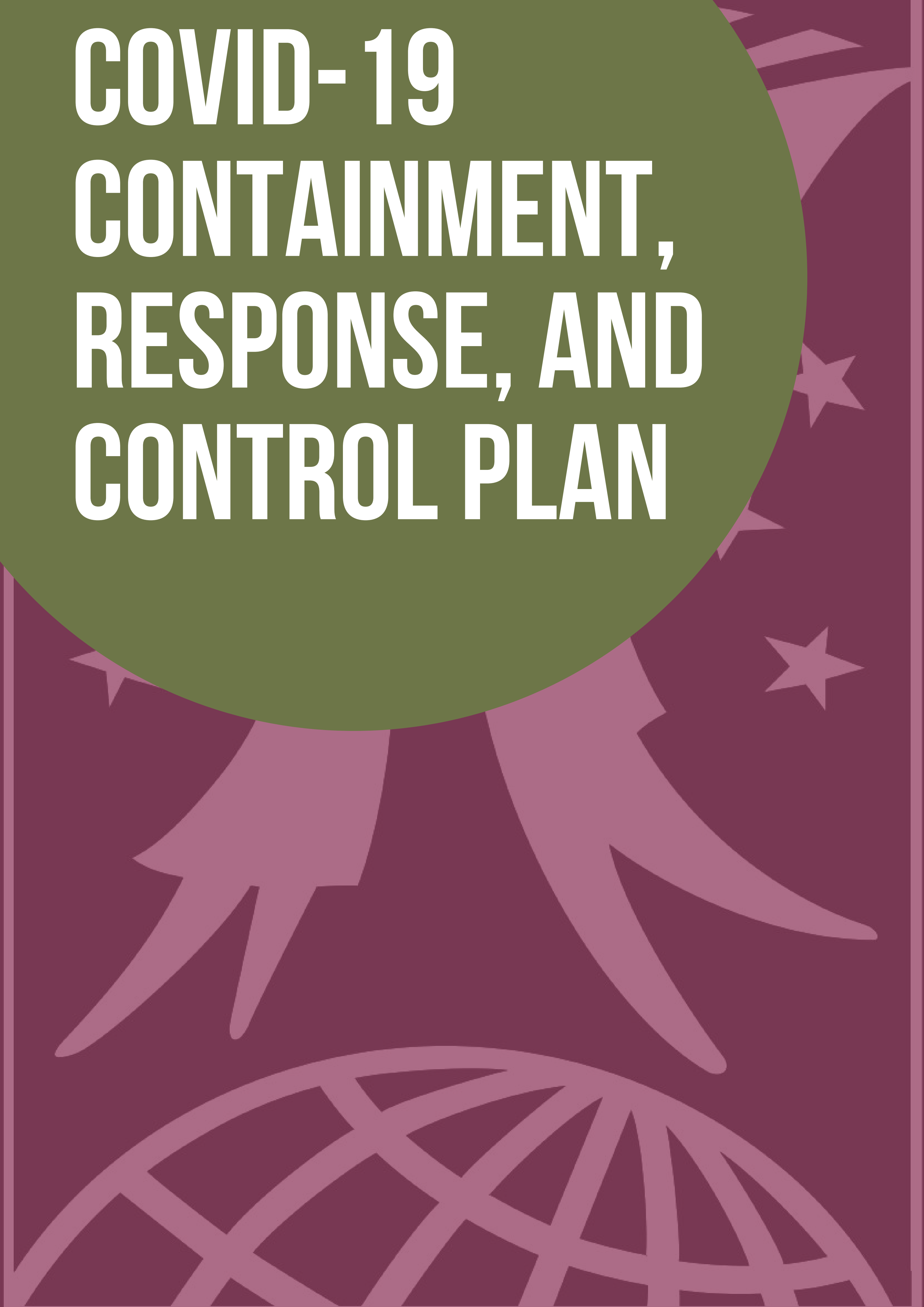


# COVID-19 CONTAINMENT, RESPONSE, AND CONTROL PLAN



# SEVEN ARROWS ELEMENTARY REOPENING PLAN

## *COVID-19 Containment, Response and Control Plan*

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The Seven Arrows Elementary 2020-2021 school year will commence on September 3, 2020. The following is the current plan of action ahead of the reopening date. There are general considerations to take into account that will have an impact on those plans that are laid out here. First, Seven Arrows will coordinate with state and local health officials to comply with those regulations and protocols, and in collaboration with the Steering Committee, Command Team, and the COVID Medical Advisory Team. Second, the school will also remain flexible with the plan, allowing it to evolve with the ever changing landscape in this global pandemic. Third, the school will develop a communication strategy to communicate any changes to these plans with its constituents and stakeholders.

### **Command Team**

- Margarita Pagliai, Head of School
- Maria Arellano, EdD, Associate Head of School
- Sara Kaviar, Director of Innovation & Learning
- Fiona Farrahi, Director of Marketing & Enrollment Management
- Jane Rose, Business Officer
- Darren Nakasuji, Dean of Students, DPH Liaison

### **COVID-19 Medical Advisory Team**

- Maria Arellano, EdD, Associate Head of School, Seven Arrows Elementary
- Neil Desai, PhD Neil Desai, PhD, CEO, Aadi Bioscience Inc.
- Amy Eldon, Trustee, Steering Committee
- Elizabeth Fielder-Marashi, MD. Attending ER physician, Kaiser
- Steven Henning, Board Chair, Steering Committee
- Ashley Hunter Assistant Clinical Professor, UCLA, American Academy of Pediatrics
- Sara Kaviar, Director of Innovation & Learning, Seven Arrows Elementary
- Dalit Krivoy, founding member of NOCOVID coalition
