



SCHOOL REOPENING PLAN POLICIES AND PROCEDURES

for
Staff and Children

ALL LEVELS

2021 – 2022



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Document Guide

Early Childhood Level

Oakland Campus

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Early Childhood Level

Oakland Campus

These policies and procedures will be in place for the 2021-2022 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.

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The Renaissance International School is a private Montessori school serving 150 children from age two through ninth grade. We have two campuses in Oakland and Piedmont. The Piedmont Campus houses our elementary program for students from first through sixth grades.

The **Oakland Campus, located at 3650 Dimond Avenue**, houses our early childhood program for children from age two through first grade entry. Each class is housed in a large classroom where tables are positioned at least three feet apart. Each class has three teachers associated exclusively with that class. We **have forty staff members**, working in-person, at the Oakland campus.

We currently do not have students working online.

These Policies and Procedures are for the Early Childhood component of our program at our **Oakland Campus**. We plan to **start our 2021 – 2022 academic school year on September 7, 2021**.

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

Plan was updated on August 25, 2021.

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.
- Although highly unlikely, you can also 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

- The best way to protect yourself is to be vaccinated. Vaccines are currently available for anyone twelve years old and older, who wants to be vaccinated. Vaccination locations can be found in multiple locations in the Bay Area. avoid being exposed to the virus that causes COVID-19.
- Avoid contact with anyone who has symptoms or has been diagnosed with COVID-19.
- Wear a three-layered face covering or an N95 mask, that covers your nose and mouth, in public settings, particularly indoors.
- 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.

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 and 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, etc.).
- Shared supplies, such as staplers, will be sanitized between uses.

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 is when the air quality index reaches 100 or above, which 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 as is developmentally appropriate by level.
- The Pre-primary and Primary buildings are equipped with state of the art air filters and ventilation systems that renews the air in the building a few times each hour. Air conditioning is being installed.

2.

COHORTING

- Groups of up to 24 students will make up a classroom, while maintaining the 12:1 ratio required.
- Three teachers will be associated with each classroom and exclusively with that classroom.
- Music teachers will be working with the children in person in groups of about eight children from the same Primary class. Classes will be delivered outside as much as possible, wearing masks and maintaining social distancing.
- Art will be held in the larger Art Studio II. No more than eight children from the same Primary class will attend wearing masks and having tables six feet apart. Distance between students and Natalia, will be at least six feet apart. Windows and doors will be kept open.
- Groups of children from different classes will not commingle on the playground or anywhere else.

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 3 to 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.
- 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 have limited capacity for groups. The number of adults allowed at a time in designated spaces (depending on size of room), will be posted at the entrance.
- 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

- All adults and children must be wearing masks when they arrive at the TRIS parking lot to drop off their children.
- Children are asked to walk next to the person dropping off. Children may not run ahead.
- Parents should proceed to the assigned gate for entry.
- Parents are asked to use hand sanitizer as they enter the school yard.
- After going through a temperature check and health screening at the school gates, parents will drop their children off at the designated door of their child's classroom. Parents may NOT enter the classroom.
- The area in front of the door of each classroom will be marked with tape or signs to designate 6 feet of distance while waiting to drop off.
- A classroom teacher will meet the parent and child at the door of the classroom.
- Children will remove their shoes outside the classroom and leave their shoes in the designated area. As they enter the classroom they will be greeted by the guide and will be invited to place their belongings in their designated cubby. After putting their inside shoes on, they will wash their hands thoroughly. Indoor shoes are required inside the classroom for children and adults. **No furry shoes or slippers, please.**
- After the child has entered the classroom, the person dropping off is asked to sign the child in using the sign-in binder on the table at least six feet away from the door. Please use one of the pens in the "Ready for Use" container and when done please leave the pen in the "Used Pens" container.
- When at all possible, the same adult should drop off and pick up the child each day.

STUDENT PICK UP

- 3:00 p.m. pick-up
 - Children who leave at 3:00 p.m. will be ready by 2:50 p.m. Parents will pick their child up in the same place they drop them off.
- 3:00-6:00 p.m. pick-up
 - Parents will provide a projected schedule for daily pick-up times to their child's teacher to help them prepare each child for pickup.
 - Parents need to expect to wait while their child gets ready to leave as this may take some time. Every child will be putting all their belongings away and washing their hands before they can leave the classroom to go home.
 - Parents will pick their child up at the door of their child's classroom.

