

# WESTRIDGE SCHOOL

## COVID-19 CONTAINMENT, RESPONSE AND CONTROL PROTOCOLS

2021-22

This protocol is based on the City of Pasadena Public Health Department (PPHD) [PUBLIC HEALTH REOPENING PROTOCOL: PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS TK-12](#) (dated 8/3/2021).

Many factors have been taken into consideration, including increased COVID-19 transmission rates, new SARS-CoV-2 virus variants (such as Delta that is more transmissible), increased vaccine and testing availability, and evolving science.

In addition to the conditions imposed on schools by the State Public Health Officer/California Department of Public Health (CDPH) [Safe Schools for All](#), the California Department of Education [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#), and [Cal/OSHA Emergency Temporary Standards](#), schools must also comply with the PPHD protocol. This document may be updated as new information and resources become available.

Multiple layers of COVID-19 risk mitigation will be implemented by Westridge to protect students and employees, prevent outbreaks, and minimize missed school days on an ongoing basis. In addition to this protocol, Westridge has implemented measures in an associated [Exposure Management Plan](#) that are applicable to all on-site personnel.

**Vaccination is the most effective strategy to prevent outbreaks and serious illness and will be required for all eligible students and employees.** However, many Westridge students are not yet eligible for the COVID-19 vaccine, resulting in a mix of vaccinated and unvaccinated people on campus. In order to keep everyone as safe as possible from the threat of the COVID-19 virus and its variants, a multi-layered system of risk mitigation is implemented and described in this protocol.

### Key Practices



GET VACCINATED AGAINST COVID-19



COVER YOUR COUGH WITH  
YOUR ELBOW OR TISSUE  
(THEN DISPOSE AND WASH  
YOUR HANDS)



STAY HOME IF  
YOU ARE SICK



PRACTICE PHYSICAL  
DISTANCING OF 6  
FEET OR MORE



WASH YOUR HANDS WITH  
SOAP AND WATER FOR 20  
SECONDS, FREQUENTLY



COVER NOSE AND  
MOUTH WITH A HIGH  
QUALITY MASK



PERFORM DAILY  
HEALTH  
SCREENINGS

## LAYERS OF RISK MITIGATION

Westridge School has a designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 protocols and ensuring that employees and students receive education about COVID-19. This team oversees protocols that include:

- Steps to be taken immediately upon notification that any member of the school community including students, families, employees, or visitors to campus tests positive for COVID-19,
- Initiation of an [Exposure Management Plan](#) consistent with PPHD guidance that outlines procedures in the case of COVID-19 outbreaks on campus,
- Protocol for incorporating COVID-19 testing into school operations in times of high community transmission will be guided by PPHD (see [CDC Covid Data Tracker](#)).

### Vaccination

1. Vaccination will be required of all eligible students and employees. Accommodation will be considered for students and employees seeking a substantiated medical or religious exemption.
2. Westridge School has systematically and consistently adopted policies and provided communication that clearly explains CDC recommendations for COVID-19 vaccination and outlines opportunities to access vaccine.
3. The School has created partnerships with PPHD, commercial pharmacies, or other vaccine providers to connect students, employees, and families to COVID-19 vaccination opportunities including on-campus vaccination clinics.

### Wearing Masks

#### Proper Masking for Employees

1. Employees must wear a face mask at all times when on campus, except when working alone in a private office with closed doors; when working alone in a larger open workspace; or when actively eating or drinking.
2. Masks must be multi-layered with tightly woven fabric and a snug fit around the mouth and nose (see [CDC Mask Guidance](#))
3. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred.
4. Masks with one-way valves must not be used.
5. Upon request, respirators (e.g. KN95 or N95) will be provided to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
6. Employees who are exempt from wearing a mask while indoors must undergo COVID-19 testing at least twice per week unless the employee provides proof of full vaccination status against COVID-19.
7. The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.
8. Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated, for example employees who offer counseling or individualized services, will be offered

higher level of protection, such as wearing two masks (“double masking”) or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.

