

Pacific Academy Irvine & Costa Mesa
K-12 School COVID-19 Plans 2022-23

Policies and protocols may be revised during times of increased COVID-19 cases, and/or pursuant to health official guidance or requirements. In general, [current CDPH guidance](#) is used to help determine policies and procedures.

COVID-19 Symptoms and Health Screenings

- All persons with COVID-19 symptoms, regardless of vaccination status or previous infection, should:
 - Self isolate and test as soon as possible.
 - Remain in isolation while waiting for test results. If not tested, isolate and wear a mask for 10 days after the day of symptom onset.
 - Individuals with COVID-19 symptoms should wear a mask at school.
 - If testing negative with an antigen test, retest with an antigen or PCR test in 1-2 days after testing negative.
 - In most situations, any student who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications.
- When a student expresses that they are unwell, looks sick or has COVID-19 symptoms, they are separated from other school members. Office staff will contact the student's family or emergency contact and request the student to be picked up immediately.
- Students and staff are required to self-monitor and report the following symptoms: fever above 100.4 degrees F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea.
- Families are required to drop-off students via the car line. Parents are asked not to walk to campus with their children.
- Families receive reminders on newsletters and emails to keep sick students at home.

COVID-19 Positive Procedures

- Contact the school if a student is COVID-19 positive.
- Stay home for at least five days after the start of symptoms, or after the date of first positive test if no symptoms.
- Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen (antigen test preferred) collected on Day 5 or later tests negative.
- If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications.
- If fever is present, isolation should be continued until 24 hours after fever resolves.
- If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments.
- Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information).

Close Contact Procedure

Asymptomatic persons who are exposed to someone with COVID-19, regardless of vaccination status, should:

- Test within 3-5 days after last exposure.
- Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
- Strongly encouraged to get vaccinated or boosted.
- If symptoms develop, follow COVID-19 symptoms procedures.
- If the test result is positive, follow COVID-19 positive procedures.

COVID-19 Campus Exposure Procedures

- If a student or faculty staff member is COVID-19 positive on campus, the following steps are taken:
 - Report to health officials, as or if required.
 - Follow COVID-19 positive procedures.
 - Individual's testing results are confidential information. Privacy is maintained in accordance with FERPA and HIPAA requirements.

- The Principal, or Principal's designee, will conduct contact tracing.
- Close contacts will be notified via email.
- A general notification is emailed to the entire school community.
- Broad disruptions to in-person learning, such as temporary school or classroom closures, due to COVID-19 will remain a last resort and considered only after all available resources have been exhausted, and only after conferring with local health officials.

Vaccination and Up to Date Policy

- Per CDPH guidance, we strongly recommend that all eligible students [get vaccinated against COVID-19](#) and [remain up to date](#) to protect oneself and reduce transmission of the virus.
- Faculty and staff are required to receive the vaccine, per [Vaccine Verification for Workers in Schools](#). Faculty and staff who are not vaccinated should do a COVID-19 test each week. Faculty and staff are encouraged to receive the booster shot. Vaccination and booster records should be emailed to Maria Ochoa, HR Manager.

Testing

- Due to the increased travel and social interactions that often occur during school-breaks, students and staff must get tested for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).
 - PA Irvine families should email test results, including home test results, to Ms. Wen Chiang: wchiang@pacificacademy.org.
 - PA Costa Mesa families should email test results, including home test results, to Ms. Ilenia Chen: ichen@pacificacademy.org.
 - Faculty and staff should email test results, including home test results, to Ms. Maria Ochoa: mochoa@pacificacademy.org
- Contact the school if you need a home test.
- Other test options can be found at <https://occovid19.ochealthinfo.com/covid-19-testing>.

Face Coverings and Physical Protective Gear

- Per CDPH guidance, masks are strongly recommended in indoor settings, regardless of vaccine status.

