



St. Patrick's

Episcopal Day School

St. Patrick's Episcopal Day School Plan for Safe Reopening in the Time of COVID

Highlights



St. Patrick's Episcopal Day School has developed an extensive safety plan that is based on guidance from several relevant agencies, is updated on a continual basis, and will be updated in the future as our understanding of SARS-CoV-2 and COVID-19 evolve. We recognize that no single non-pharmaceutical intervention is a panacea, and our plan leverages multiple layers of defense to stem the spread of SARS-CoV-2 and protect our community.



Our school has two instructional models available to accommodate students for in-person instruction or remote instruction, and we are allowing families the flexibility to decide what is right for them. In addition to providing flexibility, our remote instruction capability actively de-stigmatizes a student remaining at home, for example if they or someone in their household starts to develop symptoms of COVID-19.



St. Patrick's Episcopal Day School has limited enrollment to ensure students in each desk in each classroom can be separated by at least six feet from their nearest neighbor. Students in each classroom form a small cohort, and interaction with other cohorts will be severely restricted.



Everyone will be required to wear face masks while transitioning (e.g., to/from classrooms). While at their desks and socially distanced, students in grades K-2 will be strongly encouraged to wear masks; students in grades 3-6 will be required to wear masks in accordance with California Department of Public Health (CDPH) guidelines.



Healthy hygiene practices, including hand washing, will be taught, reinforced through additional handwashing built into the daily schedule, and enabled by the presence of a sink and hand sanitizer in every academic classroom.

Relevant Guidance

This safety plan is informed by several resources.

- Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>
- California Department of Public Health (CDPH)
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx>
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>
- Ventura County Public Health (VCPH)
https://vcportal.ventura.org/covid19/docs/pr/2020-08-19_VCPH_SchoolDistrictGuidingPrinciples.pdf
- Ventura County Office of Education (VCOE)
<https://www.vcoe.org/Portals/7/Communications/Documents/Framework%20for%20Reopening%20Ventura%20County%20Schools%207-10-20.pdf>
- American Association of Pediatrics (AAP)
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- National Academies of Science (NAS)
<https://www.nap.edu/catalog/25858/reopening-k-12-schools-during-the-covid-19-pandemic-prioritizing>
- Harvard School of Public Health (HSPH)
<https://schools.forhealth.org/wp-content/uploads/sites/19/2020/06/Harvard-Healthy-Buildings-Program-Schools-For-Health-Reopening-Covid19-June2020.pdf>
- World Health Organization (WHO)
<https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>
- Environmental Protection Agency (EPA)
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- U.S. Department of Education, Family Educational Rights and Privacy Act (FERPA) & COVID-19 FAQs
https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf

Training and Steps to Continually Improve Plan



All personnel will be aware of and trained in the safety requirements and actions spelled out in this plan. Staff will be asked to model and practice hand-washing throughout the day. Employees will be required to wear face coverings all day except at meal or snack time. Weekly, the administration will evaluate all areas of the school for compliance with our plan and correct any deficiencies identified and/or opportunities to improve.

The school monitors relevant guidance and scientific literature to understand ways we may improve our plan. Additionally, school leadership has and will continue dialog with other local private schools to share best practices in development and execution of our safety plans.

Promoting Healthy Hygiene Practices

Included in teachers' orientation of rules and protocols at the beginning of the year, proper health and hygiene measures will be taught and reviewed with students. Every academic classroom is already equipped with a sink. Built into the daily schedule, students will be required to stop for regular hand washing breaks in addition to routine hand washing following the use of the restroom, before and after eating, upon arrival, etc.



Every classroom is equipped with hand sanitizer for student and staff use as well as disinfectant wipes for regular wiping of the desks, chairs, and other surfaces.

Each child's belongings will be kept separated in individually labeled cubbies and in their own desks. Desks and cubbies will be disinfected nightly with an electrostatic spraying system as described below.

Face Coverings

Face coverings will be used in accordance with the CDPH guidelines for students and staff unless a person presents a medical exemption. While we ask individuals to use their own reusable cloth mask, we have on hand an ample supply of face shields and disposable earloop 3-ply masks for adults and children in the event an individual forgets, misplaces, or damages a mask and needs a disposable mask for their visit.



