



# **SCHOOL REOPENING PLAN**

## **Policies and Procedures for Staff and Children**

**2020 – 2021**



### **Elementary Level Piedmont Campus**

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*These policies and procedures will be in place for the 2020-2021 school year. They are subject to change as warranted by local and state mandates. Parents will be informed via email of updated versions with at least 24 hours' notice. Our policies and procedures have changed to address the needs of the community while living through the era of COVID-19.*

*The safety of our community is our number one priority.*

**The Renaissance International School** is a private Montessori school serving 140 children from age two through ninth grade. We have two campuses in Oakland and Piedmont.

The **Oakland Campus** houses our early childhood program for children from age two through first grade entry. The campus has been open to in-person cohorts since July, 2020. The Oakland campus also houses our Jr. High students, who are currently studying online.

The **Piedmont Campus, at 5201 Park Boulevard in Piedmont**, houses our elementary program for students from first through sixth grades. We have twenty-eight lower elementary students (first through third grades) and twenty-eight upper elementary students (fourth through sixth grades), for a total of **fifty-six students**. We have grouped each level of students into two cohorts, fourteen each. Each cohort is housed in a large classroom where tables are positioned six feet apart. Each cohort has two teachers associated with that cohort. There are **twelve staff members**, in person, at the Piedmont campus.

In addition, we have 26 students studying online for the year.

This reopening plan is for the **Piedmont Campus**. We plan to **open for in-person learning on Tuesday, October 27, 2020** following the guidelines in this plan.

The school **COVID-19 liaison** is the **Head of School, Leslie Hites**. She can be reached at [leslieh@therenaissanceschol.org](mailto:leslieh@therenaissanceschol.org) or at 510-381-5219.

Plan is being submitted on October 19, 2020.

**From the CDC:**

## **What is Coronavirus Disease 2019 (COVID-19)**

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

### **Symptoms of COVID-19**

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **How COVID-19 Spreads**

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

### **COVID-19 Prevention**

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and sanitize frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol based hand sanitizer that contains at least 60% ethanol or 70% isopropanol.

# WHAT TRIS IS DOING TO ADDRESS COVID-19

## 1.

### CLEANING, DISINFECTION AND VENTILATION

#### CLEANING AND DISINFECTION

Common areas will be cleaned and sanitized with non-toxic CDC COVID-19 approved disinfectant, electrolyzed water (hypochlorous acid- HOCL), throughout the day, but at least:

- At lunch time
- At the end of the day

#### Common areas include:

- Adult bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
- Staff room
- Keypads
- All door handles (inside and out)
- Computers and monitors
- Phones
- Lobby area
- Office

**All areas of the classrooms will be cleaned sanitized** with same non-toxic CDC COVID-19 approved disinfectants throughout the day, but at least:

- Before drop off time
- After lunch
- At the end of the day

#### These include:

- Tables and chairs
- Counters
- Door handles
- Paper towel dispensers
- Etc.

**The following will be sanitized between group use:**

- Commonly used benches
- Play and sport equipment
- Grab bars on playground equipment

**The following will be sanitized after every use:**

- Bathroom sink and faucets
- Toilet handles

**Classroom Materials**

- **Frequently used Montessori materials** have been replicated so that every student who needs a particular material, has a copy for his/her own use. These materials are not shared in the classroom.
- **Other Montessori materials** will be sanitized after every use or as needed throughout the day.
- Students will be using their own school supplies (pencils, rulers, staplers, etc.). Shared supplies have been taken out of the classroom until conditions allow for safe use.

**VENTILATION AND AIR QUALITY**

- Upon arrival at 7:30 am, teachers/staff will open all windows and keep doors open to promote air flow in the classrooms. When the temperature drops below 60 degrees Fahrenheit, the doors will remain closed but windows will remain open.
- Exception will be when the air quality index, of 100 or above, is unhealthy for certain groups, which includes children. On those days all windows and doors will be kept closed until students are picked up. Parents will be encouraged to pick their children up early.
- When the air quality index arrives to an unhealthy level, 150 and above, we will close all in-person classes. Students will access their classes online from home.

