



**2020-21 Student/Parent Handbook**  
**COVID-19 ADDENDUM**  
**October 2020**

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Great Valley Academy is committed to providing a safe and healthy environment for all its students, parents, employees, and visitors/guests. The following Student/Parent Handbook Addendum contains protocols and procedures for in-person, on-campus instruction. This handbook addendum complies with the guidelines set forth by the Centers for Disease Control and Prevention (CDC), California Department of Education (CDE), The State of California, the California Department of Public Health (CDPH), and the Stanislaus County Health Services Agency (SCHSA) regarding the Reopening Protocols for K-12 Schools and is adopted for the safety of students, employees, and families. This addendum sets forth policies that are specifically applicable to the COVID-19 Pandemic and to the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policies as listed in the Great Valley Academy 2020-21 Student/Parent Handbook. To the extent that a policy is outlined in this addendum and conflicts with a policy or a portion of a policy in the Handbook, the provisions of the policy in the addendum will control. This addendum may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding guidelines for in-person instruction for K-12 schools. This addendum will be in effect until local and state health officials provide guidance that such measures are no longer necessary for the safety of our community.

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## MENTAL & EMOTIONAL WELL-BEING

Disease outbreaks such as the current novel coronavirus (COVID-19) can bring stress and increased levels of fear and anxiety. Everyone reacts differently to stressful situations.

During and after the COVID-19 Pandemic, GVA will continue to focus on our community's well-being by:

- Supporting our students, families, faculty, and staff to lessen anxiety and stress
- Providing resources, articles, and communications regarding well-being and self-care during and after the Pandemic

Upon re-entry to campus, each campus will implement the following:

- A plan for welcoming students back to campus
- Communicate expectations and procedures to families and students prior to the return to school
- Establish routines and rituals that help students acclimate to the hybrid learning and new expectations on campus

Upon re-entry each grade level teacher will support students' well-being through:

- Establishing classroom meetings to help students understand and internalize daily safety routines, such as handwashing, proper hygiene, and physical distancing
- Providing learning opportunities for students to creatively work together in a safe manner and abiding by all COVID-19 Safety Protocols
- Providing emotional support as a result of COVID-19, which can include:
  - Recognizing and educating students on potential stigma related to being COVID-19 positive
  - Supporting students have a family member who experienced symptoms or were diagnosed with Covid-19
  - Supporting student's that may experience any stress or anxiety due to the pandemic
  - Scheduling regular formal and informal check-ins will be established with students who opt to participate in virtual learning

## DOING WHAT'S RIGHT FOR OUR COMMUNITY - COMPLIANCE, COMMITMENT, AND GUIDING PRINCIPLES

The school's re-entry to campus will require the compliance and commitment to adhere to the policies, protocols, and guidelines outlined in this addendum. It will take our GVA community (families, students, faculty and staff) to ensure the safety of our community on and off campus. This is how each of us individually and collectively can live one of our core commitments: "Safe, Loved, Learning." We must all do our part in providing a safe on-campus experience for all.

## IMPLEMENTATION OF COVID-19 RE-ENTRY PLAN

The following health and safety steps have been implemented to mitigate the spread of COVID-19 amongst our community and on campus.

<b>Signage placement around campus</b>	<b>Face masks for students, faculty and staff</b>
<b>Physical distancing measures</b>	<b>COVID-19 screening procedures</b>
<b>Stanislaus County contact tracing (StanTrak)</b>	<b>Enhanced cleaning/sanitizing protocols</b>
<b>Hygiene and respiratory etiquette</b>	<b>Frequent HVAC filter changes Installation of Bipolar Ionization Air Purifiers</b>
<b>Protocols for anyone exhibiting symptoms on campus</b>	<b>Limited visitors on campus (including parents, vendors, etc.)</b>
<b>Protocols for student pick-up and drop-off</b>	<b>Employee and student training and communications</b>

## PROTOCOLS FOR STUDENT AND VISITOR COVID-19 SYMPTOM SCREENING

In order to protect the safety of our students, employees, and our community at large, school employees will screen students and any parents or visitors for symptoms of COVID-19 at designated screening points. 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.