We insist that students and staff wear masks to school. Once kindergarten, first, and second grade students are socially distanced in their seats in their classrooms, masks will be strongly encouraged, but not be required unless there is some activity or event that requires students to move within six feet of one

another and/or their teachers. Parents of children in grades K-2 may choose to have their own child's mask stay on the entire day. Students in grades three through six will be required to wear their masks all day, except when they are outside for Physical Education and recess and while eating snacks and lunches.

Cohorts and Limit Sharing



The students of each classroom will act as a small cohort and will have limited to no interaction with students in other classrooms, including during recess or Physical Education, until it is deemed safe to do so. Recess and outside play times will be staggered and limited to one class in each play space. Physical Education and recess will continue to be outdoors and with appropriate limits on shared equipment, per the [August 3rd update to CDPH guidelines](#).

Our normal weekly assembly and chapel service will be zoomed into the classrooms via the LCD projector in each homeroom. Students will not gather for these meetings nor for other events that require them to interact with students from other grade levels.

Even within a cohort, each child's belongings will be kept separated in individually labeled cubbies and in their own desks. Already, our families have ordered individual school supplies for each student, so we are able to ensure that students do not need to share items essential to their education (e.g., pencils). Toys, equipment, and other objects that would otherwise regularly be shared in the classrooms either have been removed from the classroom spaces or will be disinfected after each student's use.

Ensuring Teacher and Staff Safety

Our teachers and staff cannot effectively serve our students and community if they do not feel safe. The Head of School has had individual conversations with each member of the faculty and staff to understand their concerns and solicit their input into how we can best teach our students safely. Incidentally, our teachers are our most motivated advocates of in-person instruction, because they realize how much more our students learn on campus versus remote.



In order to maintain social distancing, we have moved our staff meetings from our conference room to Zoom calls, outdoors, and much larger rooms (e.g., the Parish hall, which has a capacity of 428.) We have also asked teachers to limit time in the teachers' lounge, to stagger their visits, and to continue wearing masks while inside. All staff are aligned that the elevator should be used only as needed and only by two people at a time. Signs have been posted outside and inside the elevator as reminders.

In addition to the other measures described here, each teacher and staff member is tested every six weeks.

Intensifying Cleaning, Disinfection, and Ventilation



This summer, the HVAC system was upgraded and now includes six I-Wave purifying devices to further reduce pathogens, allergens, particles, and smoke. Unless it is extremely hot or cold outside, doors and windows will remain open for greater natural air circulation.

A defined daily cleaning and disinfecting schedule is in place. This schedule includes directions for sanitizing bathrooms several times a day and the cleaning of frequently touched surfaces in the school such as door handles, light switches, bathroom surfaces, tables, student desks, and chairs. In addition to the regular cleaning each night that has always taken place, each room, space, and surface will be sanitized by an electrostatic spraying system which uses PurOne Hospital Grade Cleaner and Disinfectant (sodium dichloroisocyanurate, EPA Reg. No. 71847-7-91524), as recommended by the EPA.

Drinking fountains are deemed off limits to students for the time being, and instead, each student is encouraged to bring his/her own reusable water bottle to school. The office has a limited supply of disposable water bottles in the event a student loses their water bottle.



Implementing Distancing Inside and Outside the Classroom

At-Home Procedures

We require students and staff to stay home if they are feeling ill or have a temperature. While we note the [CDC](#) and [CDPH](#) state that a fever for COVID-19 purposes is any temperature at 100.4°F or higher, VCPH has asked St. Patrick's to specify that a fever is 99.5°F or higher, regardless of the method of taking the temperature. We are following VCPH guidance.

Arrival Procedures

All of our students arrive at school in personal vehicles; none take a bus. We require that students and staff have their temperatures taken each day upon arrival. If a person has a temperature of 99.5°F or above, he/she will be asked to go home and can return according to the section below, "[If Someone has COVID-19-like Symptoms](#)." In such circumstances it is critical to maintain confidentiality for the student or staff member as required by the Family Education Rights and Privacy Act (FERPA).