- After picking the child up, the person picking up is asked to sign the child out using the sign-out binder found on a table at least six feet away from the door. Please use one of the pens in the “Ready for Use” container and when done please leave the pen in the “Used Pens” container.
- When at all possible, the same adult should drop off and pick up the child each day.
- There is very limited space available for children who attend the 8:30 am to 3:00 pm drop-off and pick-up schedule to stay beyond that time.
- If you are signed up for the 8:30 am to 3:00 pm program, please make sure you do not drop off before the agreed upon time and pick your child up by the agreed upon time.
- Should you absolutely need support on a given day and need to either drop your child off early or leave your child in school beyond the 3:00 pm pick-up time, please let the teachers know and complete the change of routine form. We will do our best to accommodate, however, please know that we cannot guarantee availability of space, we need to maintain ratios demanded by Community Care Licensing. This year, we are aiming to offer some flexibility, however, we must maintain integrity of the groups. You will be notified as soon as possible, if the class does not have enough space at the time you need it. Extra hours used will be billed the following month.
- Flexibility at the end of the day 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. Children must be picked up by 6:00 pm sharp.
- Early drop-off and late pick-up fees will apply if you are not able to respect the time frame agreed upon by contract.
- The hourly fee is \$13.00
- The fees charged after 6:00 pm are:
First 15 minutes after dismissal: \$1.00 per minute
16-30 minutes after dismissal: \$5.00 per minute
31+ minutes after dismissal: \$10.00 per minute

MOVEMENT ON CAMPUS

- The hallway in the administrative building (the church) is one way from the entrance foyer to the main office proceeding to exit going through the hallway by the sanctuary and out to the parking lot.
- Access to the second floor auditorium is reserved to staff and groups of 6 to 8 art students at a time. Staff and children using the staircase must wait until no one is using the staircase in the opposite direction.
- Every group 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 in the middle of the day and at the end of the day so that it is ready for another class, the next day.
- Access to classrooms is limited to the students and teachers designated to the space.

- Parents are expected to keep their child(ren) with them as they walk through the campus. Children may not use the playground equipment or the climbing wall when walking through the campus with their parents. b

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 7:30 am and 6:00 pm.
- Parents, caregivers or friends may not enter the play area directly without first having checked in with a staff member in the lobby of 3650 Dimond Avenue. If children are in the play 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 lobby of 3650 Dimond Avenue or the administrative office in the church. The person checking the child in will notify the child's teacher that s/he has been cleared for entry. We ask that parents or caregivers refrain from entering 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 for fully vaccinated prospective parents.

5.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

- We will follow the CDC and Alameda County Health Department's recommendations and the State of California mandate for schools on mask wearing. With the safety of the TRIS and larger community in mind, all students will be asked 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 mask at all times while onsite at school, except for 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 triple 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.
- We respect parents' and children's desires to want to wear their own masks, however, this means the child must have a clean mask every day and the mask must fit in such a way that it does not fall off the nose and covers the mouth. It must fit snugly without being uncomfortable.
- Students will bring an extra pair of shoes for indoor use.
- Gloves will be used while disinfecting surfaces, materials, and objects. Gloves must also be used when handling any bodily fluids or handling a sick student.

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 with a fever reducing medicine within the last 24 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
- Hands and nails to ensure entrance with 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
- Congestion or runny nose
- 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?
- Staff members with a temperature of 100 degrees 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. 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 or helping a child use the bathroom
- After coming in contact with bodily fluid
- Before and 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

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.

Use of bathroom

- Children will be taught to use a tissue or paper towel when using the handle to flush the toilet.
- Parents are asked to reinforce this at home.

