

# **POLICY AND PROTOCOLS FOR STUDENT PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL**

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in Schools and is adopted for the protection of students, employees, and families. Students in the School community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools, as well as the Reopening Protocols for K-12 Schools published by the County of Los Angeles and Pasadena Departments of Public Health. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

## **A. 4-12 Classroom Capacity and Structure**

The number of students permitted on campus each school day and in classrooms will be limited to the amount that can be accommodated while maintaining physical distancing of at least 6 feet between individuals, and consistent with local and state requirements.

Consistent with CDC, CDE and state guidelines<sup>1</sup>, all school students will be grouped in small static educational cohorts to minimize the mixing of student groups throughout the school day. Cohorts will be comprised of no more than 14 students and 2 adults and will remain together for all activities. Departmentalized and elective classes will be taught remotely to student cohorts on-campus and to individual students learning remotely via the school’s online learning system.

Westridge has a small student population and a large campus with considerable outdoor space and few indoor hallways, all of which will help us to ensure that cohorts do not come in contact with each other.

## **B. On Campus Class Scheduling**

In order to promote physical distancing requirements, the School will be taking the following measures to schedule in-person classes:

- There will be staggered start and end times for the school day

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<sup>1</sup> The CDC, CDE, and State guidance provides that students should remain in the same space and in groups as small and consistent as practicable, and that the same students or teacher or staff should be with the same group of students to the greatest extent practicable. We recommend using this stable student group model for elementary school students, and it should be considered when possible for middle and high school students.

- In order to maintain proper distancing, a blended learning model will be implemented where all students rotate between days/schedules of in-person learning and remote learning.

### **C. Use of Markers and Signage**

Markers that designate intervals of 6 feet will be placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing. Signage and barriers will also be in place to direct students to walk through campus and hallways in a manner that promotes physical distancing. The School will also designate foot traffic patterns, such as one-way hallways, to limit the frequency of students passing each other or coming within six feet of each other, as they move throughout campus.

### **D. Physical Distancing in Classrooms**

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain at least 6 feet of physical distancing from others in the classroom whenever possible. In all classrooms, desks, activity stations, tables, and chairs will be spaced at least 6 feet apart from one another. Desks will typically be arranged facing the same direction (rather than facing each other). If students sit at tables, they will sit on only one side of the table, spaced apart, so that children are not facing one another. Other seating arrangements may be used only if proper distancing can be achieved. Assigned seating arrangements will be used to the extent possible.<sup>2</sup>

The School has also designated additional indoor spaces which may be used as classroom space, such as Braun, Black Box Theatre, senior room, Dance Studio, SMUD, Karsh lab. All School buildings and rooms will have maximum capacity limits consistent with implementing physical distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

Indoor classrooms will open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to children.<sup>3</sup>

The School will utilize outdoor classroom space for instruction when appropriate and weather permitting. The following areas of the School may be designated as outdoor classroom space: Lower level of the Science Building, Ayrshire Courtyard, Amphitheatre, Frank Field<sup>4</sup>.

Sharing of materials will be limited, and students will be provided with an individual set of supplies instead of using a communal bin.

Each student's belongings must be separated in an individually labeled storage container, cubby, or area. Students are required to bring their personal belongings home each day to be

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<sup>2</sup> This is recommended for tracking purposes when there is COVID-19 exposure.

<sup>3</sup> The CDE provides the example of allowing pollen in or exacerbating asthma symptoms. Leaving doors open may not be possible for younger children based on supervision needs.

<sup>4</sup> The CDE, CDC, and State guidance recommends the use of outdoor space for instruction.

cleaned before bringing them back to school. For lower school students who remain in small cohorts and do not change classrooms, some educational items may be left at their desk

#### **E. Passing Periods**

The movement of students, teachers, and staff will be minimized as much as practicable. All passing paths throughout campus will be marked in a single direction to reduce the number of students on any given path at a time. Passing periods will be staggered to the extent practicable and supervised to manage crowding and facilitate distancing.

#### **F. Recess and Lunch Periods**

Recess areas will be created for small groups of students and used on a rotating basis only for scheduled recess activities. These areas will be supervised to avoid crowding and promote distancing. Lower school lunch periods will take place in their cohort classrooms. Middle and upper school lunch periods will take place in classrooms and outdoor tables with enough room to promote physical distancing.

For the present time, students will not be permitted to share tables during meals, and all self-service buffets for food and condiments will be suspended. Students are not permitted to touch or share others' food.

#### **G. Playgrounds/Outdoor Play Activities/Athletics**

Outdoor physical education or play activities will be staggered for different student groups to promote physical distancing.

Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Student groups will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing and will not be permitted to leave their designated area.

Playground equipment<sup>5</sup> may be used by one student group at a time and will be disinfected between uses.

All outdoor play equipment used by students will be cleaned and disinfected between uses by classroom assistants and/or janitorial staff.