9. Any employee who cares for sick children or who has close contact with a child with a medical condition that precludes the child’s use of a face mask will be provided a medical grade mask or respirator, preferably N95.
10. To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during breaks when they can safely remove masks and increase physical distance from others. Eating or drinking outdoors, while physically distanced, is best. Eating or drinking at a cubicle or workstation indoors alone, away from others, is preferred to eating with others, such as in a breakroom. Whenever eating employees should be seated and distanced from others to the greatest extent possible.

#### Proper Masking for Visitors

1. Visitors arriving at the school are reminded to wear a face mask at all times while on campus. This applies to all adults and to children 2 years of age and older.
2. Individuals who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
3. To support the safety of students, employees, and other visitors, a face mask will be made available to visitors who arrive without them.

#### Communication Regarding Use and Care of Masks

1. Signage at the entries to the school and throughout the school buildings will be posted to reinforce masking requirements and depict proper use of face masks.
2. Information will be provided to students, parents, and employees recommending double masking or more protective mask options and ensure that any mask that is worn fits properly to enable consistent, adequate coverage of nose and mouth.
3. Employees are encouraged to wash or replace their face masks daily
4. On-site contractors, vendors, and delivery personnel will be instructed regarding the required use of face masks at all times while on campus

### **Testing**

Given the current setting of high transmission of the COVID-19 Delta variant, the school will require weekly testing for all asymptomatic individuals (students and employees) with no known exposure as recommended in the California Department of Public Health K-12 Testing Strategies Considerations. The frequency of testing may change based on the rate of transmission as monitored by the [CDC Covid Data Tracker](#).

#### Symptomatic Testing for Employees

In compliance with Cal/OSHA Emergency Temporary Standards (Cal/OSHA ETS) testing will be available at no cost to employees during paid time for:

1. Symptomatic unvaccinated employees, regardless of whether there is a known exposure
2. Unvaccinated employees after an exposure

3. Vaccinated employees after an exposure if they develop symptoms. However, the CDC and PPHD now recommend individuals who are fully vaccinated to be tested 3-5 days after an exposure, regardless of whether or not they have symptoms
4. Unvaccinated employees in an outbreak (3 or more employee cases)
5. All employees in a major outbreak (20 or more cases)
6. Asymptomatic testing will be available on-campus during school and after school hours. The frequency of testing may change throughout the school year based on transmission rates in the Southern California area.

