

PACIFIC ACADEMY
THE OPPORTUNITY TO BE ME



Pacific Academy Irvine K-6 Reopening Plan

2020 - 2021 School Year



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 August 22, 2020, is as follows:

Kindergarten Class: 4 students

First Grade Class: 10 students

Second and Third Grade Combo Class: 11 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.





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

- All students must bring their own lunch. Utensils are not provided.
- Students will not have access to microwaves.
- Students eat lunch in their own classrooms following the same social distancing protocol. Lower grade levels eat lunch outside at the picnic table with a limit of two students per lunch table.
- 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.

Restroom Protocol

- Students in 4th - 6th grade use the main bathroom in the hallway. Only three 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.

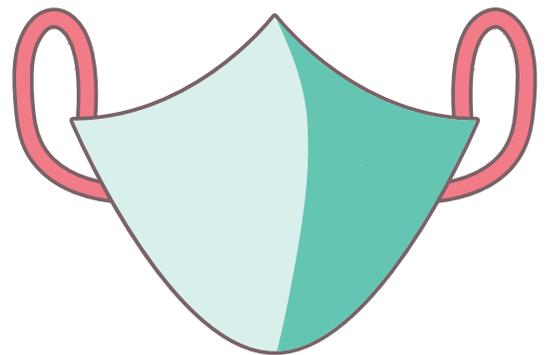




FACE COVERINGS AND PHYSICAL PROTECTIVE GEAR



- 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. Teachers are provided with face shields and may wear it without the mask when teaching phonological lessons.
- There are spare masks for faculty, staff, students, and visitors in case needed. They are stocked at the frontdesk and the administrative office.



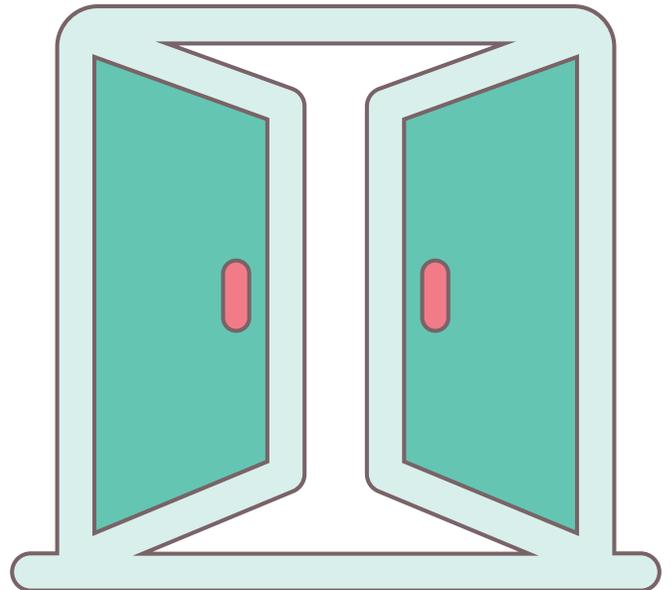


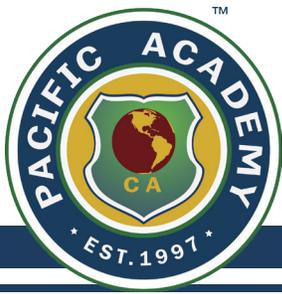
VISITORS PROTOCOL

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 14 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.
- 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 at least 72 hours without medication.
- Sick staff members and students are advised not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- 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.

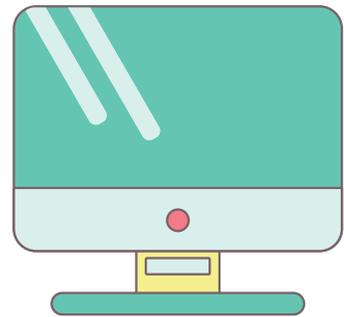
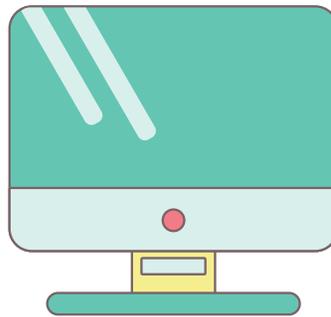
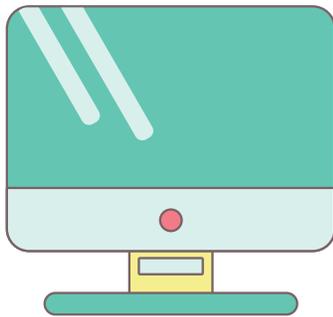
Travel History Reporting

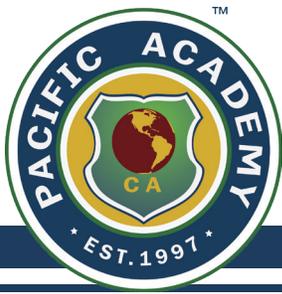
- Pacific Academy asks all school members, including students, faculty, staff, and visitors, who have traveled by air, domestically or internationally, within the past 14 days to remain home.



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.
- 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.





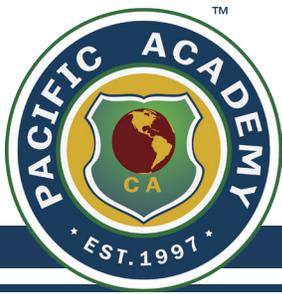
TESTING AND CONTACT TRACING

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.
- 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 14 days.

Contact Tracing and Communication Plans

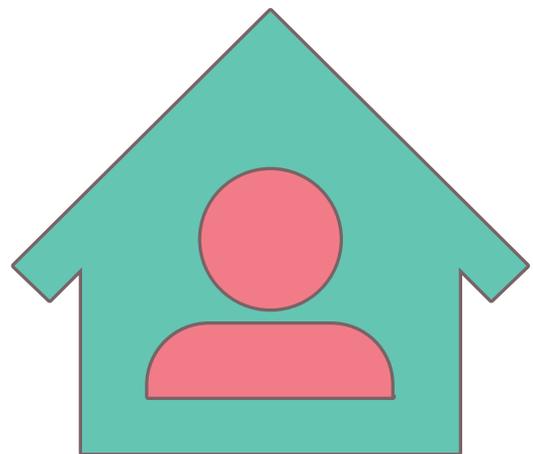
- The designated contact person for COVID-19 is Mr. Keith Corpus, Principal of Pacific Academy. In the case of Mr. Corpus's absence, Ms. Teresa Tseng, K-6 Program Director, will be the designated contact person.
- Mr. Corpus is the person to notify when a school member is identified as COVID-19 positive.
- Individual's testing results are confidential information. Privacy is maintained in accordance with FERPA and HIPAA requirements.
- 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.
- 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, we are prepared to close the facility and switch to remote learning for 14 days.
- 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 14 days from the last exposure.





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