## 2.

### COHORTING

- Groups of up to 14 students will make up a cohort
- Two teachers will be associated with each cohort and exclusively with that cohort..
- Children from the same family, who are enrolled at the same level, will be in the same group.
- If a teacher has a child at the same level s/he is teaching, the child will be placed with the parent.
- Art and Music teachers will deliver the curriculum via Zoom into the classrooms to maintain integrity of the cohort.
- PE will be held outside maintaining physical distancing. One of the classroom teachers will be available with the PE teacher, to handle any situation that requires approaching the student less than six feet away.
- Groups of children will not commingle on the playground or anywhere else.

## 3.

# PHYSICAL DISTANCING

### Children

- Children will be encouraged to socially distance with visual cues (on floor) and redirection
- Each child will have a table for their exclusive use between five and six feet apart from any other table.
- When attending a circle, the children will be spaced accordingly.
- When outdoors, games that encourage distancing will be encouraged, while contact sports will not be allowed.
- Role-play about social distancing will be a part of the Grace and Courtesy lessons.
- Cubbies housing each child's belongings will be spaced so as to maintain a distance at all times.
- Markings on the floor/ground will be placed as needed to delineate proper distancing.
- Hallways are used in one direction only.
- Each classroom has bathrooms designated for their use only.

### Staff

- Staff is expected to maintain social distancing at all times, at least six feet apart
- Refrain from hugging, handshakes, high-fives, etc.
- Common spaces on campus will be off limits (kitchens, staff rooms, etc.) for groups. One or two people at a time (depending on size of room) may be allowed. Specific instructions will be posted for such places.
- Staff will be encouraged to eat outside/onsite for lunch
- Hallways are used in one direction only.
- Teachers and staff have bathrooms designated for their use on each floor.

## 4.

# ENTRANCE, EGRESS AND MOVEMENT WITHIN THE SCHOOL

### STUDENT DROP OFF

- There will be curbside drop off for all students.
- Parents or designated adult(s) dropping off are asked to remain in their cars.
- Adults and children in the car must wear a mask when dropping off a student.
- Before exiting the car, students will go through a health screening which includes a temperature check.
- Students will need to be signed in and out every day. Receiving staff member will sign the student in for the day by visual identification of the parent/caregiver dropping off. If someone unknown to the staff is dropping off, the person will need to show ID.
- Staff members will need to record the name of the person who is dropping off the child.
- If a staff member is not available at the front of the building, the person dropping off must accompany the student to the administrative office in the front of the building for a health check. Students **MAY NOT** be dropped off in the parking lot alone. The classroom will be notified of the health clearance for the day.
- Children will remove shoes as they enter the classroom and place their belongings in their designated cubby inside the classroom. Student then puts on inside shoes.
- Students will then wash their hands, scrubbing for at least 20 seconds.
- When at all possible, the same adult should drop off and pick up the child each day.

### STUDENT PICK UP

#### **Pickup at 3:30 p.m.**

Students who leave at 3:30 p.m. will be ready to go home by 3:30 p.m. They will wait in a designated area at the front of the school office. Each area will house children from the same cohort.

#### **Pick up Between 3:30 and 5:30 p.m.**

- Parents will provide a projected schedule for pick up times to help teachers prepare each child for pickup.

- Parents/Caregivers will call **510-531-8566** when ten to fifteen minutes away from the school. The person must let the school know who is picking the child up.
- Parents/Caregivers need to expect to wait while the child gets ready to leave as this may take some time. Every child will be putting ALL their belongings away, changing shoes, and washing their hands before they are allowed to leave the classroom to go home.
- Parents will wait in their cars for their child to come out and join them.
- Office staff member will sign child out for the day by voice or visual identification of the parent/caregiver. The name of the person picking up is required to allow the child to go. If someone unknown to the staff is picking up, the person must stop by the administrative office to show identification and be verified as someone authorized to pick the child up.
- No Elementary student can leave the school until we have a record of who picked the child up.
- Children must be picked up by 5:30 pm sharp. Flexibility is unfortunately not possible. Children will not be going to the office area when parents are late. The child can only be with the classroom teacher.
- Parents are asked to refrain from entering the building.
- When at all possible, the same adult should pick up and drop off the child each day.

## **MOVEMENT ON CAMPUS**

- The main hallway on the first floor is one way from the entrance by the office leading to the staff room and art studio in the back of the building and exiting on the side of the building into the parking lot.
- Access to the second floor is limited to one classroom per staircase.
- Every cohort will stay within the defined part of the building they are assigned.
- The playground has been divided in such a way that each classroom has a designated area they use for a day. Classrooms will rotate so that every classroom has access to the full playground every week.
- Playground equipment is sanitized at the end of the day so that it is ready for another cohort, the next day.
- Access to classrooms is limited to the students and teachers designated to the space.