## Physical Distancing and Crowd Reduction

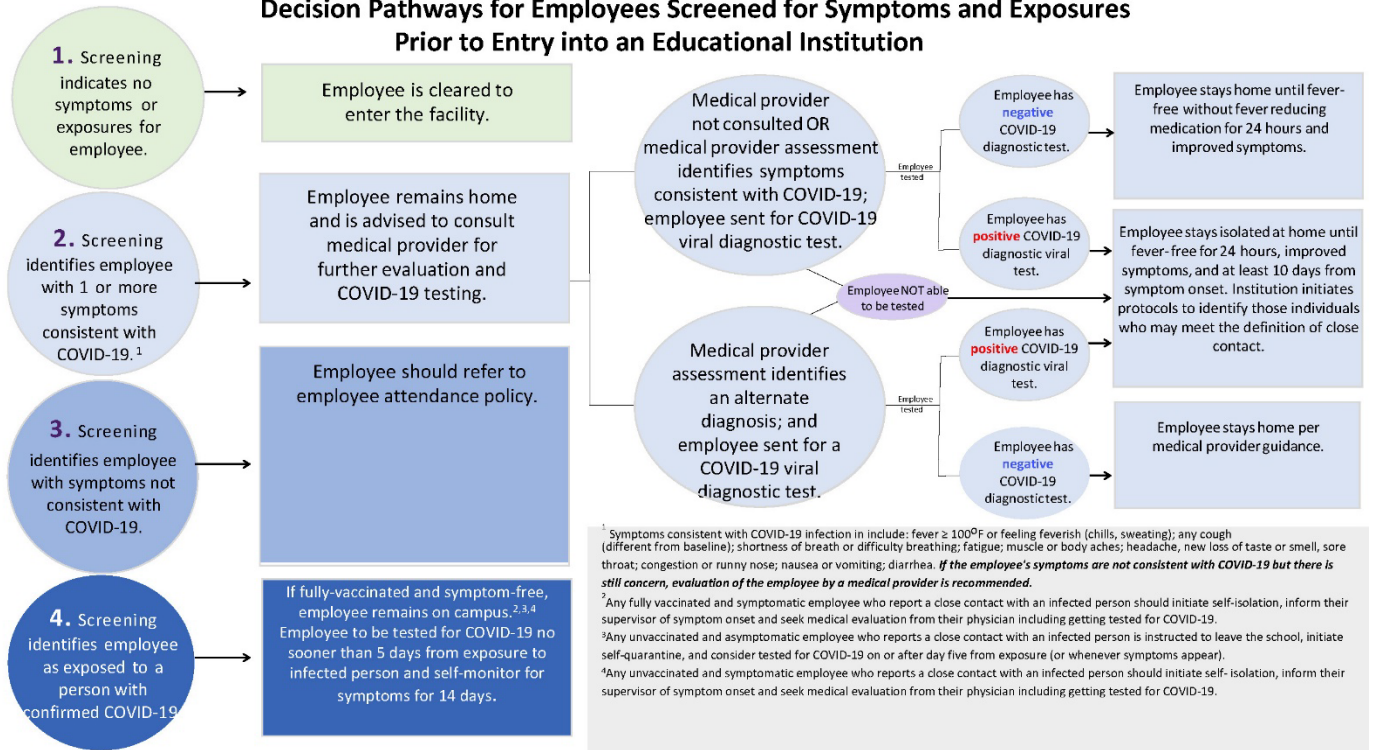
PPHD recommends that measures are implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom and any time masks might be removed in a group setting (e.g., lunch time, outdoor activity). For situations when physical distancing may not be feasible 100% mask adherence with high quality masks is critical.

1. Measures will be implemented that allow for recommended physical distancing within classrooms, when possible, without interfering with essential operations.
2. An increased distance will be maintained as much as possible during times when students are not masked (e.g., due to eating or drinking).
3. Measures will be implemented to increase physical distancing during school meals when students will be unmasked.
  - a. Meals are eaten only while seated in designated and supervised areas in grade level groups
  - b. Snacks are eaten only while seated and distanced from other people
  - c. Mealtimes are staggered to reduce the number of groups in the Commons at any one time
  - d. Outside food delivery ordered by students will not be allowed
  - e. Space between tables and chairs in the Commons will be increased to the extent possible, to maintain distance between students while eating.
4. Physical education class will be held outdoors as much as possible and activities will be selected that allow for physical distancing.
5. Student support employees, including school nurses, guidance counselors, therapists, etc. and employees of adjunct support programs (e.g., afterschool programs) are encouraged to maintain physical distance while engaging in student support activities when feasible.
6. Personal Protective Equipment (PPE) will be available to employees offering student support services, per Cal/OSHA requirements.
7. Use of school facilities for non-school purposes (community meeting or events, on-site visits by people who are neither students nor employees, etc.) will be limited. Routine cleaning after use of indoor facilities by non-school groups will be provided. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted if care is taken to avoid unnecessary exposure for regular school employees and students.
8. Measures to limit risk of infection due to visits by individuals other than employees and students include:
  - a. Visitors to campus will be limited and must be approved by division/department staff beforehand. **No drop-in visitors will be allowed on campus.** Groups will be limited. **Parent committee meetings should be held online or off campus until further notice.**
  - b. Visitor registration that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be