#### **H. Restrooms**

Each classroom will be provided with assigned restroom breaks and assigned stalls. Students who need to use the restroom at unassigned times, will be directed to use assigned stalls. Custodial staff will conduct regular cleanings of restrooms.

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<sup>5</sup> The CDC guidance recommends that playgrounds be closed, if possible, or otherwise to stagger use and disinfect in between use. The CDPH guidance recommends limiting the use of shared playground equipment, but where allowed, cleaning and disinfecting between uses. The CDE guidance recommends disinfecting playground equipment frequently – at least daily.

## **I. Entering and Exiting the School**

The School will have three (3) entry and exit points to promote physical distancing. The entry and exit points will be the State Street kiosk gate for student drivers, State Street carline gate for drop-off, and Madeline gate for bus riders. Students will be required to maintain physical distancing of 6 feet from others when entering and exiting the School, and parents accompanying students during drop off and pick-up will also be required to maintain physical distancing.

Prior to entering the facilities, students will be subject to screening requirements consistent with the School's Policy and Protocols for Screening Students.

The School will set up hand hygiene stations at the entrance points so that students can wash/sanitize their hands before they enter the school facilities each day.

During this time, the School is restricting parent volunteers and visitors. Parents and visitors, who are authorized to enter the School's facility, will not be able to enter until they have cleared the screening protocols set forth in the School's Policy and Protocols for Screening Students. Parents and visitors will be required to maintain 6 ft physical distancing while on campus.

## **J. Handwashing/Hygiene**

Students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving and leaving home, when arriving and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing nose, coughing, and sneezing.

Hand sanitizer<sup>6</sup> will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.

Students using soap and water must follow CDC guidance on proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Parents should teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. The School encourages parents to also remind students to follow these practices.

## **K. Masks**

Pursuant to recommendations from public health officials, all K-12 students must wear a mask while at school, except during designated mealtimes. Cloth masks must be multi-layered and

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<sup>6</sup> Children under age 9 should use hand sanitizer under adult supervision. Hand sanitizer must be a minimum of 60 percent alcohol and fragrance-free. The CDE states that Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers.

made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Bandanas are not acceptable face masks for campus use.

Cloth masks are meant to protect other people in case the wearer is unknowingly infected. Studies have shown that masks protect the wearer as well and slow the spread of COVID-19. Cloth masks are not surgical face masks, respirators, or personal protective equipment.

Parents and students should comply with CDC training on proper use, removal, and washing of cloth masks, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Parents should also discuss proper use of masks with their children and have children practice wearing masks prior to the Fall.

Students with medical conditions or disabilities<sup>7</sup> that prevent them from being able to wear a cloth mask, will be provided with accommodations, which may include wearing a face shield with a cloth drape attached across the bottom and tucked into a shirt; this determination will be made on a case-by-case basis consistent with the School's policy on reasonable accommodation of students.

Students must bring their own masks from home, but the School will have masks available to students who forget to do so or whose masks become damaged while at school.

Masks that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Students and parents are responsible for maintaining masks with proper care. Fabric masks should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

#### **L. Developing Illness at School**

Students who develop a fever and cough during the school day or other symptoms consistent with COVID-19 will be moved to an isolation area, consistent with the School's separate Protocol on When a Student Exhibits Symptoms Consistent With COVID-19.

#### **M. Field Trips and School Assemblies**

At the present time, all field trips and school assemblies will be conducted virtually.

#### **N. Direction of Student/Employee Traffic in Hallways and Shared Spaces**

Signs and barriers will be installed throughout the campus to direct student and employee traffic in a manner that promotes physical distancing.

#### **O. School Buses/Vehicles**

School Buses or other vehicles providing transportation to School will have a maximum student capacity based on bus size that will ensure that students maintain physical distancing requirements of at least 6 feet from one another.

Students will be directed to sit in a manner consistent with physical distancing. Seating options include seating one student to each row, and skipping every other row, or seating one student

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<sup>7</sup> The California Department of Education guidance also provides that masks are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.

to a bench, and alternating rows on each side. Seats required to be vacant will be marked or blocked.

Students must be seated from the rear forward when entering the vehicle. At school pick-up, students will board based on the order of drop-off, with students who get off first boarding last and sitting in the front of the vehicle.

Students will be directed to maintain physical distancing when entering and exiting the vehicle and will be required to wear cloth face masks while on the vehicle, and when entering and exiting the vehicle.

**P. Posting and Distribution**

The School will have signs posted at conspicuous places at all School entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs will also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear masks and maintain six feet of distance between themselves and others while inside.

# PROTOCOLS FOR STUDENT AND VISITOR COVID-19 SYMPTOM SCREENING

In order to protect the safety of our students, employees, and the School community at large, parents will screen students from home and report results to the Health and Wellness Office daily. School staff will screen any parents or visitors for symptoms of COVID-19 before providing access to the campus. The School adopts this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

The School asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

## **A. Symptoms Associated with COVID-19**

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever or chills (defined as 100° F or higher)
- 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

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

## **B. Self-Screening and Self-Reporting Obligations**

Parents shall utilize a symptom-screening application specified by the school each school morning and transmit results to the Health and Wellness Office at least an hour before the start of school. This report will record the student’s temperature and observations of other symptoms associated with COVID-19. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 and notify the School of the reason for the student’s absence. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements set forth in Section C of this Policy.