## **ACCESS TO BUILDINGS**

- Access to the interior of the school buildings will be limited to children and staff.
- For parents or caregivers, access to school buildings will be restricted at all times. Parents are welcome to access the parking lot between 8:00 am and 5:30 pm. Parents, caregivers or friends may not enter the play area directly without first having checked in with a staff member in the administrative office. If children are in the area, refrain from entering, unless authorized to do so by school staff.

- If you are late in dropping your child off in the morning, you will need to check in at the administrative office. The office will notify your child's teacher that s/he has been cleared for entry. We ask that parents or caregivers refrain from accompanying the child to the classroom.
- Vendors will be allowed to the door of the administrative office and will not have access to the school buildings on campus.
- Service providers will be given access to classrooms, when necessary, at nonoperational times, as much as possible
- Emergency service providers (i.e. HVAC repair when the unit is not working) will be scheduled at nonoperational times if possible.
- If immediate service is required:
  - Children will be removed from the area accessed by the provider
  - A staff member will accompany the service provider at all times
  - Areas and surfaces will be disinfected after completion of service
  - Any service or emergency service will be logged with details of repair required, the name of service provider/company, time of service call (start and end) and areas accessed.
- School tours will be held virtually or on weekends.

## 5.

### **FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR**

- We will follow the Alameda County Health Department recommendations about face masks for children. All elementary students are expected to wear a mask when at school, both indoors and outdoors, except when eating and drinking. If there is a student who cannot manage the use of a mask, a solution will be found on a case by case basis.
- All staff will wear a face covering at all times while onsite at school, except when eating and drinking.
- Face shields with a cloth drape across the bottom are an acceptable option to the face masks. The cloth drape must be secured at the bottom.
- Face masks with exhaust valves are not allowed, as are bandanas and neck gaiters.
- The school will provide students and staff with a clean double fabric mask every day. A different color, every day of the week, is to be used to ensure that masks are not used more than once before laundering.
- Children will bring an extra pair of shoes for indoor use.
- Teachers will also be asked to have inside shoes different from their outside shoes.
- Gloves will be used while disinfecting surfaces, materials, and objects. Gloves must also be used when handling any bodily fluids or handling a sick child.

## 6.

# HEALTH SCREENINGS FOR STUDENTS AND STAFF

## **ADMITTANCE POLICY FOR CHILDREN AND STAFF:**

### **Children and staff will not be admitted to TRIS school facilities if:**

- In the previous 14 days, he/she, or any member of the household, has had contact with someone with a confirmed diagnosis of COVID-19.
- In the previous 14 days, she/he, or any member of the household, has not respected **ALL** State and Alameda County Department of Health recommendations
- In the previous 14 days, he/she, or any member of the household, has traveled to another state or country and has not quarantined upon return
- In the previous 14 days, he/she, or any member of the household, has traveled by plane and has not quarantined upon return.
- In the previous 14 days, he/she, or any member of the household, has been diagnosed with COVID-19.
- The child exhibits any COVID-19 symptoms as defined by the CDC.

## **Parent Health Screening Before Arrival to Campus**

Parents are encouraged to be on alert for signs of illness in their children or other family members and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home.

Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 100 degrees Fahrenheit or higher
- Fatigue
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- New loss of taste or smell

- Diarrhea

**Notes:**

- For the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 72 hours.
- Please make sure your child's hands are washed before leaving home.
- Parents, please wash your hands before leaving home.

## **Health Screening at Arrival – Children and their family**

Staff members will perform the following screening of all children at arrival:

**Visual:**

- Flushed cheeks
- Congestion or runny nose
- Rapid breathing/difficulty breathing
- Fatigue
- Extreme fussiness
- Clean hands

**Verbal:**

Staff will verify that parents have completed the online daily questionnaire asking parents if they have noticed any of the following symptoms, in their children or in anyone living in their household, in the previous 72 hours:

- Fever
- Cough
- Shortness of breath
- Chills
- Sore throat
- Fatigue
- Body aches
- Headache
- Loss of taste or smell
- Diarrhea
- Nausea or vomiting
- Has your child been given a fever reducer in the last 72 hours?
- Are there any family members in your household with symptoms consistent with COVID-19 or who have been diagnosed with COVID-19?

