

PACIFIC ACADEMY

THE OPPORTUNITY TO BE ME



K6 REOPENING PLAN

2020 - 2021 School Year

Updated March 2021



CONTENT

Pacific Academy Irvine has a small K-6 Program. In the 2020-21 school year, there are six full-time and part-time elementary teachers who will be on-site. Eleven staff members will be on rotation. Six staff will be on-site, and five will work remotely.

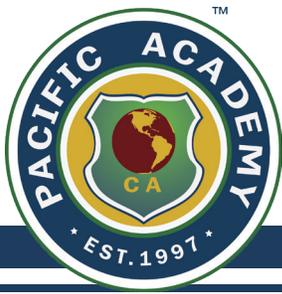
The number of elementary students, as of February 1, 2021, is as follows:

- Kindergarten Class:** 7 students
- First Grade Class:** 12 students
- Second and Third Grade Combo Class:** 12 students
- Fourth - Sixth Grade Combo Class:** 7 students

School for K-6 is from 8:15-3:15 on Mondays, Tuesdays, Thursday and Fridays. Wednesday is a half day from 8:15-12:15. The half day is to allow for faculty and staff in-services and additional maintenance and cleaning of the facility.

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HEALTHY HYGIENE PRACTICES

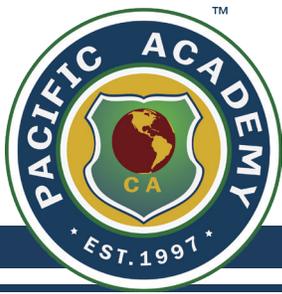
With our small class size, healthy and hygienic practices can be enforced with established routines and practice.

- 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.
- There are two to three sinks in each K-3 classroom, plus four hand-washing stations outside by the playground. Each student bathroom has two sinks. K-3 students will take turns and use sinks inside the classroom. Upper elementary students will use sinks in the bathroom and playground.
- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels.
- Four no-touch hand sanitizer dispensers are installed in the lobby area 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.

Physical Education

- All PE classes are conducted outside with groups remaining in their cohorts. PE classes have a ratio 1 adult per 10 students.
- All activities allow for social distancing. No sharing of equipment is done.





CLEANING AND DISINFECTING PROTOCOLS

Cleaning and Day Porter Duties

- Pacific Academy has contracted a day porter through Performance Building Services to disinfect high traffic areas throughout the school. The day porter is in school from 9:00 - 3:30 and is responsible for the following duties:
 - Disinfect and stock restrooms, twice a day
 - Disinfect common touch areas (handrails, door handles, light switches) twice a day
 - Empty trash bins in classrooms as requested
 - Disinfect classroom desks when not in use
 - Disinfect computer lab workstations twice a day
 - Disinfect teacher's lounge twice a day
 - Disinfect/spray playground area once a day
 - Clean outside tables daily (mid AM)
 - Clean accessible counter area sinks and stock with soap and paper towels
 - Clean outdoor sink areas for handwashing
 - Maintain soap and hand towel dispenser/holder in Rooms 101-105
 - Maintain a neat and orderly janitorial supply closet
 - Assist administration with requests as necessary
- Pacific Academy has implemented a nightly cleaning protocol through Performance Building Services to disinfect all touch points, ex. light switches, door handles and door pushes, handrails. A disinfectant agent, PH7Q, is sprayed nightly on desks, chairs, and surface areas.
- K-6 faculty keeps gloves and disinfecting wipes or sprays in a secured location inside each K-6 classroom. K-6 faculty and school staff are responsible for disinfecting and wiping down desks in between classroom transitions.
- 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.





CLEANING AND DISINFECTING PROTOCOLS

Sharing of Equipment/Material

- Faculty and staff are trained to avoid as much as possible paper handouts. Paper homework is collected and returned, when necessary, in one week intervals. Technology devices and art supplies are not shared. Each student has a stationery box with his/her own pencils, eraser, markers, scissors, glue sticks, etc. Each student only uses the chromebook/iPad assigned to him/her in school.
- Students will use PE equipment, ex. soccer balls, jump ropes, etc. Equipment is limited to one user per break/period, and is disinfected by teachers after each use.
- Students are allowed to use playground equipment, with rotations. Playground equipment is disinfected daily by the day porter.