## Symptoms Associated with COVID-19

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

Cough	Sore Throat
Shortness of breath or difficulty breathing	New loss of taste or smell
Fever defined as 100.4 degrees Fahrenheit of higher	Muscle or Body Aches/Chills
Runny Nose or Congestion	Fatigue
Headache	Nausea or Vomiting
Diarrhea	Known close contact* with a person who has tested positive for COVID-19

Each of the above 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.

### Self-Screening, Self-Reporting Obligations and Attendance

Parents shall screen students **daily** by checking their temperature and observing for other symptoms associated with COVID-19.

Parents/Students must complete the COVID-19 Daily Screening for Students Checklist at home prior to leaving for campus. If a student exhibits one or more symptoms associated with COVID-19, parents must keep their student at home and notify the school of the reason for the student’s absence. Short-term virtual learning is an option for students who have been identified by the school as having an absence due to COVID-19 or another health-related issue. Students who report symptoms associated with COVID-19 may return to school after they meet the requirements set forth in the *Protocol When a Student Exhibits Symptoms Associated with COVID-19*. (see page 6)

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:

- 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, they may not return to school until 14 days after the last date of close contact. According to the CDC:

\*Close contact means being within six (6) feet of an individual for a total of at least 15 minutes.

## **COVID-19 Testing**

To preserve the wellness of GVA community, the school will participate in contact tracing and COVID-19 testing for all school personnel. All staff members will complete a daily self-screening prior to arriving to campus and will submit their weekly log to Human Resources. Periodic staff testing will be conducted and any positive cases reported to the Stanislaus County Health Services Agency.

## **Campus Access**

Access to campus will be restricted to designated point(s) of entry where a school employee will take the student's temperature and visually screen for symptoms associated with COVID-19.

GVA employees will greet each student, ensuring that each child remains at least six (6) feet apart from other parties as directed by school officials. School employees may be assigned to walk young children from the drop-off point to their classrooms. Parents/caregivers will not be allowed to enter the campus past the screening area without specific authorization from Campus Administration. All parents or caregivers who are authorized to enter the facilities will be screened for symptoms associated with COVID-19 in the manner described herein.

## **Symptom Screening**

Designated screeners will screen all students as follows before they can enter the school campus. The screening will include:

- Verbally confirming that the Daily Self-Screening Checklist was conducted prior to arriving to campus;
- Taking each student's temperature using a non-invasive contactless infrared thermometer. If necessary, the school may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result;
- Visually checking for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity;

The school may track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records pursuant to the School's Policy for Use and Disclosure of Student Information Related to COVID-19.

## **Exclusion From School Based On Symptom Screening**

Persons presenting with a fever of 100.4° F (38.0° C) 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*. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- They certify that at least 10 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for at least 72 hours AND respiratory symptoms have improved;
- They provide the School with a negative viral test result for COVID-19 AND the student has been free from fever without the use of fever-reducing medication for at least 72 hours AND

respiratory symptoms have improved (antibody tests may not show when someone has a current infection and are not acceptable);

- The student's health care provider provides the School with a note certifying that he or she is free from COVID-19 AND the student has been free from fever without the use of fever-reducing medication for at least 72 hours AND respiratory symptoms have improved

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

### **Protocol for COVID-19 Exposure Management Plan**

In compliance with the State of California and the Stanislaus County Health Services Agency directives for reopening K-12 schools, Great Valley Academy will implement a COVID-19 Exposure Management Plan when a single case of COVID-19 is identified at school to mitigate the spread of infection and prevent outbreaks from occurring. The plan will include steps in managing exposures identified by the SCHSA. GVA is in constant contact with our health and government officials to stay up-to-date with all procedures and policies related to COVID-19. The California and local Public Health Departments guide all our decisions regarding quarantine of classrooms, offices, or school.

If we are notified by SCHSA regarding a positive diagnosis from a test for COVID-19 or an exposure, we will immediately follow the Health Services Agency directives. If a parent or staff member notifies us of a positive diagnosis or exposure, we will immediately notify the SCHSA to inform them and receive direction. Any students, families or employees that may have been exposed will be notified immediately and before the 24-hour requirement.