- Daniel Krivoy, MD, Clinical Instructor, UCLA David Geffen School of Medicine
- Darren Nakasuji, Dean of Students, Seven Arrows Elementary
- Margarita Pagliai, Head of School & Founder, Seven Arrows Elementary
- Peter Szilagyi, MD, MPH, Professor of Pediatrics, Vice-Chair for Pediatric Research, UCLA
- Angela Vassallo, Epidemiologist Consultant, CEO, The Safe Set & Chief Clinical Advisor, COVID SMART

Seven Arrows is preparing for three different learning models:

1. In-person learning: All students will be present to receive instruction on campus.
2. Distance learning: All students will receive instruction from home. No students on campus.
3. Hybrid: Students will receive instruction concurrently, both on campus and at home.

Our current strategy is to adopt the hybrid model, giving each parent the option to choose to have their student at school or full time distance learning.

### **Strategies for a Safe Return to School in a Hybrid Model**

1. Follow federal, state and local guidelines
2. Student safety measures
3. Faculty and staff safety measures
4. Classroom safety measures
5. Cleaning measures and protocols
6. Visitors, vendors, and deliveries
7. Technology considerations
8. Other considerations
9. Student attendance models

### **Adherence to Federal, State and Local Guidelines**

- Seven Arrows is committed to following the state and local guidelines on how to safely reopen the school. Each of these guidelines will be taken under consideration by the Command Team and COVID Advisory Team to develop a strategy to implement those guidelines.
- Governor Newsom and the LA County Dept of Health have provided guidance to schools. These guidelines are reflected in this plan and will update as more is understood amidst the changing landscape attributed to the coronavirus.
- Guidance provided by the CDC is also incorporated and reflected in this plan.