To accomplish this screening imperative and maintain privacy, we are modifying our arrival procedures, as seen in **Figures 1 and 2**. Parents will drive their cars through the parking lot in two parallel lines. When they get to the front of the line, staff with masks will use non-contact thermometers to take each student's temperatures before the student exits the car. To this end, we have purchased six forehead no-contact thermometers for children and adults. If the student

does not have an elevated temperature, they will exit the car and proceed to their classroom (with their mask on). If a student in a given car has an elevated temperature, all students in that car will remain in the car and go home. Staff will direct traffic to ensure safety of all involved.

Fig 1. Simplified Schematic of New Arrival Procedure

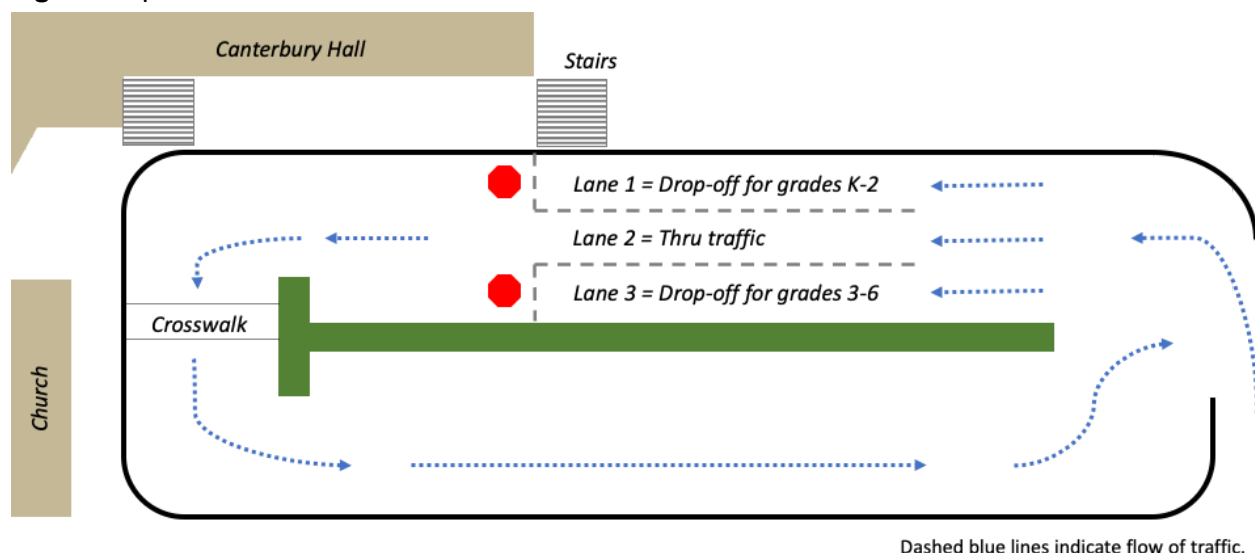


Fig 2. Overlay of Schematic of New Arrival Procedure on Satellite Imagery



Source: Satellite image from Google Earth

Classroom Procedures

Student desks will be arranged such that each student is at a distance of at least six feet from his/her nearest neighbor. We can accomplish this important objective due to our small class sizes.

Pictures of representative classrooms are in **Figures 3-5** below. Desks in each room are situated so each student will be at least six feet from their nearest neighbor. The Kindergarten room (**Figure 3**) is representative of classrooms on the first floor of Canterbury Hall, our main building. Grades K-2 have classrooms on the first floor of Canterbury Hall. The fifth grade room (**Figure 4**) is representative of classrooms on the second floor of Canterbury Hall, our main building. Grades 3-5 have classrooms on the second floor of Canterbury Hall. The sixth grade room (**Figure 5**) is in a separate building, adjacent to Canterbury Hall; as noted above, we only have eight students enrolled in sixth grade. In each classroom picture, the built-in sink is visible.

Fig 3. The Kindergarten Classroom, Desks Situated so Students Are at Least Six Feet Apart



Fig 4. The Fifth Grade Classroom, Desks Situated so Students Are at Least Six Feet Apart



Fig 5. The Sixth Grade Classroom, Desks Situated so Students Are at Least Six Feet Apart



Additionally, as mentioned above, every classroom is equipped with a sink, hand sanitizer, and disinfectant wipes. Built into the daily schedule, students will be required to stop for regular hand washing breaks in addition to the washing of hands following the use of the restroom and in preparation for eating snacks and lunch. Hand sanitizer will be available for student and staff use. Disinfectant wipes will be used for regular wiping of desks, chairs, and other surfaces.