Any contaminated classrooms, offices, or outside areas will be temporarily closed and disinfected. Contact Tracing is a large part of mitigating the spread of infection. If the School learns that a student or employee has tested positive, the School will conduct an investigation to determine any individuals who may have had close contact with the confirmed-positive case. Contact tracing will begin immediately using the StanTrak system. The return to school by affected employees and students will be in accordance with CDC and Public Health Department criteria for safe return. Please see *Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School*.



# CHECKLIST FOR ALL STUDENTS / FAMILIES



## Great Valley Academy Daily Home Screening for Students

**Parent/Guardian:** Please complete this short checklist each morning before arriving to Great Valley Academy. Place this checklist in an easy to see place in your home and remind your student(s) of the importance of completing this form each day.

### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Loss of taste/smell
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever
<input type="checkbox"/>	Congestion/runny nose
<input type="checkbox"/>	Fatigue/Muscle or body aches

### SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open

**PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOU HAVE CHECKED ONE OR MORE BOXES ABOVE.**

## 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 room/area. Students will be asked to wear a mask should they become ill at school.

All students who present with COVID-19 symptoms must be signed out by a parent/guardian or emergency contact. 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/pressure in the chest, confusion, or bluish lips

or face.

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

- The student's parent or guardian certifies that at least 10 days have passed since the student's symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 72 hours, and the student's respiratory symptoms have improved;
- The student provides the school with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable) and has been symptom free for 72 hours;
- The student's health care provider certifies that he or she is free from COVID-19 and has been symptom free for 72 hours; or

Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with distance learning.

The campus health clerk/nurse will complete a COVID-19 health tracking form for each student that presents with COVID-19 symptoms.

## **POLICY AND PROTOCOLS FOR STUDENT PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL: Modeling Compassion and Making Responsible Choices**

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 (a total of 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.

This policy may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

### **K-8 Classroom Capacity and Structure**

**The classroom cohort sizes for the groups allowed to return to campus would be no more than 15 students.** These cohorts will be grouped together each day they are at school to minimize the mixing of student groups throughout the school day. The structure of the cohorts is as follows:

- Kindergarten students will have one unique day per week of in person learning.
- 1<sup>st</sup> – 8<sup>th</sup> grade students will follow an alternating day schedule, 2 days per week in person and 3 days per week distance learning

## **Classroom Behavior**

Teachers will often be managing students both online and in the classroom at the same time. At any time, a teacher may feel it is necessary to stop the online streaming in order to handle a disruption either online or in the classroom. Student discipline will be handled in accordance to the Student/Parent Handbook. Parents/Guardians should remind their child(ren) that proper classroom and online behavior are necessary at all times.

## **On-Campus Scheduling**

In order to meet the CDE instructional minutes requirements and maintain distance learning options for all students, the school will be on the following schedule:

### **Modesto**

Drop-off: 7:45am – 8:15am

In-Person School Day: 8:15am – 12:30pm

### **Salida**

Drop-off: 8:05am – 8:30am

In-Person School Day: 8:30am – 12:45pm

## **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. The school will also designate foot traffic patterns to limit the frequency of students passing each other or coming within six feet of each other, as they move throughout campus.

## **Physical Distancing in Classrooms**

All classrooms will be set for no more than 15 students.

Students will be required to maintain at least 6 feet of physical distancing from others in the classroom whenever possible. In all classrooms, students will be spaced at least 6 feet apart from one another. Desks will 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. Assigned seating arrangements will be used to the extent possible.

All School buildings and rooms will have maximum capacity limits consistent with implementing physical distancing. Classrooms will have windows and doors open, weather permitting, and if doing so does not pose a safety and health risk to children.

Sharing of materials will be limited, and students will be provided with an individual school supply box instead of using a communal bin.

## **Playgrounds/Outdoor Play Activities**

Outdoor physical education and play activities (recess) will be staggered for different student groups, in designated areas, to promote physical distancing. Students must maintain a distance of at least 6 feet from other students during physical education. Physical education will be limited to activities that do not involve physical contact with other students or use of communal equipment. Playground equipment may be used by one student group at a time, and will be disinfected daily.

## **Restrooms**

Each restroom will be monitored and have signage to ensure a limited number of individuals are in the

restroom at one time. Students who need to use the restroom at unassigned times will be directed to do so. Cleaning of restrooms will be conducted on a twice daily basis. Markers for a waiting area will be outside of each restroom.