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 a 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

- Students or staff will be sent home when 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
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Nausea or vomiting
 - Diarrhea

- When at school, students or staff with symptoms will be isolated from the group until pick up, in a designated room on campus. In the case of a student, a faculty member will accompany the student until parents arrive.
- The student 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 student, if there is no response from the parent, the persons named in the student'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.
- Students 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 student or staff member home as sick even in the absence of fever and regardless of a note from a physician.
- Isolation at home is required for students and staff.
- If healthcare provider assesses that symptoms are not COVID-19 related, staff member or parents of a student, must do the following before returning to school/work:
 - Isolate until negative test results are received.
 - Be at least 24 hours without fever and without taking fever reducing medications
 - Be feeling better
 - Provide a medical certificate informing that alternative diagnosis was made and that the symptoms are not due to COVID-19. It has to specifically state that the symptoms are not COVID related.
- 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.
 - Provide evidence of a negative COVID-19 test prior to return to school/work

B. OFF SITE EXPOSURE:

UNVACCINATED STAFF AND STUDENTS

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

- Required to self-quarantine for a minimum of 14 days from the day after the last exposure.

- 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 over a 24 hour period.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

C. POSITIVE CASE OF COVID -19 IN A CLASSROOM COMMUNITY

UNVACCINATED STUDENTS OR STAFF

- If COVID-19 is confirmed in a student 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 person 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.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

D. STUDENTS OR STAFF WHO HAVE TESTED POSITIVE FOR COVID -19 - RETURNING TO SCHOOL

Students 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 14 days have passed since symptoms first appeared.

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

- All students 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.
- Leah Vass, has been designated to maintain such records in full confidentiality. Only the Head of School and Head of Administration will have access to the records, other than the designated individual.
- The Head of School, Leslie Hites, will be the direct contact with the Health Department.

SOCIAL GATHERINGS, FESTIVITIES AND TRAVEL REQUIREMENTS

SOCIAL GATHERINGS

- Anyone who is **not** fully vaccinated and aged 2 or older, should wear a mask in indoor settings.
- Although it is in general acceptable not to wear a mask in outdoor settings, in areas with high numbers of COVID-19 cases, wearing a mask in crowded outdoor settings is highly recommended. **Alameda County is currently in the orange tier, which means that there are a substantial number of cases and hospitalizations in our area. Currently, in November 2021, the number of cases is rising.**
- In activities with close contact with others who are not fully vaccinated, a mask should be worn.
- If you are fully vaccinated, to maximize protection from COVID-19 and variants, and prevent possibly spreading it to others, wear a mask in all public indoor settings.
- Social distancing of at least 6 feet is recommended.
- Wash hands with soap and water often. If not possible, use hand sanitizer.
- Avoid loud voices or shouting

Following are the recommendations just shared by Community Care Licensing for the 2021 Holiday Season:

Fall and Winter Holiday Recommendations (e.g., Diwali, Thanksgiving, Christmas, Hanukkah, Kwanza, New Year, Solstice, Lunar New Year, etc.)

Below are recommendations for best practices to safely celebrate the fall and winter holidays this year:

- Avoid large events and gatherings, when possible.
- Have conversations ahead of time to understand expectations for celebrating together.
- Stay home when appropriate. Advise others to stay home if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
- Adjust the size of an event based on the ability of attendees from different households to stay 6 feet apart.
- Avoid crowded, poorly ventilated spaces.
- Wear face coverings consistently and correctly.
- Consider dropping off prepared meals to those who cannot go out or are at higher risk for contract COVID-19.

- Provide hand washing soap and disinfectant/hand sanitizer.
- Consider outdoor activities such as corn mazes, apple picking, etc.
- Consider virtual events, parties, concerts, or religious ceremonies to avoid packed, indoor spaces.
Remember that alcohol and drugs can impair judgement.
- Be prepared if someone gets sick during or after the event. Turn on exposure notifications in your Apple or Android phone. [CA Notify](#) can then alert you if you've been near someone who tested positive. The CDC provides further guidance for organizing events and for small and large gatherings.