Non-Classroom Procedures

Enrichment Classes: Students will participate in enrichment classes that allow for social distancing either in smaller groups and/or by reconfigured furniture.

- Students will be able to participate in art, music, and computer classes and will be divided in smaller groups as necessary to maintain adequate social distancing. Materials and equipment will be sanitized between classes or will be separated out in individual supply boxes.
- The music program will be modified due to the state's current [prohibition](#) of singing and "blowing wind instruments."
- Initially, the Spanish teacher will give Spanish instruction in the homeroom classrooms.
- The school will ensure adequate supplies for each student to minimize sharing of high touch materials to the extent possible.





Food: Students will eat outside during nice weather but will be spaced apart appropriately. Students from different classroom cohorts will be assigned separate lunch areas and/or times. Students will bring their own snacks and lunches from home in lunch boxes, or parents can order lunches from our established local vendor, *Bright Belly*, who has created disposal, individual, and eco-friendly lunch containers for each student. Students will not be permitted to share food or drinks.

Movement Outside Classrooms: Student movement through the halls or through doors will be monitored closely to make sure social distance is maintained. Student use of restrooms will be monitored and will be limited to two students at a time to ensure social distancing.

Departure Procedures

At 3:00, all students will pack up and be brought outside to different areas of campus to await the arrival of their parents. All students will be wearing masks. **Figure 6** shows where each classroom cohort will be separated from other cohorts. (Please note that we have two third grade classrooms, called 3A and 3B; each of those third grade classes will be its own cohort.) Parents will park their cars, and then with masks on, will come to the entrance of a cordoned off area in the front of the school ("Parent Waiting Area" in red in **Figure 6**). Parents will interact with one masked staff member at this entrance and request the release of their children. The children from the separated classroom cohorts will be retrieved and handed over to the parents at the release point (the dashed red line in **Figure 6**).

For those families that need daycare, there will be daycare rooms available with a limited number of children in each room. After socially distanced homework time, students will play outside, weather permitting.

St. Patrick's ordinarily offers after school clubs, for example LEGO Robotics, golf, woodworking, chess, puppetry, etc. At this time, after school clubs will not take place and will not be added to the school programs until conditions permit.



Fig 6. Overlay of Schematic of New Departure Procedure on Satellite Imagery



Notes: Blue circles represent locations of each classroom cohort for departure. There are two third grade classes, 3A and 3B, which will each be their own classroom cohort. The K-2 locations are on a fenced-in patio and essentially immediately adjacent to their respective classrooms, thereby easing our ability to manage these youngest students.

Source: Satellite image from Google Earth

Limiting Visitors to Campus

As described above, parents will be required to drop off students curbside without coming into classrooms. If parents need to come to the school office during the day, we will require them to stand six feet away from the front desk and from other people. Additionally, only two guests at a time will be allowed in the school office, and additional parents will wait outside (appropriately distanced and wearing masks) until there are fewer people in the office. All adults will be required to wear a mask upon exiting their vehicles while on campus.

Plan for When a Staff Member, Child, or Visitor Becomes Sick

Recognizing that the COVID-19 pandemic comes against the backdrop of regular flu seasons, we realize some individuals may develop COVID-19-like or flu-like symptoms but may not have COVID-19.

Additionally, not every case of COVID-19 has the same symptom presentation, and many of those symptoms overlap with other non-influenza conditions. The [CDC](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing.html) states, “Many of the symptoms of COVID-19 are also common in other childhood illnesses like the common cold, the flu, or seasonal allergies.”

Some of these symptoms do not even indicate illness. For example, a child may eat a peanut butter sandwich that irritates their throat, and that irritation may be compounded by wearing a mask; the cough that is likely to result does not indicate COVID-19. Families and staff will have to use their best judgement and knowledge of their children throughout.