## **Temperature Checks**

- Temperature of all students will be taken at drop off, at lunchtime and at 3:00 p.m.

- Contactless thermometers will be used in all cases.
- Thermometers will be disinfected after each use with every individual child and adult.
- If the child has a temperature of over 100° Fahrenheit, the staff member will verify the temperature with another thermometer.
- A child with a double verified temperature of over 100° Fahrenheit will be sent home.
- Contactless thermometers will be used in all cases, if possible.

### **Health Screening at Home – Staff**

- Upon waking up every staff member is asked to take their temperature and evaluate if they have any of the following symptoms:
  - Fever
  - Cough
  - Congestion or runny nose
  - Shortness of breath
  - Chills
  - Sore throat
  - Fatigue
  - Body aches
  - Headache
  - Loss of taste or smell
  - Diarrhea
  - Nausea or vomiting
- Are there any family members in your household with symptoms consistent with COVID-19 or who have been diagnosed with COVID-19 in the previous 14 days?
- Staff members with a temperature of 100.4 Fahrenheit or more will be relieved of duty for the day and the next three days.
- All staff members will complete an online daily self-certification asking the above stated questions.
- Any affirmative answers to these questions will relieve the staff member of duty for the day.

## HEALTHY HYGIENE PRACTICES

### HANDWASHING

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. Sinks are available in each classroom or very close by. All children and staff will engage in hand hygiene at least at the following times:

- Arrival to the classroom and after breaks
- Before and after eating
- After using the toilet
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching eyes, nose, or mouth.

### Five Steps to Wash Hands the Right Way

**Staff are expected to follow and instruct children to follow these steps:**

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub hands for at least 20 seconds
4. Rinse hands well under clean, running water
5. Dry hands using a clean paper towel / towel

### Notes:

- After assisting children with handwashing, staff should also wash their own hands.
- Hand sanitizer will be provided for staff to use as needed, but not to replace hand washing when water and soap are nearby
- Hand Sanitizer will be available in each classroom, in the yard, at arrival and departure times and at each entrance to the school. Everyone is encouraged to use hand sanitizer when needed, mostly when not close to a sink.

## IDENTIFICATION AND TRACING OF CONTACTS

### RESPONSE PLANS RELATED TO COVID-19

#### Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

#### Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

#### A. STUDENT OR STAFF MEMBER DEVELOPS SYMPTOMS

- Children or staff will be sent home when any of the following symptoms are observed:
  - They have a temperature of 100 degrees Fahrenheit or higher. Temperature will be taken twice, five minutes apart with two separate devices to ensure accuracy
  - Cough - including a persistent dry cough without the documentation from a physician about an allergic condition
  - Congestion or runny nose
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Nausea or vomiting
  - Diarrhea

- When at school, children or staff with symptoms will be isolated from the group until pick up in a designated room on campus. In the case of a child, a faculty member will accompany the child until parents arrive.
- The child or staff member will have access to a bathroom dedicated for the use of such person
- If the person is in respiratory distress, 911 will be called.
- Parents of students will be called immediately for pick up or to meet at the hospital
- In the case of a child, if there is no response from the parent, the persons named in the child's emergency contacts will be called for pick up.
- Once the person has been picked up, the isolation area will be closed for 24 hours and then sanitized, cot, table, chair, materials, etc.
- Children or staff who are sent home with a fever are expected to contact their physician the same day to establish if COVID-19 testing is warranted.
- The school reserves the right to send a child or staff member home as sick even in the absence of fever and regardless of a note from a physician.
- Isolation at home for staff is required and with children, as is developmentally appropriate.
- If healthcare provider assesses that symptoms are not COVID-19 related, person must do the following before returning to school/work:
  - Stay home for three days from fever (i.e. send home on Monday, return on Friday at the earliest).
  - Be feeling better
  - Be at least 24 hours without fever and without taking fever reducing medications
  - Provide a medical certificate informing that alternative diagnosis was made and that the symptoms are not due to COVID-19
- If a person is tested and results are negative, the person must:
  - Be symptom free for 24 hours before returning to school without the use of a fever reducer.
  - Stay home for three days from fever (i.e. send home on Monday, return on Friday at the earliest).
  - Provide evidence of a negative COVID-19 test prior to return to work

## **B. OFF SITE EXPOSURE - STAFF AND CHILDREN**

If a staff member or child has been identified as having close contact with someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be

- Required to self-quarantine for a minimum of 14 days.
- Follow quarantine instructions

- Immediately contact healthcare provider and request COVID-19 testing  
Close contact means being closer than 6 feet apart for more than 15 minutes in 24 hours.