- In some instances, face masks may be required. These instances include, but are not limited to:
 - Infected persons should wear a mask around others for 10 days.
 - Close contacts should wear a mask around others for 10 days.
 - Individuals with COVID-19 symptoms and have not tested should wear a mask for 10 days from symptoms onset.
 - Individuals with COVID-19 symptoms should wear a mask at school.
 - Masks may be required when school resumes after major breaks, such as summer, winter and spring breaks.
 - The level of community and/or campus cases may also require the temporary wearing of masks, as determined by local health officials and/or school administration.
- No one can be prevented from wearing a mask as a condition of participation in an activity or entry into school, unless wearing a mask would pose a safety hazard.
- Masks and face shields are available for faculty, staff, students, and visitors.

Air Purifiers

- All rooms have an air purifier unit.
- The air purifiers should not be in a corner or under anything. More open space around it is preferable. However, it also has to be out of the way so no one walks into it or trips on the electrical cord.
- Please TURN OFF the air purifiers at the end of the day.
- Please do not move air purifiers to another room.
- If you notice a problem (one of the indicators lights on, noise issues, etc.), please email Mr. Corpus or Hans Chi (PA Irvine) or Ms. Tseng (PA Costa Mesa).
- In general, keeping outdoor doors closed is recommended for how air purifiers work, HOWEVER, that is not the recommendation for COVID-19 prevention. Depending on air quality, temperature and safety, classroom doors may be open to the outside.

Travel Policy (Updated 6/6/2022)

Domestic Travel (based on the [CDPH travel recommendations](#))

- After travel:

- Whether you're vaccinated or not, get tested 3-5 days after returning to California. PA Irvine, email proof of the test result to Ms. Hsu (jhsu@pacificacademy.org). PA Costa Mesa, email proof of the test to Ms. Ilenia Chen (ichen@pacificacademy.org).
- Self-monitor for [COVID-19 symptoms](#); isolate and get [tested](#) if you develop symptoms. PA Irvine, email to report symptoms to Ms. Hsu. PA Costa Mesa, email to report symptoms to Ms. Ilenia.
- Per [CDPH travel guidance](#), if you had a confirmed COVID-19 infection in the past 90 days (approximately 3 months), you do not need to test before or after traveling or stay home after you return from travel.

International Travel (based on the [CDC travel recommendations](#))

- After travel:
 - All travelers (regardless of vaccination status) should get tested for current infection with a COVID-19 [viral test](#) 3-5 days after arrival. PA Irvine, email proof of the test result to Ms. Hsu (jhsu@pacificacademy.org). PA Costa Mesa, email proof of the test result to Ms. Ilenia Chen (ichen@pacificacademy.org).
 - Self-monitor for [COVID-19 symptoms](#); [isolate](#) and get tested if you develop symptoms. PA Irvine, email to report symptoms to Ms. Hsu. PA Costa Mesa, email proof of the test result to Ms. Ilenia Chen.
 - If you are NOT [up-to-date](#) with your COVID-19 vaccines, stay home and self-quarantine for a full 5 days after travel.

Healthy Hygiene Practices

With our small class size, healthy and hygienic practices can be enforced with established routines and practice.

- Hand washing is prioritized. Additional signage has been posted to remind all school members. Students and staff are reminded to wash hands before and after each break time and lunch time, after sneezing or coughing, and before and after using the restroom.
- K-6: Teachers and staff have established a hand-washing routine. Students wash hands after entering the classroom, before and after each break time and lunch time, after sneezing or coughing, and before and after using the restroom.

- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels.
- PA Irvine: Four no-touch hand sanitizer dispensers are installed in the lobby areas where hand-washing is not feasible: One at the main entrance, one upstairs near the stairway, one next to the multi-purpose room, and one in the upstairs hallway.
- Each classroom has at least one hand-sanitizer bottle and a container of Clorox disinfecting wipes.
- Hand-sanitizers are at least 60% ethyl alcohol-based. Staff is responsible for checking and stocking hand-sanitizer in each classroom weekly.