### **Student Safety Measures**

- Pooled testing
- Take temperature upon entry to school
- Clean face masks are required for all students
- Students will sit 6-feet apart per current social distancing guidelines.
- Designated classrooms for each student
- Designated cohorts for each student (10-12 students per cohort)
- Designated seats/workstations for each student
- Designated kits/materials for each student. Students will not be permitted to share materials or food.
- Designated kits/materials that will remain at school and designated kits/materials that will remain at home to limit cross contamination
- Designated devices for students, limit sharing
- Install new handwashing stations throughout the school grounds
- Designated hand washing time (4x-5/day) to access hand washing stations
- Post signage for hand washing routines

- Host instruction outdoors as much as possible
- Limit transitions to different rooms
- Specialists will either move to online/livestream. In the event that a class cannot be livestreamed, the specialist may rotate to classrooms as a last resort, to limit student transitions
- Limit congregating in hallways, choke points, and highly trafficked areas
- Staggered arrival and departure times
- EOE and field trips considered suspended until further notice
- Assemblies and large gatherings moved to virtual until further notice

### **Faculty and Staff Safety Measures**

- Pooled testing
- Take temperature upon entry to school
- PPE will be provided by the school (face masks, face shields, gloves, hand sanitizer, disinfectant wipes)
- Clean face masks are required for all faculty and staff
- Provide distanced work spaces/offices
- Install plexiglass around desks (front desk)
- Move conferences/meetings to virtual
- Prohibit sharing of computers, workspaces, phones
- Install UVC devices in large, high trafficked areas
- Vulnerable faculty and staff (65 years of age or older, those with chronic health conditions that may put them at high risk if infected) may have the option to be assigned work that can be completed from a distance when possible. A note from a healthcare professional must be obtained by employees in this category

### **Classroom Safety Measures**

- Cohort students to accommodate 10-12 or fewer in each classroom
- Classrooms reconfigured to accommodate 6-feet apart recommendation
- Plexiglass dividers
- Keep windows open to increase ventilation
- Deploy fans to increase circulation and air exchanges
- Change air filters to MERV 13 or 14
- Install UVC light devices in classrooms and bathrooms
- Provide private egress for each classroom
- Provide disinfectant wipes, gloves, cleaners, and hand sanitizer in each classroom
- Install hand sanitizer dispenser in each classroom
- Provide access to hand washing stations outside of classroom
- Remove all porous surfaces that cannot be easily disinfected (beanbags, carpet, pillows)
- Restrict use of classroom and school libraries until further notice
- Restrict singing/wind instruments on campus

### **Cleaning Measures and Protocols**

- Hire full time cleaning crew to sanitize classrooms and school
- Continue with afternoon cleaning crew to sanitize classrooms and school
- Disinfect all high touch surfaces (door knobs, handles, light switches, tabletops, desks, etc) 2x-3x/day.
- Disinfect bathrooms every hour
- far-UVC lights installed in every classroom and bathroom.
- Use Clorox 360 electrostatic fogger machine to disinfect each room at the end of the day, and in between classes.
- Ensure UVC lights are turned on each evening

### **Visitors, Vendors, and Deliveries**

- Limit on campus visitors, vendors, and parents. Prior approval will be obtained.
- Check-in at front desk
- Temperature check
- No one is allowed in the building without a mask
- Wash hands upon entry
- Sign in tablet to be disinfected after every use
- Mail and packages to be dropped off in designated bin/receptacle for sanitizing with the Clorox 360 electrostatic fogger
- Immediate disposal of cardboard and packaging

### **Technology Considerations**

- Livestream options to broadcast to distance learners and possibly other classrooms (Meeting Owl technology)
- Outfit each classroom with all necessary technology equipment to broadcast to other classrooms or to homes (internet, bandwidth, cameras, Meeting Owl technology, etc)
- Smartboards to be installed in new spaces (Art room, NC Library, Garage) and in all new rental spaces
- Upgrade NC bandwidth and rental spaces
- Livestream studios for specialty teachers
- Increased tech hardware for teachers and students for better assessment for distance learning
- Increased subscriptions for tech platforms for improved delivery of distance learning