TRAVEL REQUIREMENTS – NON VACCINATED

Delay travel until you are fully vaccinated, is the statement found on the **CDC website** about travel for non-vaccinated people. It is the same recommendation given by the California and Alameda County Health Departments. If traveling with unvaccinated people, such as children younger than 5 years old, who are not eligible for vaccines, or 5 to 11 year olds who are not yet fully vaccinated, or any other unvaccinated person, **please follow these guidelines:**

- **Get tested – before and after travel**
- **It is required to wear a mask over your nose and mouth** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations.
- **Consider:**
 - Is COVID-19 spreading where you will be visiting?
 - Are any of the people you plan to see at a higher 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.
 - Ventilating any indoor space you occupy.
 - 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, students or families who travel and are not fully vaccinated (this includes all children under age 5 and all those 5 to 11 years old, who are not yet fully vaccinated):

- By plane, even within California
- To another state or country will need to:
 - Get COVID test 1 to 3 days before travelling.
 - Quarantine for 7 days upon return. - Please note that the number of days of quarantine could be increased depending on the tier we are in in Alameda County or California in general.

- Present a negative COVID-19 test result to Healthytris@therenaissanceschool.org, unless testing through the school. Person must be tested 5 or more days after returning.
- Quarantine count starts the day after returning home and ends on the 7th day. The person can return to work/school on the 8th day.

Families who travel to a second home or a vacation rental in California, with their family, in their own car, will be able to return without quarantining, as long as they have observed all recommendations from the WHO, CDC and ACHD. Certification of negative COVID-19 test results is required and should be sent to Healthytris@therenaissanceschool.org, unless the person is testing through the school.

STAFF TRAINING AND FAMILY EDUCATION

STAFF TRAINING

Staff training is an essential component of staying safe. We continue working with the staff to familiarize and remind them of TRIS requirements which are based on recommendations given by the health department.

During in-service, from August 23 through September 3, 2021, we review:

- Classroom set-up and distancing protocols
- 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
- Weekly staff and student testing
- Criteria for closing the classrooms and switching to online teaching

FAMILY EDUCATION

Parents are invited to an online community meeting held every two weeks 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.

11.

TESTING OF STAFF

TRIS Faculty, Staff and Students will be tested once a week. Any student, faculty member or staff member returning from breaks will need to test before being allowed on campus.

12.

TRIGGERS TO SWITCH TO DISTANCE LEARNING AND CLOSING THE CLASSROOMS

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

13.

COMMUNICATION PLANS

If COVID-19 is confirmed in a student 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 classroom has been diagnosed with COVID-19. Confidentiality will be maintained. Said group 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 classroom 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 two weeks 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
- When notifying the community of a confirmed COVID-19 case, we CANNOT and will not release any details pertaining to the person or classroom 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.

OTHER IMPORTANT SCHOOL POLICIES AND PROCEDURES

1. OPERATING HOURS

- TRIS operating hours will be 7:30 am to 6:00 pm.
- Janitorial staff will service and sanitize 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.

3. PRE-PRIMARY AND PRIMARY CLASSROOMS

- Each child will have a table and chair designated for him/her.
- Tables will be set approximately 3 to 6 feet apart.
- Each child will have a cubby in which to store a coat/jacket, extra clothes, lunch box, shoes, a container with materials needed for the school day and napping materials in a laundry bag (if applicable).
- Each cubby will be distanced from another so one child's belongings do not touch the belongings of another child.
- Windows and doors will be kept open to facilitate as much air flow as possible.

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 placemat and 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.
- Food preparation (an important part of the Montessori curriculum of practical life) will be limited to one usage per work period, so that everything is washed and sanitized between uses. Sharing, which is also a part of the exercise, will be eliminated for the foreseeable future

5. NAPPING

Children will nap in their own classroom.

- Cots will be placed three to six feet apart.
- Children will be positioned to sleep "head to toes".
- Bedding will be stored in individual laundry bags and each one kept separately.
- Cots will be sanitized after each use.

6. FIELD TRIPS AND CULTURAL TRIPS

All trips are temporarily suspended until further notice.

7. 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.

8. CONFERENCES, MEETINGS

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

9. MEDICATION/CHANGE OF ROUTINE/AUTHORIZED PICK UP FORMS

These forms are available online on the school portal and through 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.

10. PROGRAM SCHEDULE

Changes of program schedule (8:30 am to 3:00 pm or 7:30 am to 6:00 pm) are not allowed.