### **C. POSITIVE CASE OF COVID-19 IN A CLASSROOM COMMUNITY - CHILDREN OR STAFF**

- If COVID-19 is confirmed in a child or staff member in a classroom community, the following actions will be taken by the school:
  - Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained. Said classroom will immediately be closed.
  - Notify the Alameda County Public Health Department
  - Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
  - All members of that classroom community will be asked to quarantine at home and contact their physician(s) and request COVID-19 testing, A negative result will be required to return to the classroom/work.
  - Classroom will be deep cleaned and disinfected 24 hours after it is closed

All follow up actions (quarantine, classroom closure, etc.) will be determined by the Head of School and as directed by the Public Health Department.

### **D. CHILDREN OR STAFF WHO HAVE TESTED POSITIVE FOR COVID-19 - RETURNING TO SCHOOL**

- Children and staff who have a positive diagnosis and who have stayed home (home isolated) can return to school/work when the following criteria are met:
  - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
  - The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
  - At least 10 days have passed since symptoms first appeared, or two COVID-19 negative test results on two different days.

### **E. CHILDREN OR STAFF WHO HAVE BEEN DIRECTLY EXPOSED TO COVID-19 IN THEIR CLASSROOM**

- All children or staff members who have been exposed to COVID-19 will need
- to quarantine for 14 days from the day after the last exposure

- Parents or staff members are asked to contact their physician(s) the same day for consultation. COVID-19 testing is requested.
- The school will maintain a log of all student and staff absences and illnesses.
- When a child or staff member presents with a positive COVID-19 case, the school will compile the list of students and staff members (with their contact information) who were in contact with the individual and make them available to the ACHD.
- Two staff members, Guillaume Deswarte and Leah Vass, have been designated to collaborate on maintaining such records in full confidentiality. Only the Head of School and Head of Administration will have access to the records, other than the two designated individuals.
- The Head of School, Leslie Hites, will be the direct contact to the Health Department.

## 9.

# SOCIAL GATHERINGS, FESTIVITIES AND TRAVEL REQUIREMENTS

## SOCIAL GATHERINGS

As a reminder the California Health Order still states that social gatherings:

- **Must** be limited to a **maximum** of 3 households
- **Must** be limited to a **maximum** of 2 hours
- Should be held outside. Outdoor spaces which are covered are acceptable, as long as 75% of the space is open to the outdoors. If the gathering is indoors, windows and doors should remain open.

At social gatherings:

- Masks are worn at all times
- Social distancing of at least 6 feet is respected
- Wash hands with soap and water often. If not possible, use hand sanitizer.
- Avoid singing, chanting and loud voices or shouting
- If food or beverages are served, it **must** be done by someone who wears a mask and thoroughly washes and sanitizes their hands often.

## HOLIDAY CELEBRATIONS

The Alameda County Public Health Officer is **strongly discouraging** participating in multiple gatherings with different households. If you are planning to gather multiple times during the holidays, it must be with the same group of people. This includes Thanksgiving and the holidays in December.

## TRAVEL REQUIREMENTS

The Alameda County Public Health Travel Ordinance recommends that nonessential travel, including holiday travel, outside of the Bay Area be cancelled. The same consideration is given about hosting guests from outside the Bay Area.

If you must travel, consider:

- Is COVID-19 spreading where you will be visiting?
- Are any of the people you plan to see more at risk for COVID-19?
- Will you be able to social distance during the full length of the trip?

- Being very observant of your own health conditions and possible symptoms which would require you to quarantine or isolate.
- Wear a face covering
- Observe social distancing
- Ventilate space
- Wash hands often or use hand sanitizer
- Avoid touching eyes, nose and mouth
- Avoid touching high frequently touched surfaces
- Get a flu shot
- Get tested before and after the trip

**TRIS staff, children or families who travel:**

- By plane - anywhere
- To another state or country
- To other areas of California where you have engaged in contact with others, not in your household pod, such as shopping, etc.
- Or who have participated in large gatherings or festivities
- Or eaten in indoor restaurants
- Attended indoor theaters of any kind

Will need to quarantine for fourteen days upon return and present a negative COVID-19 test result for the whole household.