In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC and LACDPH:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, she will be instructed to remain at home, initiate self-quarantine, and get tested for COVID-19. According to the CDC: “Close contact” means being within six (6) feet of an individual for at least 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until 14 days have passed to the extent possible.

### **C. Exclusion from School Based on Symptom Screening**

Persons presenting with a fever of 100° F or above will be excluded from the School facility/campus. The School may exclude any individual who presents symptoms associated with COVID-19.

Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home as soon as practicable per the School’s Protocol When a Student Exhibits Symptoms Associated With COVID-19 at School. In determining whether to exclude a student based on symptoms of COVID-19, the School will consider whether the student has a history of allergies or migraines headaches. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until the following occurs:

The student may not return to campus until the following occurs:

- At least 10 days since symptoms first appeared, and
- At least 24 hours with no fever without fever-reducing medication, and
- Symptoms have improved

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

CDC criteria for discontinuing home isolation, found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The School will maintain COVID-19 test results and doctor’s notes submitted pursuant to this Policy as students’ confidential medical records.



## **PROTOCOL WHEN A STUDENT EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 AT SCHOOL**

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. The School will separate the student from others in a designated isolation room/area, give the student a medical mask if feasible, and will notify the student's parent or guardian.

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Head of School or designee specifically authorizes otherwise. The School may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until the following occurs:

- At least 10 days since symptoms first appeared, and
- At least 24 hours with no fever without fever-reducing medication, and
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

CDC criteria for discontinuing home isolation, found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Students' parent or guardian must complete the Certification for Student Returning to School after COVID-19 Symptoms, positive test result, or exposure form prior to returning to School. Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments and will be provided with remote learning academic support.

If a student subsequently reports that she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

# **POLICY FOR THE USE AND DISCLOSURE OF CONFIDENTIAL STUDENT MEDICAL INFORMATION RELATED TO COVID-19**

In order to protect the health and safety of the school community and pursuant to guidance and recommendations from the Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health, the California Department of Education, and local public health officials, the School is implementing policies to take students’ temperatures and screen for symptoms associated with COVID-19. These policies authorize the School to collect certain medical information related to students.

The purpose of this Policy is to safeguard confidential medical information in a manner compliant with the Confidentiality of Medical Information Act (“CMIA”), and the Americans with Disabilities Act (“ADA”) with respect to all confidential medical information that the School acquires through implementing the Temperature Testing and COVID-19 Symptom Screening Policy, or obtains by other means.

## **A. Scope of Coverage**

This Policy covers the confidential medical information of all School students that the School acquires or obtains, and which relates to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the student at high-risk for a serious illness if the student contracted COVID-19.

Specifically, this Policy covers the following types of confidential medical information:

- All confidential medical information acquired by the School during or because of the administration of the School policies related to COVID-19.
- All confidential medical information that the School obtains by means other than by testing or screening administered by the School. For example, the County Public Health Department may inform the School that a student has tested positive or a student may voluntarily disclose a positive or negative COVID-19 diagnosis not as the result of a test result obtained directly by the School.
- All confidential medical information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about a student’s health or medical conditions that may put the student at increased risk of serious illness should the student contract COVID-19.

## **B. Permissible Uses and Disclosures of Confidential Medical Information**

The School may use and disclose a student’s confidential medical information to certain parties for certain purposes, including, but not limited to:

- Disclosure to School employees who have a legitimate need to know the information;
- Disclosure to appropriate persons where there is a health or safety emergency and the information is necessary to protect the health or safety of the student or others;

- As required by law, subject to applicable restrictions.

**C. Reasonable Safeguards for Confidential Medical Information**

The School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of student confidential medical information.

As with other confidential medical information the School receives, the School will store confidential medical information related to COVID-19 in a medical file that is separate and distinct from the student's other pupil records.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of confidential medical information:

- (1) Determine if individuals not permitted to access confidential information are with a student before discussing the student's confidential medical information.
- (2) Do not assume a student will permit disclosure of her confidential medical information to any individual.
- (3) Dispose of unnecessary paper products that contain confidential medical information in a shredder.

## **COVID SAFETY PLAN AND PROTOCOLS TRAINING FOR STUDENTS**

COVID safety training for students and families will be a multi-layered approach including online and in-person instruction and information including, but not limited to:

- Student Protocols for COVID-19 are posted online on both the student and parent portals and messaged out to families
- Videos demonstrating campus safety protocols including health screening, handwashing, mask wearing, and social distancing with a virtual tour of safety measures provided on campus (e.g. signage, hand-washing stations, no-touch sanitation dispensers, markings for distance and pathing, etc.)
- In-person review of all safety protocols for each cohort upon return to campus
- Regular written/posted updates throughout the school year