11. 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, regardless of whether the program is being offered in person or online. 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.

Elementary Level Piedmont Campus

These policies and procedures will be in place for the 2021-2022 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.

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The Renaissance International School is a private Montessori school serving 150 students 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.

The **Piedmont Campus, at 5201 Park Boulevard in Piedmont**, houses our elementary program for students from first through sixth grades. We currently have thirty-two lower elementary students (first through third grades) and sixteen upper elementary students (fourth through sixth grades), for a total of **forty-eight students**. The lower elementary class occupies two large classrooms with sixteen students in each. Each classroom is large enough to house the number of students assigned, where tables are positioned three to six feet apart. Each class has three teachers associated with that group. There are **twelve staff members**, in person, at the Piedmont campus.

We have no students studying online this year.

These Policies and Procedures are for the **Piedmont Campus**. We **open the 2021-2022 school year for in-person learning on Tuesday, September 7, 2021** 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 or at 510-381-5219.

Plan is being updated on November 5, 2021

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.
- Although highly unlikely, 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

- The best way to protect yourself is to be vaccinated. Vaccines are now easily available for anyone five years old and older.
- In addition, avoid being exposed to the virus that causes COVID-19.
- Avoid close contact with others who do not live in your household.
- Meet people outside or in very well ventilated environments.
- Wear a mask that covers your nose and mouth in crowded 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.

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:

- 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 outdoor 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

- **Some 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 either after every use or as needed throughout the day.
- Students will be using their own school supplies (pencils, rulers, etc.).
- Shared supplies, such as staplers, are being shared in the class. These materials are those that can be easily sanitized.

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.
- Classrooms are equipped with air purifiers to help with the quality of air when classrooms need to have doors and windows closed.

2.

GROUPING

- Groups of up to 24 students will make up a classroom.
- Lower Elementary students will be divided into two groups of 16.
- Four teachers will be associated with the Lower Elementary class.
- Three teachers will be associated with the Upper Elementary class.
- Lower Elementary students will participate in choral rehearsals and Kodaly classes with students from their level only
- Upper Elementary will participate in choral rehearsals and Kodaly classes with the Jr. High students.
- Choral rehearsals and Kodaly music classes will be delivered in large rooms (gym or Garden Room at the Piedmont campus) or outside as much as possible. Social distancing protocols will be in place and masks will be worn.
- Art classes will be delivered by level in groups of up to 8 students. Upper Elementary will have an Art Studio on their floor. Lower Elementary will use the Art Studio on the ground floor.
- Groups of students will not commingle on the playground or anywhere else.

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. Students will be sitting about 3 to 6 ft. apart from each other.
- When attending a circle, the children will be spaced accordingly.
- When outdoors, games that encourage distancing will be encouraged, while contact sports will be discouraged.
- 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 have limited capacity for groups. The number of adults allowed at a time in designated spaces (depending on size of room), will be posted at the entrance.
- 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. Students then put 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 class.

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.
- Upper Elementary students will use the stairs through the narthex to enter and exit.
- Every class will stay within the defined part of the building they are assigned.
- The playground is divided into two areas, front and back. Levels will alternate use of the two areas.
- 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 assigned 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 7:30 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 for fully vaccinated prospective parents.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

- We will follow the CDC and Alameda County Health Department’s recommendations and the State of California mandate for schools on mask wearing. With the safety of the TRIS and larger community in mind, all students will be asked 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 mask at all times while onsite at school, except for 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 triple 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.
- We respect parents’ and children’s desires to want to wear their own masks, however, this means the child must have a clean mask every day and the mask must fit in such a way that it does not fall off the nose and covers the mouth. It must fit snugly without being uncomfortable.
- Students will bring an extra pair of shoes for indoor use. .
- Disposable gloves will be used while disinfecting surfaces, materials, and objects. Gloves must also be used when handling any bodily fluids or handling a sick student.