### **Entering and Exiting the School**

The school requests that families designate one parent or caregiver to drop-off and pick-up their children each school day. However, we realize that this may not be possible for all families and on all school days.

Prior to entering the campus, students will be subject to screening requirements (see page 4) consistent with the School's Policy and Protocols for Screening Students.

Student drop-off will take place in the designated areas for each campus, near the school exit, after the student has cleared the screening protocols. After clearing the screening protocols, students will be greeted and directed to their classrooms by school staff.

### **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, 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.

Students using hand sanitizer should rub it into their hands until it is completely dry. When students and employees enter a new room, they should wash their hands or use hand sanitizer.

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 or elbow if tissue is not available. **The school encourages parents to also remind students to follow these practices.**

### **Face Coverings**

**GVA will follow the CDPH face covering guidelines:**

**K – 2<sup>nd</sup> Grade Students – Strongly Encouraged**

**3<sup>rd</sup> – 8<sup>th</sup> Grade Students – Yes, unless exempt\***

\*Exemptions will require notification from a health care provider.



All students are required to wear a face mask. A face mask should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.

Face coverings must be made out of breathable cloth materials, cover a student's entire nose and mouth area, and be secured to the student's head with elastic ties or straps. All face masks are to be school appropriate with no offensive or threatening language or images. There is no color requirement for masks.

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.

Parents should also discuss proper use of face covering with their children, and **have children practice wearing face coverings prior to re-entering school.**

Students with medical conditions or disabilities that prevent them from being able to wear a cloth face covering will be provided with accommodations based on health care provider certification, which may include wearing a face shield. This determination will be made on a case-by-case basis consistent with the School's policy on reasonable accommodation of students.

Consistent with California Department of Public Health (CDPH) requirements, the school will exclude students from campus if they refuse to wear one provided by the school and students are not exempt from wearing a face covering under CDPH guidelines. These students will be referred to full-time distance learning.

Students are encouraged to bring their own face coverings from home but the school will have face coverings available to students who fail to do so or whose face coverings become damaged while at school.

Face coverings 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 face coverings with proper care. Fabric face coverings should be washed daily per CDC guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

### **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 a designated area, consistent with the School's separate *Protocol on When a Student Exhibits Symptoms Consistent With COVID-19* (see page 6). Students will be asked to wear a face mask while in the designated area.

### **Field Trips and School Assemblies**

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

### **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, chills, 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 face coverings and maintain six feet of distance between themselves and others while inside.

## THE DO'S AND DON'TS OF COMPLIANCE

It will take all of us to keep our community safer on campus. Please read and follow the following “DO”'s and “DON'TS” of Compliance.

- **DO WAVE AND SAY HELLO! DON'T** shake hands or hug.
- **DO** wear a face covering while in communal areas of the school, including in classrooms, and in shared outdoor areas. **DON'T** wear a face covering that is no longer in good repair.
- **DO** stay 6 feet away from others at all times to the extent practical and consistent with the health and safety of the school. **DON'T** think that's all you have to do to comply.
- **DO** comply with all signs and direction or space markers..
- **DO** wash your hands for **at least 20 seconds** with soap and water if you use the restroom, accidentally touch your face or blow your nose, eat, drink, enter or leave the buildings and/or classrooms.
- **DO** bring and use a refillable water bottle labeled with your name.
- **DO** use hand sanitizer when soap and water are not available.
- **DON'T** share individual sets of supplies.
- **DO** stay connected with friends and family during this challenging time. **DON'T** have them visit you at school.
- **DO** ask a teacher or campus administrator if you have any questions about your responsibilities. **DON'T** rely on guesses or rumors.
- **DO set a good example for your peers** by consistently following school policies and protocols on frequent handwashing, physical distancing guidelines, wearing face coverings, and other COVID-19 precautions. **DON'T** think that it is okay not to follow a policy “just this once.”
- **DO** carry an extra mask with you while on campus (the school will have an extra mask in an emergency). **DON'T** use your friend's mask.

## 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 daily. These policies authorize the school to collect certain medical information related to students.

### **Scope of Coverage**

This Policy covers the confidential medical information of all 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.