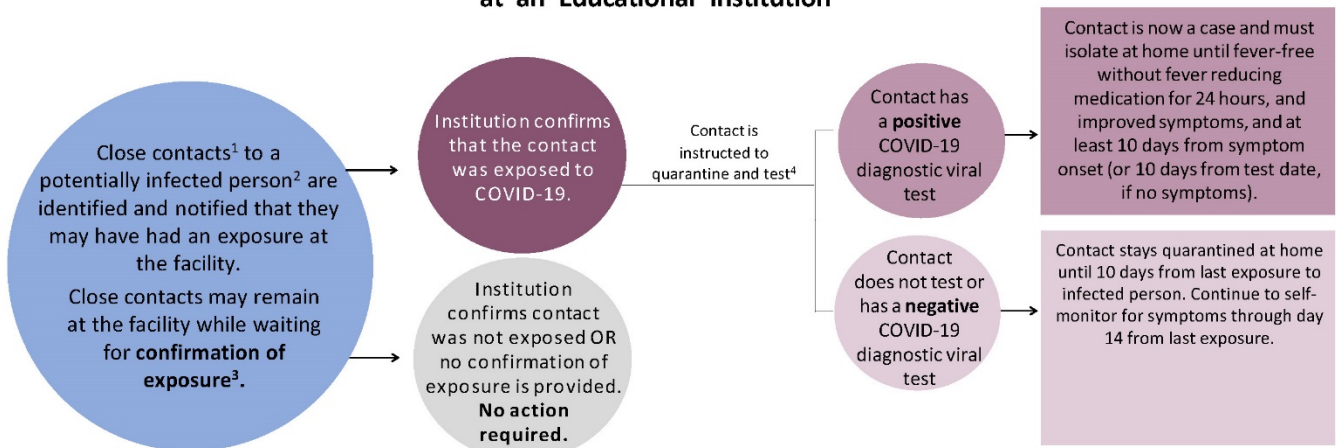
accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor registration process.

- c. Movement of visitors within the school will be limited to designated areas, to the extent feasible, and supervised in order to reduce unnecessary interaction with school employees and students.

## Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry into an Educational Institution



## Decision Pathways for Close Contacts<sup>1</sup> to a Potentially Infected Person<sup>2</sup> at an Educational Institution



<sup>1</sup> A close contact of a potentially infected person is a student or employee at the facility who was within 6 feet for a cumulative  $\geq 15$  minutes over a 24-hour period with a potentially infected person (regardless of whether either person was wearing a mask) OR had direct contact with bodily fluids/secretions from a potentially infected person.

<sup>2</sup> A potentially infected person is a person with  $\geq 1$  symptoms consistent with COVID-19. Symptoms include fever  $\geq 100^{\circ}\text{F}$  or feeling feverish (chills, sweating); any cough (different from baseline); 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.

<sup>3</sup> Exposure is confirmed for a close contact to a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

<sup>4</sup> Fully Vaccinated employees ( $\geq 2$  weeks following receipt of the final dose in a COVID-19 vaccine series) who are a close contact to a confirmed case should test 3-5 days after exposure and are not required to quarantine provided they remain asymptomatic and test negative. They must self-monitor for symptoms through day 14 from last exposure.

## **Symptom and Exposure Screening**

### **Maximizing Ventilation**

Measures to promote optimal ventilation in the school have been implemented. These include:

1. Moving classroom learning, meals, and activities to outdoor spaces whenever feasible and weather permitting.
2. Verifying that the school HVAC system is in good, working order.
3. Setting HVAC systems to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
4. Installing and use of portable, high-efficiency air cleaners.
5. Keeping doors and windows open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
6. Upgrading of HVAC filters to a higher efficiency (MERV-13 rating).

### **Hand Hygiene**

Measures to promote frequent hand washing by students, employees, and visitors have been implemented.