Lunch and Snack Time Protocol

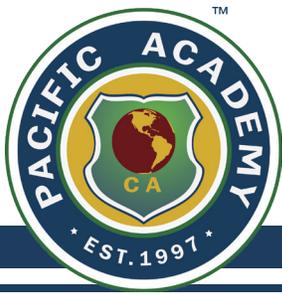
- Students wash hands before lunch.
- All students must bring their own lunch. Utensils are not provided.
- Students will not have access to microwaves.
- Students sit at large round tables in the courtyard with members of their class only, limit two per table. Three to four staff members circulate throughout during lunch.
- In the case of inclement weather, students eat lunch in their own classrooms following the same social distancing protocol. Students eat lunch in classrooms at their desks, which are separated by six feet or more.
- All doors are propped open during lunch time.
- Staff and day porter wipe down desks and tables after lunch.
- There is no selling or sharing of food in school. Vending machines are currently disabled and empty.
- The staff breakroom is limited to two individuals at a time. It is cleaned daily by the maintenance staff. Signs are posted to remind staff to wear masks, socially distance, and wash hands regularly.

Restroom Protocol

- Students in 4th - 6th grade use the main bathroom in the hallway. Only two students are allowed at a time. Students are trained to knock and inquire before entering. With the small number of students, social distancing can be maintained.

Water Fountain

- Students will not be able to use the drinking fountains. Instead, Pacific Academy installed no-touch refill water stations. Students and school staff are asked to bring refillable water bottles or disposable single-use water bottles.



SOCIAL DISTANCING GUIDELINES

With the small number of students per class, Pacific Academy has the ability to maintain social distancing inside the classroom and in the hallway.

Physical Distancing and Barriers

- Each classroom has a maximum capacity of 12 students spread out 6 feet apart from each other. Student desks all face frontwards. Teachers remain in the front of the classroom during instruction.
- The playground and the field will have color markings to maintain social distancing.
- High traffic areas, ex. frontdesk and offices, will have clear acrylic screens installed.
- Office staff have staggered working and remote working days to maintain physical distance of at least 6 feet apart and to reduce the number of staff in the office.

Cohorting

- K-6 students are in their grade-level cohorts throughout the day, including break and lunch time.
- Students have assigned seats for each class.
- Students in the same cohort will use the same playground/field, and rotate with another group on a different day.
- Schedules are adjusted to minimize the number of adults going into the classroom.
- Pacific Academy K-6 school day ends at 3:15 PM to avoid mixed contact with after school students. The disinfecting procedure is performed by the day porter in between the transition time from 3:15 - 3:30 PM.

Traffic Routines

- Hallways are clearly marked for one-way traffic to reduce congestion.
- Students are dropped off each morning. Parents and guardians remain in their cars for drop off. Students are directed and supervised at a meeting/gathering location between 8:00 - 8:10 AM.
- Led by class teachers, each class takes turns going through the temperature and mask check station to enter the building.
- Students are dismissed at the grass area at 3:15 PM. Parents are required to wait at the designated pick-up area, marked with distancing signs. Parents should not enter the building.

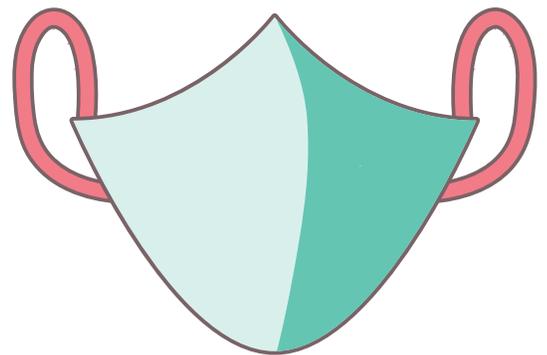




FACE COVERINGS AND PHYSICAL PROTECTIVE GEAR



- Face coverings are required to be worn for anyone entering the building, including students from Kindergarten to all grade levels. Students and staff should provide their own masks/face coverings.
- Face shields may be worn in combination with masks or a drape. Teachers are provided with face shields and wear it with a drape during certain lessons for developmental reasons.
- There are spare masks for faculty, staff, students, and visitors in case needed. They are stocked at the frontdesk and the administrative office.