If a quicker return to school is desired, the family is welcome to make an appointment for COVID-19 testing on the fifth day after the day they returned home. If the results of the tests are negative, the child or adult can return:

- If they have no COVID-19 symptoms
- If they have sheltered at home
- They send certification of negative COVID-19 test results for the family to [Guillaumed@therenaissanceschool.org](mailto:Guillaumed@therenaissanceschool.org)

Families who travel within California to a second home or a vacation rental for their immediate family pod, will be able to do so without having to wait to be tested, as long as the pod has sheltered-in-place.

## STAFF TRAINING AND FAMILY EDUCATION

### STAFF TRAINING

Staff training is an essential component of a successful reopening. Starting in the spring we have been working with the staff to familiarize them with the new requirements.

During in-service, from August 17 through September 4, 2020, we had multiple sessions about:

- Teachers' comfort level in teaching in person and desire to teach in person
- Classroom set-up and distancing protocols
- Working in small cohorts and the integration of specialists and languages in our program
- Protective gear – face masks, shields, etc. for students and adults
- Movement on campus
- Use of materials in the classroom and fabrication of personal Montessori materials
- Hygiene practices – hand washing, etc. & the need for ventilation in the classrooms
- Cleaning and sanitation in the classroom and throughout the school
- Health screening for students and self-screening for staff
- Staff testing – ongoing routine and as needed
- Criteria for closing the classrooms and switch to online teaching

### FAMILY EDUCATION

Parents are invited to an online community meeting held every week or more often if needed to:

- To give updates
- Inform parents of protocols
- Advise parents on changes in policies or procedures explaining the reason for the change
- Educate parents and answer questions related to COVID-19 policies
- Such meetings will be recorded and available for any interested parties for later use

Signs informing parents, caregivers and approved visitors are posted around campus with information on COVID-19 policies, procedures and practices.

As new families join the TRIS community an orientation relevant to COVID-19 practices will be held.

# 11.

## **TESTING OF STAFF**

TRIS Faculty and Staff will be tested at least once a month. Everyone has already been tested during the summer and before in-service started to ensure anyone entering campus has a negative test. Every staff member will again be tested before we open in person. Faculty and Staff will continue to be tested once a month.

## 12.

### **TRIGGERS TO SWITCH TO DISTANCE LEARNING AND CLOSING THE CLASSROOMS**

A cohort will close any time a member of that cohort, student or adult, tests positive for COVID-19. Everyone will have to quarantine for 14 days starting the day after the last exposure. The cohort will engage in distance learning.

Should 5% of the students and/or staff at TRIS test positive for COVID-19, all the classrooms will close and all students will engage in distance learning and the faculty will be teaching at a distance.

## COMMUNICATION PLANS

If COVID-19 is confirmed in a child or staff member in a classroom community, the following actions will be taken:

The Head of School will:

- Notify staff and parents/caregivers that a member of their cohort has been diagnosed with COVID-19. Confidentiality will be maintained. Said cohort will immediately be asked to quarantine and work online.
- Notify the Alameda County Health Department and provide them with the contact information for all identified contacts.
- Notify the whole school community that a person in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- Ask all members of that cohort to quarantine at home, contact their physician(s), and request COVID-19 testing. A negative test result will be required to return to the classroom.
- Update the community on any further developments
- Invite parents to the community meeting held every week or more often if needed, to give updates, inform parents of protocols and allow the community to ask questions. These meetings are recorded for anyone who was unable to attend the live meeting.
- Log records of daily disinfecting will be available for parents to view upon request

Confidentiality will be maintained observing FERPA and HIPAA requirements

When notifying the community of a confirmed COVID-19 case, we CANNOT and will not release any details pertaining to the person or cohort where the case presented itself. This is private information and we are not allowed to divulge that information.

- We are not allowed to communicate suspected cases of COVID-19 to the community. We are only able to report confirmed cases.