### **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.

### **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.

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 his/her/their confidential medical information to any individual.
3. Dispose of unnecessary paper products that contain confidential medical information in a shredder.

## **CLASSROOM MATERIALS**

The school has adopted the following protocols and practices regarding classroom materials to mitigate the spread of COVID-19:

- Each child's belongings, supplies, equipment, and electronic devices will be separated and labeled.
- Students should not share supplies. If by chance students do share supplies, teachers will wipe down the supplies between use with an EPA-approved disinfectant. It may be necessary for the items to be quarantined in a container labelled "used basket" for a period of time (24 hours) before disinfecting.
- Students will only use their school issued electronic equipment.
- Teachers should use hand sanitizer before passing papers or other materials out to students

## PROTOCOLS FOR MEALS AT SCHOOLS

The School has adopted the following protocols to establish practices to mitigate the spread of COVID-19 during meal times and to promote safe and healthy dining.

### **School Breakfast**

Breakfast for grades K-8 will take place outside, if feasible. The school has adopted the following protocols to establish practices to mitigate the spread of COVID-19 during meal times and to promote safe and healthy dining.

<b>Distribution of school breakfast to each classroom</b>	<b>Tables/seating and eating area will be cleaned and sanitized</b>
<b>Hand washing both before and after eating</b>	<b>Students will not be permitted to share food</b>

The school will provide individually packaged breakfast. Breakfast will be consumed on campus no later than 10:30am for in-person students. Sharing of food is not permitted with other students. Trash must be disposed of immediately by the students. Students who choose to bring their own snack must bring an individually wrapped snack. The wrapper and/or container must be disposable.

Students are strongly encouraged to bring their own reusable water bottle to school each day. Water fountains are not available on campus. Water bottle fill stations are installed around campus. Students will be provided a disposable water cup if they forget a reusable water bottle.

### **School Lunch**

Lunch will only be provided on-site for those students attending Kids' Care. GVA's food service program can provide a lunch or Kids' Care students may bring their own lunch in a disposable bag and/or disposable container.

GVA will continue to provide lunch for all students through meal pickups. Our pickups will be Mondays and Thursdays from 9:45am – 11:45am and 1:00pm – 3:00pm in Modesto and 9:45am – 11:45am and 1:15pm – 3:00pm in Salida. Additionally, if your student needs access to lunch on school days, please notify the Food Service Team at [foodservices@greatvalleyacademy.com](mailto:foodservices@greatvalleyacademy.com)



## PROTOCOLS FOR CLEANING AND DISINFECTING THE SCHOOL CAMPUS

Great Valley Academy has adopted this policy to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. This policy applies to all areas of the school campus both indoor and outdoor, including buildings, facilities, and grounds. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, the school may, in its sole and absolute discretion, modify or revoke this policy at any time.

In addition to all students and employees practicing healthy hygiene on and off campus, GVA cleaning, disinfecting and ventilation practices have been updated as a response to the COVID-19 pandemic. These practices include routine and frequent cleaning and disinfecting of high-touch surfaces and items throughout the campus.

The school's HVAC system has been updated with Merv-11 air filters that will be maintained and replaced on a frequent schedule that supports safer air quality. Door and windows will be left open as often as possible.

Daily cleaning protocols will follow the CDC and CDPH guidelines and will include the following elements:

- Increased cleaning and disinfecting of all surfaces, doorknobs, light switches, sinks, tables, desks, and chairs, throughout the day with EPA-approved cleaning products
- Use of electrostatic spray technology to reach all surfaces 2 – 3 times per week
- Cleaning of bathrooms and high-touch points twice daily
- In-depth cleaning and disinfecting each evening by janitorial services
- Maintenance and updates of HVAC with continued usage of high-efficiency air filters
- Enhanced air quality and ventilation systems with Bipolar Ionization air purifiers
- Doors and windows remaining open in classrooms as much as possible to provide ventilation and maximum air circulation throughout the buildings
- Thorough cleaning and disinfection of isolation rooms for ill or presumed sick individuals after each use
- Supply of face coverings, gloves, hand sanitizer, facial tissue and disinfectant
- Disinfecting of play structures and outdoor tables daily
- Classroom maintenance to take place at the end of the school day prior to cleaning/disinfecting
- Copiers/printers cleaned with a cloth dampened with sanitizer.
- Employees should clean their personal areas throughout the day, which may include their work table or desk, telephone, laptop, chair, or any other items they use in performing their duties. Cleaning should be done using school-supplied cleaning products and equipment. All personal areas will need to be organized nightly so that they can be disinfected again by custodial staff
- Classroom desktops and chair seat surfaces will be cleaned by custodial staff with approved sanitizing and disinfecting products
- Disposable items used to clean surfaces and items should be thrown in the trash immediately after each use

