

# SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

## SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/1/2020

School name: Pinewood School- Middle Campus

School reopening date (mm/dd/yy): 9/21/2020

Indicate school setting: Elementary (TK-6th

Middle (6th-8th grades)

High (9th-12th grades)

grade) School/Program address:  
327 Fremont Ave

District Office/Main Administration address (if applicable):  
327 Fremont Ave

City: Los Altos

City: Los Altos

Zip code: 94024

Zip code: 94024

COVID-19 Designee Name: Theresa Maksim

Name of person completing form: Theresa Maksim

Direct phone for person completing form: 408-375-6922

Direct email for form completer: tmaksim@pinewood.edu

## CAMPUS PHYSICAL SPACE

Students:

Staff:

1. Provide the current anticipated number of students/staff on campus daily:

140

37

2. Which grades are/will be open? TK  K  1  2  3  4  5  6  7  8  9  10  11  12

3. How many individuals are expected to be on campus at any point in the coming month? 177

4. Provide the planned minimum distance between student desks: 6 feet

## VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Staff break rooms will be limited in occupancy to support physical distancing. Faculty and staff are not permitted to eat in the break room. Staff will be required to eat meals outdoors or in an ample, well-ventilated space. Middle Campus Break Room Capacity: 4

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

Each classroom has a designated classroom area outdoors that is marked with physical distancing markers. This space is also utilized for lunch breaks and recess for eating. It is regularly sanitized throughout the day after use.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

Pinewood will maintain the school ventilation systems, air filters, and HVAC systems and maximize the central air filtration for HVAC systems with a targeting filter rating of at least MERV 13. The circulation of outdoor air will be increased by opening windows and doors to the extent possible and safe. For each room without windows, there will be an air purifier provided for that space.

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

All faculty and staff will be tested periodically by their primary care provider, referral to a community testing site, or on school campus through a licensed testing agency. Frequency includes all faculty/staff being tested at a minimum every 2 months, where 50% of staff are tested every month to rotate which staff members are tested over time. Ultimately, frequency of testing will be determined as testing capacity permits.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

Our plan is to welcome the on-campus cohorts back on campus on Monday, Sept. 21. This timing will also allow us to be in sync with our next enrichment rotation. So we can teach students the safety protocols/procedures and show them their classrooms, we will have each grade (on-campus cohorts only) come on campus on day by themselves. For the day they are on campus, they will follow their "on-campus" schedule to limit any loss of instructional time.

10. Provide link to complete school opening plan:

<https://www.pinewood.edu/aboutus/covid-19>

# School Preparedness Plan to Meet County Guidance for COVID-19

## Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

### VISITORS/VOLUNTEERS

**The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.**

### FACE COVERINGS - We will support students and staff wearing masks by:

All adults and students must always wear a cloth face covering, that covers the nose AND mouth, while on campus, except while eating, drinking or when their face mask needs to be replaced.

### PHYSICAL DISTANCING - We will support physical distancing by:

Pinewood faculty, staff and students will be provided protocols and physical distancing training for both indoor and outdoor spaces. Signage will be posted in prominent locations throughout the campus to remind students about physical distancing. All students and faculty/staff will remain 6 feet apart from any other individual at all times as practicable.

### CLEANING & MAINTENANCE

#### We will support cleaning and maintenance of our campus by:

Pinewood will at least daily, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, playground equipment and shared objects (toys, games, art supplies, books) according to CDC guidance. Cleaning products used will be those approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.

#### HYGIENE - We will support routine and frequent handwashing by:

Hygiene measures will be taught and reinforced for proper hand-washing techniques, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes. Signage will be posted in high visibility areas to remind students and staff of proper techniques for hand-washing and other prevention measures. Adequate supplies will be provided to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, hand sanitizer (with at least 60 % ethyl alcohol) for staff and students who can safely use sanitizer.

#### ROUTINE TESTING - We will encourage and support staff testing by:

Providing options for testing including but not limited to on-campus testing, county testing sites and healthcare provider testing. We will also send reminder emails and notifications about required testing completion dates.

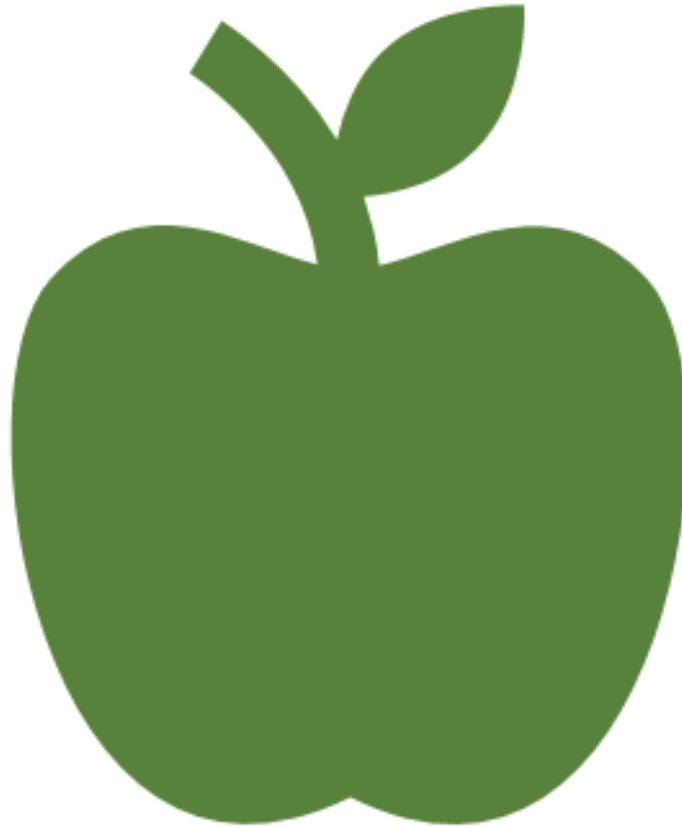
- Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.

<https://www.pinewood.edu/aboutus/covid-19>

- For more details, see our complete school opening plan here:

# COVID-19 Prepared School

Initial Plan Date: 9/21/2020 Revised Preparedness Plan Date: 12/1/2020



This school, Pinewood School- Middle Campus, has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness Plan, go to: <https://www.pinewood.edu/aboutus/covid-19>

Santa Clara County  
**PUBLIC HEALTH**