Fig 7. Comparison of COVID-19 Symptoms to Common Illnesses

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
Fever or chills	X		X		
Cough		X	X	X	X
Sore throat	X	X	X		X
Shortness of breath or difficulty breathing				X	
Fatigue		X	X	X	X
Nausea or Vomiting	X		X		
Diarrhea	X		X		
Congestion or Runny Nose		X	X		X
Muscle or body aches	X	X	X		

Note: The table above does not include all COVID-19 symptoms

Source: [CDC](https://www.cdc.gov/coronavirus/2019-ncov/symptoms/testing.html)

If Someone Becomes Sick at School

We will ask our staff to monitor students throughout the day for signs of illness. Likewise, as part of our daily attendance procedure, we will continue to follow up on the cause of any absences and notify VCPH as appropriate. If a student becomes ill during the school day and demonstrates COVID-like symptoms, he/she will be isolated in a separate location (quarantine room) while he/she waits for the parent to pick him/her up. If a staff member becomes ill, they will be able to go home immediately; in the event that staff member is a teacher, their full-time teacher's aide will finish instruction for the day. Each classroom has a full-time teacher and full-time teacher's aide, allowing for safe continuity of education without mixing cohorts in the event one of those adults begins to feel ill.

If Someone has COVID-19-like Symptoms

We ask anyone who develops COVID-19-like symptoms to get tested.

Specifically, if an individual develops any of these symptoms, he/she will be sent home and be tested. If an individual develops one of these symptoms while at home, we ask that they stay home until testing/resolution.

- Temperature of 99.5°F or above
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever



An individual with these symptoms can return to school if their test is negative, they have not been exposed to a known case of COVID-19, **and** at least 24 hours after their symptoms have resolved without the use of antipyretic medications.

Source: Based on [CDC Guidelines for Symptom Screening](#), [VCPH Guiding Principles](#), and direct VCPH communication

Lastly, an individual who develops COVID-like symptoms described in above but does not have a test result may return to school with a signed note from their physician attesting that the individual does not have COVID-19.

If Someone Contracts COVID-19



We ask anyone who develops COVID-like symptoms to get tested. If an individual receives a positive test result, we ask them to share that test result with the school immediately, and we will guard their privacy in accordance with FERPA and other laws and regulations.

If it is reported to us that a student or a staff member has contracted COVID-19, the school will notify Ventura County Public Health (VCPH)

and work closely with the agency to determine the best course of action. We will in turn notify the families in that child's or teacher's class that someone in their class cohort has contracted COVID-19; this notification will be done in [accordance with FERPA](#) (for students) and other applicable law. All students and staff members affiliated with the exposed individual will be required to stay at home for a period of time as advised by VCPH (currently at least 14 days). The school office is adequately staffed to track which individuals are in each classroom / cohort to aid in contact tracing. We expect VCPH would also advise us on criteria before returning to school; for example, each person who has been quarantined might be required to have a COVID-19 test and to show evidence that they are free of the disease.

The Head of School (Nancy Whitson) will be the primary point of contact for communication with VCPH and/or other health agencies as needed. The Business Manager (Isabela Millar) will be the secondary point of contact for communication with VCPH and/or other health agencies as needed. Both can be reached by phone at 805-497-1416.

While we will follow the lead of VCPH, we note that [current CDC guidelines on ending home isolation \(updated 8/16/20\)](#) state that any individual who has contracted COVID-19 or thinks they have contracted COVID-19 and has had symptoms can return after:

- At least 10 days since symptoms first appeared; **and**
- At least 24 hours with no fever and no antipyretic medications; **and**
- Symptoms have improved.



Again, while we will follow the lead of VCPH, we note that [those same CDC guidelines](#) currently state that any individual who has contracted COVID-19 but has had no symptoms can return after:

- 10 days have passed since their test; **or**
- If testing availability allows, after two negative test results in a row, at least 24 hours apart.



We also note that [those current CDC guidelines](#) state that, "Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person."

Again, while we will follow the lead of VCPH, we note that [current CDPH guidance](#) provides a benchmark that "Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period." If such a measure were warranted, the school would immediately pivot to our remote instruction platform, which as stated above, will be continually maintained and improved in order to best serve families who decide that instructional model is right for them.



If we have reason to believe that someone with COVID-19 has been on campus, the infected area of campus will be closed off for twenty-four hours and then thoroughly cleaned and disinfected before students and staff re-enter the space.