All School employees and contractors must also adhere to the following requirements when using cleaning and disinfectant products:

- Follow all label directions including appropriate dilution rates, application methods, and contact times
- Utilize safe and correct application methods for cleaning and disinfectant products
- Never mix bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled.
- Keep all cleaning products and disinfectants out of the reach of children.

- Properly ventilate the space while cleaning and disinfecting and introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- Complete thorough cleaning and disinfecting when children are not present and air out the space before children arrive by opening windows
- Wear proper PPE while cleaning (gloves, mask, etc.)

Additional Areas for cleaning, include:

**Restrooms**

The school will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday.

**Hard and Non-Porous Items**

Each school day and workday, the school will clean and disinfect with an appropriate disinfectant frequently touched hard and non-porous surfaces or objects, such as glass, metal, or plastic, within the school’s buildings, facilities, and grounds. Examples of frequently used surfaces or objects that will receive routine disinfection include, but are not limited to:

Tables	Doorknobs	Light Switches	Countertops
Handles	Desks	Phones	Keyboards
Toilets	Faucets	Sinks	Touch Screens
Copiers	Electronic Devices	Printers	Handrails

**Disinfecting Action Plan for Confirmed Case**

GVA will conduct the following in the event of a confirmed case, which includes:

1. Close off areas used by the person who is sick.
2. Open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas
5. Once an area has been appropriately disinfected, it can be opened for use.

**Employee Cleaning and Disinfecting Responsibilities**

The school and each of its employees serve a critical role in promoting a safe and healthy school and workplace. To that end, the school will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.
- Classroom teachers must clean and disinfect frequently-touched surfaces and objects in the classroom when feasible.
- Classroom teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Classroom teachers must remind students to keep their personal belongings separate, to not share

their personal belongings with other students, and to take their personal belongings home each day for cleaning.

- Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this policy and as directed by their supervisor.

### **Decontamination Cleaning**

GVA will observe the following protocols:

- Close off areas visited by ill person, open outside doors and windows and to increase air circulation in the area
- Clean all contact surfaces in contaminated areas with an EPA-approved disinfectant
- Do not clean with dry dusting or sweeping because this may create aerosols. Use damp cleaning methods
- Frequently clean mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure.
- Use a double-bucket method (one bucket for cleaning solution, one for rinsing).
- Use enviro sprayers to spray disinfect all surfaces
- Clean, disinfect and dry equipment used for cleaning after each use
- Throw disposable items used to clean surfaces and items in the trash immediately after use

### **Trash Handling**

When handling trash:

- Wear masks
- Wear gloves
- Avoid touching used tissues and other waste when emptying wastebaskets
- Wash hands according to CDC guidance after handling trash

### **Facility Modifications**

The following modifications will be in effect on campus until further notice:

- Drinking fountains will be deactivated
- Hard or non-porous surfaces in the classrooms should be wiped down at the beginning and end of each school day and at the end of school day by teachers. They will be sanitized again that evening by custodial staff.

### **Heating, Cooling, & Ventilation**

HVAC has been modified to include a bipolar ionization air purifier

- Each classroom will have the air conditioning systems 'on' at all times to help with the circulation within the room
- Classroom doors and windows should remain open while students are present

The school will follow the enhanced cleaning protocols during the COVID-19 pandemic and will pivot to deep cleaning in the event of a confirmed case in our community.

## TRAINING

Prior to re-entering the school for in-person learning, the school has trained all employees on the various aspects of the policies and procedures of re-entry. Our re-entry plan consists of a staggered re-entry of grade levels, allowing the community time to transition and familiarize themselves with the new procedures.