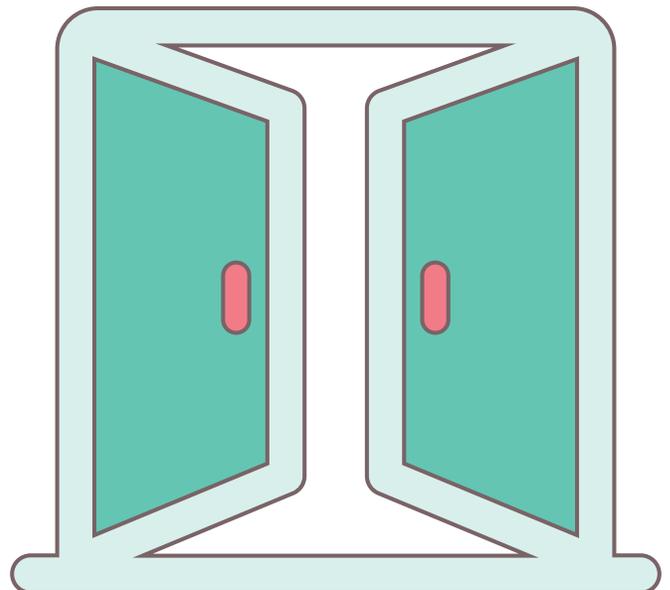


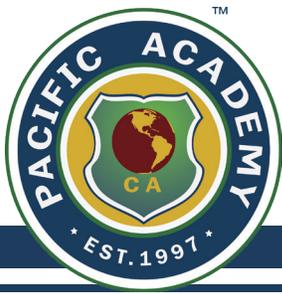
VISITORS PROTOCOL

Below is the protocol we are asking our staff to follow with any visitors.

Scheduled visitors are made aware of these protocols. There is signage and a staff person in the main lobby entrance that reminds visitors about these procedures.

- Visitors to the campus should be limited and scheduled. Staff are encouraged to meet with visitors remotely.
- All visitors should wear a mask, have temperature checked and sign in, including a phone number or email address. (Anyone with a high temperature should not enter the school building.)
- If the visitor has a meeting, is getting a tour, or will be in the building for any business aside from a quick visit to drop off or pick up something, he or she should wear a visitor name badge.
- Visitors are required to enter and leave via the main lobby, not the door by the MPR.
- Visitors who have traveled by air within the past 10 days are not allowed to visit the campus.





HEALTH SCREENINGS FOR STUDENTS AND STAFF

Temperature Check

- Anyone entering the building, including faculty, staff, students and visitors, is required to go through Safe Space Scan 3S-07T temperature check station when they enter the building.
- Students in grades K-6 are dropped off following our drop off procedures each morning. Upon leaving his/her car, each student has his/her temperature checked with a no-touch thermometer before the parent/guardian leaves the campus. Staff members doing screening wear a mask, latex gloves, and maintain six feet or more of social distance.
- Per health department guidelines, anyone with a temperature of 100.4 degree F or higher is not permitted to enter the building.
- Families are required to drop-off students via the car line. Parents are not allowed to walk to campus with their children.
- Families receive reminders on newsletters and emails to keep sick children at home.

Health Screening and Stay-Home Policy

- When a student expresses that he or she is unwell or looks sick, he/she is sent to the nurse station and stays in the room behind Office 111, 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 degree 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.
- Students and staff with a fever above 100.4 degree F are required to remain home until symptom-free for 24 hours without use of fever reducing medication.
- Sick staff members and students follow the OCHCA Covid-19 Staff Symptom Decision Tree and Student Symptom Decision Tree (updated 12/10/20), respectively.
- We encourage anyone who is unwell to stay home. When teachers need to stay home, sub lessons will be prepared and the classes will be covered by administrators and staff.

Travel History Reporting

- Pacific Academy asks all school members, including students, faculty, staff, and visitors, who have traveled by air, domestically or internationally, or traveled out of state by any means to remain home within 10 days of returning.

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: Within 6 ft for > 15 minutes cumulative (regardless of mask)

NO

▶ 1 **low risk** symptom



Send home



Return to school 24 hrs after symptom resolution (without fever reducing medication)

▶ ≥ 2 **low risk** symptoms
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed.



Return to school after 24 hrs without fever and symptoms improving

2

Negative SARS-CoV-2 PCR test.



Return to school after 24 hrs without fever and symptoms improving

3

Positive SARS-CoV-2 PCR test
OR
No provider visit or test.



Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

YES



Stay home*



Return to school after 10 days from last exposure, unless symptoms develop. Continue symptom monitoring through 14 days after last exposure. If symptoms develop obtain a PCR test.