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 fever reducing medicine within the last 24 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, middle of the day and at 3:30 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 are asked to be tested for COVID.
- 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:

6. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap
7. Lather hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
8. Scrub hands for at least 20 seconds
9. Rinse hands well under clean, running water
10. 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 a 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

- Students or staff will be sent home when 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
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Nausea or vomiting
 - Diarrhea

- When at school, students or staff with symptoms will be isolated from the group until pick up, in a designated room on campus. In the case of a student, a faculty member will accompany the student until parents arrive.
- The student 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 student, if there is no response from the parent, the persons named in the student'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.
- Students 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 student or staff member home as sick even in the absence of fever and regardless of a note from a physician.
- Isolation at home is required for students and staff.
- If healthcare provider assesses that symptoms are not COVID-19 related, staff member or parents of a student, must do the following before returning to school/work:
 - 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. This needs to be explicitly stated.
- 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.
 - Provide evidence of a negative COVID-19 test prior to return to school/work

B. OFF SITE EXPOSURE:

UNVACCINATED STAFF AND STUDENTS

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

- Required to self-quarantine for a minimum of 14 days from the day after the last exposure.
- Follow quarantine instructions

- Immediately contact your healthcare provider and secure testing after the 5th day. Close contact means being closer than 6 feet apart for more than 15 minutes.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

C. POSITIVE CASE OF COVID -19 IN A CLASSROOM COMMUNITY

UNVACCINATED STUDENTS OR STAFF

- If COVID-19 is confirmed in a student 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 person 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 closedAll follow up actions (quarantine, classroom closure, etc.) will be determined by the Head of School and as directed by the Public Health Department.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

D. STUDENTS OR STAFF WHO HAVE TESTED POSITIVE FOR COVID -19 -RETURNING TO SCHOOL

- Students 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.

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

- All students 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.
- Leah Vass, have been designated to maintain such records in full confidentiality. Only the Head of School and Head of Administration will have access to the records, other than the designated individual.
- The Head of School, Leslie Hites, will be the direct contact with the Health Department.

SOCIAL GATHERINGS, FESTIVITIES AND TRAVEL REQUIREMENTS

SOCIAL GATHERINGS

- Anyone who is **not** fully vaccinated and aged 2 or older, should wear a mask in indoor settings.
- Although it is in general acceptable not to wear a mask in outdoor settings, in areas with high numbers of COVID-19 cases, wearing a mask in crowded outdoor settings is highly recommended. **Alameda County is currently in the orange tier, which means that there are a substantial number of cases and hospitalizations in our area. Currently, in November 2021, the number of cases is rising.**
- In activities with close contact with others who are not fully vaccinated, a mask should be worn.
- If you are fully vaccinated, to maximize protection from COVID-19 and variants, and prevent possibly spreading it to others, wear a mask in all public indoor settings.
- Social distancing of at least 6 feet is recommended.
- Wash hands with soap and water often. If not possible, use hand sanitizer.
- Avoid loud voices or shouting

Following are the recommendations just shared by Community Care Licensing for the 2021 Holiday Season:

Fall and Winter Holiday Recommendations (e.g., Diwali, Thanksgiving, Christmas, Hanukkah, Kwanza, New Year, Solstice, Lunar New Year, etc.)

Below are recommendations for best practices to safely celebrate the fall and winter holidays this year:

- Avoid large events and gatherings, when possible.
- Have conversations ahead of time to understand expectations for celebrating together.
- Stay home when appropriate. Advise others to stay home if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
- Adjust the size of an event based on the ability of attendees from different households to stay 6 feet apart.
- Avoid crowded, poorly ventilated spaces.
- Wear face coverings consistently and correctly.
- Consider dropping off prepared meals to those who cannot go out or are at higher risk for contract COVID-19.

- Provide hand washing soap and disinfectant/hand sanitizer.
- Consider outdoor activities such as corn mazes, apple picking, etc.
- Consider virtual events, parties, concerts, or religious ceremonies to avoid packed, indoor spaces.
- Remember that alcohol and drugs can impair judgement.
- Be prepared if someone gets sick during or after the event. Turn on exposure notifications in your Apple or Android phone. [CA Notify](#) can then alert you if you've been near someone who tested positive. The CDC provides further guidance for organizing events and for small and large gatherings.

