10 after exposure.

Unvaccinated students or staff will need to quarantine through the household member's last day of isolation which will be Day 0 for the student/staff member. Student/staff members can return to school on day 6 if they test negative on an antigen test on Day 5. They must remain masked for the remainder of the 10 days and monitor for symptoms. We may choose to keep a child home in that situation until they can be tested with a PCR test as per the recommendation from the County Health Department

E. If a student or staff member is a secondary contact of a confirmed case (i.e. if they have a close contact who has a close contact who has tested positive), they may continue to come to school unless they develop symptoms or test positive.

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- F. The whole campus will be dismissed and Distance Learning will be implemented for a period of 14 days if:
  - a. County Health recommends campus dismissal; or
  - b. The Board votes to dismiss the whole campus based on the totality of the circumstances and having consulted with the Administration and Staff.

**Meals:**

- A. All children need to bring their own snacks and lunches.
- B. All children are required to bring their own water bottles to school and take them home daily for cleaning.
- C. All water bottles must be labeled.
- D. Water fountains are now deemed safe for use this year.

**Ventilation and Sanitation:**

- A. Classroom doors and windows will be left open to provide ventilation and, when needed, classrooms will have fans circulating the air.
- B. Air purifiers will be used to purify the air in each classroom if additional ventilation is needed.
- C. Each classroom will have a CO2 monitor to assist in monitoring the level of ventilation in the classroom. CO2 monitors will be placed in an area of the room away from windows and at a distance from people. The CO2 level should be under 700 parts per million for adequate ventilation. If the level rises above 700 parts per million, teachers can increase air flow by turning up the fans, decrease the number of children in the classroom by having an aid take children to another room or move the classroom outside.
- D. We have two part-time maintenance staff members that will clean and disinfect the school after school.

**Travel Policy:**

Here are CDPH's current travel recommendations: <https://covid19.ca.gov/travel/>

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If you are traveling to or from California, please read the CDC travel guidelines [HERE](#).

Any unvaccinated child/adult planning to travel *outside* of the state should obtain a PCR test within 3-5 days after travel. If the test result is negative, self-quarantining is required for a full 7 days. If adults/children do not get tested, they will need to quarantine for 10 days, and self-monitor for symptoms until day 14 from the date of possible exposure.

Regardless of vaccination status, adults/children traveling *within* the state of California **do not need to quarantine after they return**, but getting tested 3-5 days after travel is still recommended.

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