## 14.

# CONSULTATION WITH KEY CONSTITUENTS AND TRANSPARENCY

### **FACULTY AND STAFF**

The faculty and staff have been kept informed of and involved with discussions about:

- the information available in reference to COVID-19
- the recommendations and requirements being put forth by the county and the state to access our facilities for online teaching
- the recommendations and requirements for summer programs
- the recommendations and requirements to reopen for the 2020 - 2021 school year
- the modifications to the physical environment
- the policies and procedures necessary for re-opening.

This has been done through Zoom staff meetings, zoom team meetings and individual meetings with faculty and staff. Most members of the faculty and staff have wanted to return to working in person, others have opted to teach online, and others have taken a leave of absence. At the elementary level, all teachers and staff have opted to return in person.

### **PARENTS**

We have been meeting weekly, since May, to share with parents and answer questions about:

- the information available in reference to COVID-19
- the recommendations and requirements being put forth by the county and the state to access our facilities for material pick-up
- the recommendations and requirements for summer programs
- the recommendations and requirements to reopen for the 2020 - 2021 school year
- the modifications to the physical environment
- the policies and procedures necessary for re-opening.

Parents have been given the choice of in-person learning in the classrooms or our online program from home. Most parents opted for the in-person in the classroom option.

## OTHER IMPORTANT SCHOOL POLICIES AND PROCEDURES

### 1. OPERATING HOURS

- TRIS operating hours will be 8:00 AM to 5:30 PM.
- Opening staff will prepare the environment from 7:30 AM to 8:00 AM to ensure sanitizing protocols were met from the previous day and perform morning protocol.
- Closing staff will sanitize classroom environments from 5:30 PM to 6 PM.
- Janitorial staff will service the building after the building is empty for the day.

### 2. PROGRAM

TRIS will continue offering a comprehensive multi-lingual Montessori curriculum. It is our desire and preference to offer in-person instruction in our beautiful classrooms. Should the State of California or the Alameda County Public Health Department mandate closure of classrooms, our students will have access to our on-line pre-recorded and live lessons.

The same curriculum will also be available online for those who prefer to learn from home.

### 3. ELEMENTARY CLASSROOMS

- Each classroom will house a group of students of multiple ages, not to exceed 14 students each
- Each child will have a table and chair designated for him/her.
- Tables will be set approximately 6 feet apart.
- Each child will have an area in which to store a coat/jacket, lunch box, shoes, a container with school materials and any necessary personal items.
- Each area will be distanced from another so one child's belongings do not touch the belongings of another child.
- Windows and doors of classrooms will be kept open to facilitate airflow.
- Air purifiers will be running in each classroom.
- Each classroom will have its own exclusive entrance/egress from/to the yard.
- Sinks are available in the classrooms or very nearby for the purpose of frequent hand washing.
- Hand sanitizer is available in each classroom.

#### **4. MEALS AND SNACKS**

- Children will bring all snacks and lunches from home. Communal snacks will not be served. Sharing of food is not allowed.
- Lunches must be packed in containers from which the child can eat directly with utensils brought from home every day. A napkin must also be included.
- Plates, cups, utensils and napkins will not be provided at school.
- Water bottles must be brought daily.
- The cultural cooking program is suspended for the foreseeable future.

#### **5. FIELD TRIPS AND CULTURAL TRIPS**

All trips are temporarily suspended until further notice.

#### **6. EVENTS AND CELEBRATIONS AT TRIS**

- All in-person events and celebrations are temporarily suspended until further notice.
- Birthday celebrations:
  - All family in-classroom birthday circles are suspended for the foreseeable future.
  - Parents are asked to encourage their children to prepare a pictorial timeline of their life with captions about the pictures.

#### **7. CONFERENCES, MEETINGS**

- All Parent-Teacher conferences will be held online
- All large group gatherings, such as Back-to-School Night, will be held online.

#### **8. MEDICATION/CHANGE OF ROUTINE/AUTHORIZED PICK UP FORMS**

These forms are available online on the school portal and School Cues. We encourage you to complete the form(s) at home and email them. If not using the form, please include all the information outlined on the form. Please make sure to include clear instructions.

#### **9. TUITION**

The yearly tuition reflects the cost of the program, and as such, there will be no tuition reduction or discounts given, other than the already established and approved financial aid. If the child cannot be at school, s/he will be offered classes on-line.

**Questions, concerns or suggestions?  
Please contact Leslie Hites at 510-381-5219.**