TRAVEL REQUIREMENTS – NON VACCINATED

Delay travel until you are fully vaccinated, is the statement found on the **CDC website** about travel for non-vaccinated people. It is the same recommendation given by the California and Alameda County Health Departments. If traveling with unvaccinated people, such as children younger than 5 years old, who are not eligible for vaccines, or 5 to 11 year olds who are not yet fully vaccinated, or any other unvaccinated person, **please follow these guidelines:**

- **Get tested – before and after travel**
- **It is required to wear a mask over your nose and mouth** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations.
- **Consider:**
 - Is COVID-19 spreading where you will be visiting?
 - Are any of the people you plan to see at a higher 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.
 - Ventilating any indoor space you occupy.
 - 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, students or families who travel and are not fully vaccinated (this includes all children under age 5 and all those 5 to 11 years old, who are not yet fully vaccinated):

- By plane, even within California
- To another state or country will need to:
 - Get COVID test 1 to 3 days before travelling.
 - Quarantine for 7 days upon return. - Please note that the number of days of quarantine could be increased depending on the tier we are in in Alameda County or California in general.

- Present a negative COVID-19 test result to Healthytris@therenaissanceschool.org, unless testing through the school . Person must be tested 5 or more days after returning.
- Quarantine count starts the day after returning home and ends on the 7th day. The person can return to work/school on the 8th day.

Families who travel to a second home or a vacation rental in California, with their family, in their own car, will be able to return without quarantining, as long as they have observed all recommendations from the WHO, CDC and ACHD. Certification of negative COVID-19 test results is required and should be sent to Healthytris@therenaissanceschool.org, unless the person is testing through the school.

STAFF TRAINING AND FAMILY EDUCATION

STAFF TRAINING

Staff training is an essential component of staying safe. We continue working with the staff to familiarize and remind them of TRIS requirements which are based on recommendations given by the health department. Ongoing topics that we cover are:

- Classroom set-up and distancing protocols
- 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
- Weekly staff and student testing
- Criteria for closing the classrooms and switching to online teaching

FAMILY EDUCATION

Parents are invited to an online community meeting held as needed 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 is held.

11.

TESTING OF STAFF

TRIS Faculty, Staff and Students will be tested once a week. Any student, faculty member or staff member returning from breaks will need to test before being allowed on campus.

12.

TRIGGERS TO SWITCH TO DISTANCE LEARNING AND CLOSING THE CLASSROOMS

A classroom will close any time a member of that group, student or adult, tests positive for COVID-19. Everyone will have to quarantine for 10 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 student 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 classroom has been diagnosed with COVID-19. Confidentiality will be maintained. Said group 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 classroom 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 a community meeting 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

When notifying the community of a confirmed COVID-19 case, we CANNOT and will not release any details pertaining to the person or classroom 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.

OTHER IMPORTANT SCHOOL POLICIES AND PROCEDURES

1. OPERATING HOURS

- TRIS operating hours will be 7:30 am to 5:30 pm.
- Janitorial staff will service and sanitize 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.

3. ELEMENTARY CLASSROOMS

- Each classroom will house a group of students of multiple ages, not to exceed 16 students each
- Each child will have a table and chair designated for him/her.
- Students will sit about 3 to 6 ft. 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

Outdoor trips will be allowed this year.

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.

Junior High Level

Oakland Campus

These policies and procedures will be in place for the 2021-2022 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.

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The Renaissance International School is a private Montessori school serving 150 children from age two through ninth grade. We have two campuses in Oakland and Piedmont. The Piedmont Campus houses our elementary program for students from first through sixth grades.

The **Oakland Campus, located at 3650 Dimond Avenue**, houses our early childhood program for children from age two through first grade entry and our Jr. High program for students from 7th through 9th grades. The Jr. High students and teachers occupy a separate building from the Early Childhood component of our program. **We have forty staff members**, working in-person, at the Oakland campus, three associated with the Jr. High students. Currently, we have 5 students in Jr. High.

We do not have students studying online this year.

This reopening plan is for the **Jr. High component** at our **Oakland Campus**. We **opened for in-person learning on Tuesday, September 7, 2021** 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 or at 510-381-5219.

Plan is presented on November 5, 2021.