1. Students and employees are given frequent opportunities to wash their hands for 20 seconds and instructed to wash hands with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
2. Employees are instructed to model frequent handwashing.
3. Portable handwashing stations are placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
4. Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is provided to students and employees at strategic locations throughout the school where there is no sink or portable handwashing station. (Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin). Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Faculty and employees are informed of the risk of ingestion and are instructed to call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
5. Hand sanitizer, soap and water, tissues and trash cans are provided at or near the entrances, the main office reception area, other office spaces, and anywhere else inside the workplace or immediately outside where people have direct interactions.

### **Environmental Cleaning and Disinfection**

Westridge School has measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school including:

1. A cleaning schedule to avoid both under and over-use of cleaning products.
2. Thoroughly cleaned buses daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers equipped with disinfectant wipes and disposable gloves. Cleaning of frequently touched surfaces after every completed bus route. (First Student protocols)
3. Clean restrooms, lobbies, break rooms and lounges, and other common areas no less than once per day during periods of operation or more frequently as needed.



4. Clean common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) at least daily, and more frequently as needed.
5. Use of cleaning products that are effective against COVID-19 (listed on the Environmental Protection Agency (EPA) List N).
6. Trained custodial and other employees responsible for cleaning and disinfecting surfaces on manufacturer's directions and Cal/OSHA requirements for safe use, as required by the Healthy Schools Act.
7. Custodial employees and other employees responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
8. Maximized ventilation during cleaning and disinfecting to the extent feasible. Replaced and checked air filters and filtration systems to ensure optimal air quality.
9. Enhanced cleaning and disinfection of school premises when students are not at school, with adequate time to let spaces air out before the start of the school day.
10. Follow CDC guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation to ensure that all water systems, drinking fountains and sinks are safe to use after a prolonged facility shutdown to minimize the risk of diseases associated with water.

## **Special Considerations for the Performing Arts**

### Music Classes

1. Any activity that requires participants to remove their face masks (e.g., playing wind instruments) may only be done as a group if the activity is held outdoors with increased distancing. Individuals may practice such activities alone indoors in a studio or practice room with the door closed. If an instructor is present, both the student and the instructor must be masked.
2. For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside will be required.
3. Masks must be worn indoors, except individual singers may practice alone indoors in a studio or practice room with the door closed without a mask. If an instructor is present, both the student and the instructor must be masked. Increased distance between the singer and instructor is required.
4. The exchange (or sharing) of any instruments, parts, music sheets, or any other items will be limited to the extent possible.

### Theater Classes

1. Students and instructors in theater classes must wear face masks at all times when indoors. It is required that there be increased physical distance if the participants are enunciating (for example, those in a theater workshop).
2. Sharing of props, costumes, and wigs will be limited, if possible. If they must be shared, props, costumes and other materials that can be more easily disinfected will be chosen, if possible. All props will be disinfected before first use on the set, and between uses by different actors.
3. All shared clothing will be cleaned after each use. All wigs or other shared prosthetics will be disinfected after each use.
4. Dressing rooms, green rooms, and production areas will be cleaned using a disinfectant from the Environmental Protection Agency (EPA) List N.
5. Virtual or outdoor rehearsals and performances will be held instead of indoor when possible.
6. Masks must be worn at all times for indoor activities.



### Dance Classes

1. Students and instructors must wear face masks at all times while indoors. Masks may be removed briefly to drink water; during water breaks, students must maintain an increased distance from others while masks are removed. Students will be reminded to limit exertion to a level that is comfortable while wearing a facemask and to immediately take a break from exercise if they begin to experience any difficulty breathing. Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate distance from all others in the space. Masks should be changed if they become wet, if they stick to a person's face, or if they obstruct breathing.
2. For activities that generate a greater volume of respiratory droplets such as heavy exertion, the distance between individuals must be increased and such activities be restricted to outdoor spaces.
3. Use of outdoor space for practice and performance will be maximized as much as possible. Masks must be worn at all times for indoor activities.