Cleaning and Disinfecting Protocols

Regular Cleaning

- Pacific Academy Irvine has contracted a day porter through Performance Building Services to disinfect high traffic areas throughout the school. The day porter is responsible for the following duties:
 - Disinfect and stock restrooms
 - Disinfect common touch areas (handrails, door handles, light switches)
 - Empty indoor and outdoor trash
 - Disinfect classroom desks when not in use
 - Disinfect computer lab workstations
 - Disinfect teacher's lounge
 - Clean outside tables
 - Clean and stock outdoor sink areas for handwashing
 - Clean classrooms, offices and computer lab as available
 - Take out cardboard recycling
 - Maintain a neat and orderly janitorial supply closet
 - Assist administration with requests as necessary
- Pacific Academy Irvine has implemented a night-time cleaning protocol through Performance Building Services to clean the Education Building and outside lunch areas
- Pacific Academy Costa Mesa has a day porter and night-time cleaning protocol to clean and disinfect all classrooms, office, bathrooms, lunch areas, etc.
- K-6 faculty keep gloves and disinfecting wipes or sprays in a secured location inside each K-6 classroom.

- Grade 7-12 students and teachers have access to Clorox wipes to clean their desk space before the start of each class.
- Wipes, sprays, and cleaning products used by faculty, staff, day porter and night crews are on the Environmental Protection Agency (EPA) approved list N cleaning products against COVID-19.

Lunch and Snack Time Protocol

- Food should be eaten outside, and not in classrooms.
- Grade K-6 students may bring their own lunch, or order lunch through the school program.
- Grade 7-12 students may bring their own lunch, or order lunch through the school program.
- Students will not have access to microwaves.
- All students eat lunch at the outdoor tables.
- Grade 7-12 students may eat indoors when they have a teacher or club meeting.
- In the case of inclement weather, students may eat lunch in classrooms with a limit of 12 students per classroom.
- Staff and students may wipe down their desks with Clorox wipes before and after lunch.
- There is no sharing of food in school.
- Club food sales must be approved, and will be conducted outside when approved.
- Food should not be eaten during class. Drinks are allowed in classrooms for grade 7-12 students.
- Students may use any drinking fountains. There are also no-touch refill water stations. Students and school staff are encouraged to use refillable water bottles.
- Faculty and staff are encouraged to eat outside when possible. There are no limits on how many adults may use the Faculty Lounge. Faculty and staff should respect others, including cleaning up, wiping down the table, wiping down the microwave and using other good hygiene practices.

Large Gatherings

Per June 30, 2022 CDPH Guidance: Particularly during surges of COVID-19, school dances, large assemblies, and other school-based crowded events, especially those held indoors, all have the potential to cause substantial spread of COVID-19 within and beyond the school

community. Prior to hosting large events, schools are encouraged to review the [Safe and SMART Events Playbook](#) (PDF) for mitigation strategies that should be considered.

Mitigation strategies that will be considered for gatherings include:

- Holding events outdoors when possible.
- Requiring or encouraging masks.
- Requiring or encouraging testing.

Visitors Protocol

Scheduled visitors are made aware of the visitor protocols. There is signage and staff to remind visitors about these procedures.

- Visitors to the campus should be limited and scheduled. Staff is encouraged to meet with visitors remotely.
- All visitors should follow policies for masks, sickness and travel.
- Visitors should sign in, including a phone number or email address.
- If the visitor is getting a tour of the school campus, they should be accompanied by a staff member.
- PA Irvine: Visitors are required to enter and leave via the main lobby, not the door by the MPR.

Staff Training and Family Education

- Faculty and staff are trained on the COVID-19 plans and protocols. Faculty and staff are provided all COVID-19 plan documents, procedures, and policies.
- The school will utilize, as needed, the OC COVID School Consultation Service for training and information.
- Families are educated on the plan through email notifications and online meetings, including parent orientation and Back to School Night. Since we are small, we have frequent communication with our families.