### **Other Considerations**

- Specialty classes to be moved online whenever possible, or rotate to each classroom for live instruction with non-vulnerable personnel
- Limit use of shared PE equipment
- EOE & field trips to be considered suspended until further notice
- Kuyams, festivals, and any large group event to be moved to virtual until further notice
- Aftercare (if possible) to be staffed in the kuyam area (outside) to allow cleaning staff to disinfect school
- Signage to be posted strategically throughout the school to increase hygiene awareness and provide reminders to staff and students.
- Dropoff Procedure
  - Staggered drop-off times by grade/family

- Masks
- Temperature check or daily survey
- Hand sanitizer or hand-washing before entry to class
- Backpack contents sanitized? No backpacks?
- Walk directly to class, following social distancing, following marked signs
- What if a kid is having a hard time separating?
- Use private egresses to each classroom
- Pickup Procedure
  - Staggered pickup times by family
  - Deploy pickup signout app to minimize contact with parents
  - Masks
  - Hand sanitizer
  - Sanitize electronics before student leaves
- Snack Procedure
  - Wash hands at designated time to prevent crowding
  - Remove mask
  - Eat at designated area
  - No sharing food!
  - Clean area/throw away trash
  - Replace masks
  - Disinfect desk with wipe
  - Wash hands
- Lunch Procedure
  - Wash hands
  - Remove mask
  - Eat at designated area
  - No sharing food!
  - Clean area/throw away trash
  - Replace masks
  - Disinfect desk with wipe
  - Wash hands
  - Play outside? Socially distanced games
  - No shared PE equipment
- Bathrooms
  - Designate a bathroom for each grade level.
  - Stagger bathroom use
  - Clean after every designated class bathroom breaks in addition to frequent cleaning by cleaning staff throughout the day
  - Install UVC lights in all bathrooms
  - Take doors off the bathrooms (not the stalls!) or prop open to increase circulation/ventilation and decrease touch points
  - Lids on toilets to decrease aerosol spread
  - Install touchless sinks, soap dispensers, and paper towel dispensers

- Park procedures
  - Students to wash hands prior to leaving campus
  - Teachers to wipe down bleachers/tables at park prior to students eating (if not eating in classroom)
  - Teachers to bring hand sanitizer to the eating area everyday to distribute to kids
  - Students to wash hands upon returning to school grounds
  - Kids to eat/play socially distanced
  - Masks to come off while eating
  - Throw away trash and dismissed to wash hands before playing
- Transitions
  - Limit transitions as much as possible
  - Students are to keep 6 feet apart
  - Use private egresses to classrooms to limit indoor hallway transitions
  - Line up at designated spots. Use dot markers on the floor for students as reminders to socially distance.
  - Have students move in a circular pattern in the building to reduce chances of face to face
  - Stagger transitions
- What if a Student Tests Positive With COVID-19?
  - Follow all CDC, state, and local guidelines
  - Immediately notify a member of the Command Team
  - Isolate the student in the designated area and prepare to have them sent home
  - Student is to remain designated area on campus for pickup
    - South campus: Former 6th Grade Room
    - North Campus: Former 6th Grade Room
    - Aldersgate: Office
    - Women's Club: Office
  - Quarantine classroom and thoroughly disinfected. No one may enter until it has been disinfected.
  - Upon pickup, quarantine the designated area until thoroughly disinfected
  - The student must complete the at-home isolation requirements (10 day isolation, no fever for 24 hours, symptoms continue to improve), and obtain a note from a doctor prior to return.
  - Students and teachers in cohort to move to distance learning for 14 days.
  - Notify parents regarding exposure
  - All students may return to campus after clearing 14 day quarantine.
  - Contact tracing per CDC, state, and local guidelines.
  - Contact LADPH at 213-240-7821 or [acdc-education@ph.lacounty.gov](mailto:acdc-education@ph.lacounty.gov) if 3 or more cases occur within 14 days
- What if a Household Member Tests Positive with COVID-19?
  - Follow all CDC, state, and local guidelines
  - Immediately notify a member of the Command Team
  - Student in the household of someone positive with COVID-19 is to quarantine for 14 days in accordance with current CDC, state, and local guidelines.