*In consultation with OC Health Care Agency (HCA)

Staff Symptom Decision Tree

High-risk: red flag symptoms

-  **Fever ($\geq 100.4^{\circ}\text{F}$)**
-  **Difficulty breathing**
-  **Loss of taste/smell**
-  **New onset cough**
-  **Fatigue/muscle or body aches**

Low-risk: general symptoms

-  Congestion/runny nose
 -  Nausea/vomiting/diarrhea
 -  Sore throat
 -  Headache
-  **Risk levels vary for children**
See Student Symptom Decision Tree

Close contact to COVID-19 positive person?

Close contact: Within 6 ft for > 15 minutes cumulative (regardless of mask)

YES

 **Return to work or school after 10 days from last exposure, unless symptoms develop. Continue symptom monitoring through 14 days after last exposure. If symptoms develop obtain a PCR test.**

NO

- 1 low risk symptom
- ≥ 2 low risk symptoms
- *OR*
- 1 high risk symptom

 Off work for 24 hours after symptom resolution (without fever-reducing medications)

 See below

1 Health care provider confirms alternative diagnosis for symptoms

 Off work for 24 hours without fever and improved symptoms

2 COVID-19* **Positive**

 Off work minimum of 10 days** (since onset of symptoms, improved symptoms, and no fever in 24 hrs without fever reducing medication)

3 COVID-19* Negative

Low risk symptoms

 Off work for 24 hours without fever and improved symptoms

4 COVID-19* Negative and no alternative diagnosis from a health care provider

High risk symptoms

 Off work minimum of 10 days** (since onset of symptoms, improved symptoms, and no fever in 24 hrs without fever reducing medication)

5 No provider visit or test

*PCR or Rapid Antigen, not antibody

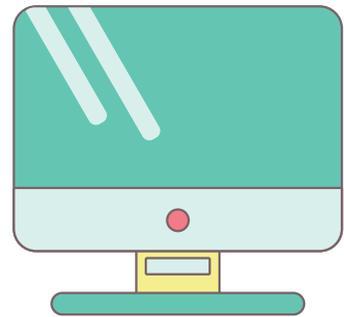
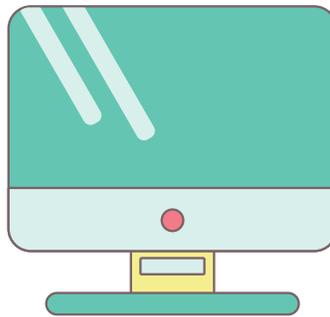
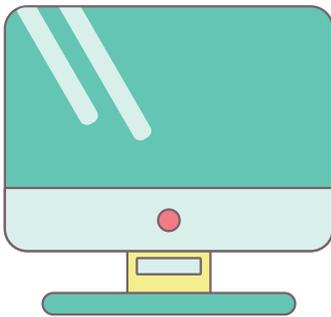
**May need staff to be off for up to 20 days.

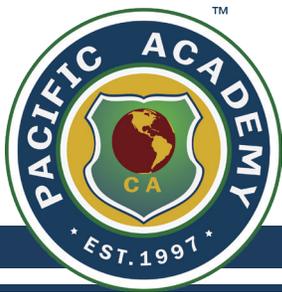
 **Recommendations similar for students**
See Student Symptom Decision Tree



STAFF TRAINING AND FAMILY EDUCATION

- Faculty and staff are trained on the reopening plans and protocols through online meetings, email notifications, and in-person inservice meetings, when permitted. Faculty and staff are provided all reopening 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 K-6 parent orientation and K-6 Back to School Night. Since we are small, we have frequent communication with our families.





TESTING AND CONTACT TRACING

Testing of Students and Staff

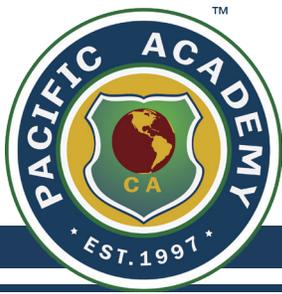
- As explained in the CDPH Framework for K-12 schools in California, school staff, including teachers, staff, and custodians, will be tested every two months through their primary healthcare providers or a community testing site. Half of the staff will be tested monthly, and the other half tested the next month.
- Students and staff with COVID-19 symptoms are recommended to be tested. In the event of symptoms or exposure on campus, students and staff may be tested for COVID-19. Testing options are provided and include:
 - See <https://coronavirus.egovoc.com/covid-19-testing>
 - Contacting one's health care provider.
 - Arranging a test through the City of Irvine's free PCR testing: <https://curogram.com/practice-screening/5ee6fb8df8e8d386955b6491>
 - Using one of the OC COVID-19 Testing Super Sites in Costa Mesa or Anaheim.
 - Ordering a free home test kit. Here is information: <https://ocovid19.ochealthinfo.com/covid-19-testing>
- While waiting for test results, individuals with low exposure should monitor for symptoms. Individuals who are close contacts should quarantine for 10 days from last close contact exposure. Anyone who has been in close proximity (within 6 feet for 15 minutes or more) with someone who is COVID-19 positive should stay home for 10 days.