- The 14 day quarantine begins upon the date of completion of the household member's at-home isolation (10 day isolation, no fever for 24 hours, symptoms continue to improve).
- Quarantine classroom for disinfection. No one may enter until it has been disinfected.
- Students in the cohort will not need to move to distance learning.
- What if a Faculty or Staff Member Tests Positive with COVID-19?
  - Follow all CDC, state, and local guidelines
  - Faculty or staff member to at-home isolate for 10 days, no fever for 24 hours, and symptoms continue to improve.
  - Quarantine classroom for disinfection. No one may enter until it has been disinfected.
  - All students who had close contact with the teacher who tests positive must move to distance learning for 14 days.
  - Notify parents regarding exposure
  - Contact tracing per CDC, state, and local guidelines.
  - Contact LADPH at 213-240-7821 or [acdc-education@ph.lacounty.gov](mailto:acdc-education@ph.lacounty.gov) if 3 or more cases occur within 14 days
- What if a Student, Faculty/Staff Member is Exhibiting Symptoms of COVID-19?
  - Follow all CDC, state, and local guidelines
  - Report to a member of the Command Team.
  - Send the individual to the front desk.
  - Take temperature
  - Keep the individual isolated at the designated isolation area and send individual home
  - The designated isolation area is to be disinfected upon departure
  - Notify other classrooms to use alternate outdoor routes to limit exposure to designated area until the area is disinfected
- How will the school make a decision on if the school should be closed?
  - The school will follow all CDC, state, and local directives regarding mandated closures
  - If 3 or more cases occur within 14 days, and if 2 of those cases occur in different grade level cohorts, the school will close for in-person instruction for a minimum of 14 days.

## Student Attendance Models

Seven Arrows arranged to acquire additional space to accommodate all students (K-6) Monday-Friday for a full day (8:00am - 3:00pm). Other models that were considered are below:

- Split Week Model (K-6th)
  - Cohort A: M, W
  - Cohort B: Tu, Th
  - Friday completely distance learning.
  - Advantages
    - Daily sanitation is easier
    - Students on campus at least 2x/week for a full day
  - Disadvantages
    - Hard on sibling families
      - Solution: Ensure all siblings in a family are in the same grade level cohort
    - Hard on working parents who will need to distance teach.



- All day programming
- Split Month Model (K-6th)
  - Cohort A: On campus M-F for week 1, distance learning week 2
  - Cohort B: Distance learning M-F for week 1, on campus for week 2
  - Advantages
    - 50% of students on campus everyday
    - Daily sanitation is easier
  - Disadvantages
    - Hard on sibling families
      - Solution: Ensure all siblings in a family are in the same grade level cohort
    - All day programming
- Lower School (K-3rd) AM & Upper School (4th-6th) PM Model
  - Cohorts A & B in different rooms, on campus at same time, remote broadcasting to each room.
  - Lower school in the morning, break for cleaning, upper school in the afternoon
  - Advantages
    - All students on campus everyday
    - Requires less distance learning
  - Disadvantages
    - Midday cleaning
    - Requires room configurations at midday
- Cohort AM/PM Model (K-6th)
  - Cohort A K-6 in AM, break, and then Cohort B K-6 in PM
  - Advantages
    - All students on campus everyday
    - Classrooms are always grade appropriate (no reconfiguring)
    - Requires less distance learning
  - Disadvantages
    - Midday cleaning
- Cohort Full Day Model (K-6th) \*\*Ideal!
  - Cohorts A & B have designated rooms, on campus at same time, remote broadcasting to each room. Students stay for a full day.
  - Advantages
    - All students on campus M-F for a full day
    - Classrooms are always grade appropriate (no reconfiguring)
    - Classrooms are assigned to each cohort, limiting space sharing
    - Requires least distance learning
    - Daily sanitation is easier
  - Disadvantages
    - Additional space to be added to footprint
    - Expensive
    - Temporary installations needed (technology, desks, cleaning, etc)
    - All day programming