TESTING AND CONTACT TRACING

Contact Tracing and Communication Plans

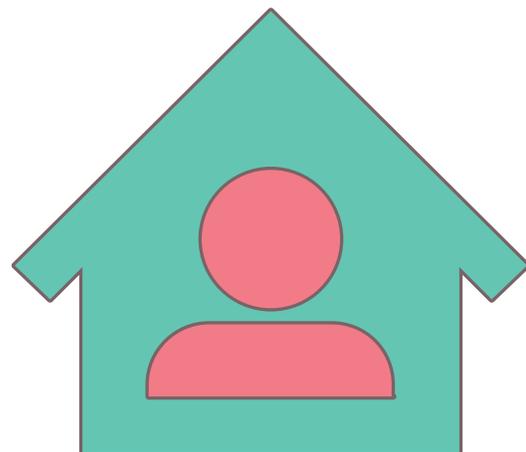
- The designated contact person for COVID-19 is Mr. Keith Corpus, Principal of Pacific Academy. In the case of Mr. Corpus's absence, Ms. Teresa Tseng, K-6 Program Director, will be the designated contact person.
- Mr. Corpus is the person to notify when a school member is identified as COVID-19 positive.
- If a student or faculty staff member is COVID-19 positive, the following steps are taken:
 - Notify OCHCA.
 - Exclude from school for 10 days from symptom onset date or, if asymptomatic for 10 days from specimen collection date.
 - Identify school contacts, inform OCHCA of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case as present at school while infectious.
 - Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
 - Disinfection and cleaning of all classrooms and spaces.
 - School may remain open, or transition to two weeks of remote learning.
- Individual's testing results are confidential information. Privacy is maintained in accordance with FERPA and HIPAA requirements.
- Mr. Corpus will do all contact tracing. In the case of his absence, Ms. Teresa Tseng will conduct all contact training, send all communications, and send all reports to local health officials. All procedures as outlined in the OC HCA "Investigation and Contact Tracing Guidelines for OC Schools" will be followed. In accordance with state and local laws and regulations, Mr. Corpus will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Anyone who is exposed should monitor themselves for symptoms. In particular, a Community Notification is emailed by Mr. Corpus to the entire school community (students, parents/guardians, faculty and staff) for any case of COVID-19. A "risk of low exposure" notification is sent to all community members who were present on campus for any days of a confirmed positive COVID-19 case on campus.
- Mr. Corpus will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.



TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

Pacific Academy follows a more strict guideline than what is provided by the CDC.

- If a student or faculty staff member is COVID-19 positive, the following steps are taken:
 - Notify OCHCA.
 - Exclude from school for 10 days from symptom onset date or, if asymptomatic for 10 days from specimen collection date.
 - Identify school contacts, inform OCHCA of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case as present at school while infectious.
 - Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
 - Disinfection and cleaning of all classroom and other spaces.
 - School may remain open, or transition to two weeks of remote learning.
- Our awesome team of teachers and staff are trained to continue delivering course content virtually, and are ready to make the transition smoothly.
- If a family member or someone who lives with a student or faculty member becomes COVID-19 positive, then the student/faculty member should continue to monitor for symptoms and stay home for 10 days from the last exposure.





MONITORING EFFICACY AND IMPLEMENTATION

The plan's monitoring and implementation will be overseen by Keith Corpus, Principal, and Teresa Tseng, K-9 Program Director and Human Resources Director. In addition, Mr. Corpus and Ms. Tseng meet weekly with an Administrative team to review all protocols, plans and recent developments.



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Irvine Campus

4947 Alton Parkway, Irvine, CA 92604
Tel: 949.398.5288
e-mail: irvine@PacificAcademy.org
www.pacificacademy.org

Encinitas Campus

679 Encinitas Boulevard, Encinitas, CA 92024
Tel: 760.634.1188
email: encinitas@PacificAcademy.org
www.pacificacademyencinitas.com