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.
- Although not likely, you may also 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

- The best way to protect yourself is to be vaccinated. Vaccines are currently available for anyone twelve years old and older, who wants to be vaccinated. Vaccination locations can be found in multiple locations in the Bay Area. avoid being exposed to the virus that causes COVID-19.
- Avoid contact with anyone who has symptoms or has been diagnosed with COVID-19.
- Wear a three-layered face covering or an N95 mask, that covers your nose and mouth, in public settings, particularly indoors.
- 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.

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 and sanitized with same non-toxic CDC COVID-19 approved disinfectants throughout the day, but at least:

- 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 seats and 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, etc.).
- Shared supplies, such as staplers, will be sanitized between uses.

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 is when the air quality index reaches 100 or above, which 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 as is developmentally appropriate by level.
- The Jr. High building is equipped with state of the art air filters and a ventilation system that renews the air in the building a few times each hour.

2.

GROUPING

- Groups of up to 24 students will make up a classroom.
- Four teachers will be associated with the Jr. High class.
- Jr. High will be joining Upper Elementary for choral rehearsals in the mornings.
- Choral rehearsals and Kodaly music classes will be delivered in large rooms (gym or Garden Room at the Piedmont campus) or outside as much as possible. Social distancing protocols will be in place.
- Jr. High will have art classes at the Piedmont campus.

3.

PHYSICAL DISTANCING

STUDENT S

- Students will be encouraged to maintain 6 ft. of social distancing
- Each student will have a table for their exclusive use so that the distance between students is around 6 ft.
- When attending a group lesson, the students will be spaced accordingly.
- When outdoors eating, social distancing will be required.
- Cubbies housing each student'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 around campus.
- Hallways are used in one direction only.
- Students are asked to follow the one way paths designated when entering and exiting the campus
- Each classroom has bathrooms designated for their use only.
- Students are asked to refrain from hugging, handshakes, high-fives, etc.

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 have limited capacity for groups. The number of adults allowed at a time in designated spaces (depending on size of room), will be posted at the entrance.
- 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

- Jr. High students will be most often dropped off at the Piedmont campus. All adults and students must be wearing masks when they arrive at the TRIS parking lot or in front of the school at the Oakland campus.
- Students are asked to observe directional walking when approaching and on campus.
- Students should proceed to the assigned gate for entry. (Oakland campus)
- Students are asked to use hand sanitizer as they enter the school yard.
- After going through a temperature check and verification of electronic health screening at the school gate, students must proceed directly to their classroom.
- Parents may NOT enter the classroom or campus, unless they have received approval to do so by TRIS Administration.
- Once students arrive to the Jr. High building, they will remove their shoes outside the classroom and leave their shoes in the designated area.
- Upon entering the classroom students are to place their belongings in their designated cubby and put their inside shoes on. They will then thoroughly wash their hands. Indoor shoes are required inside the classroom for students and adults. **No furry shoes or slippers, please.**

STUDENT PICK UP

- Students who leave at 3:30 p.m. will be ready to leave at that time
- 3:30-5:30 p.m. pick-up
 - Parents are asked to provide a projected schedule for daily pick-up times so that teachers can plan accordingly.
 - If a student is being picked up during this time, the parent/caregiver is asked to call 510-531-8566 10 to 15 minutes before arriving to campus. The person from the office will let Jr. High know you are on your way.
 - Parents need to expect to wait while their student gets ready to leave as this may take some time. Every student will be asked to pack all their belongings, except books or tools they do not need at home for the night/weekend and wash their hands before they can leave the classroom to go home.
 - Parents will pick their student up in front of 3650 Dimond Avenue
- Flexibility is unfortunately not possible at pick up time. Students will not be going to the office area when parents are late. They can only be with the classroom teacher.

MOVEMENT ON CAMPUS

- The hallway in the administrative building (the church) is one way from the entrance foyer to the main office and proceeding to exit going through the hallway by the sanctuary and out to the parking lot.
- Access to the second floor auditorium is reserved to staff and groups of 6 to 8 primary students at a time. Staff and children using the staircase must wait until no one is using the staircase in the opposite direction.
- Every group will stay within the building they are assigned.
- Jr. High will be using designated parts of the outdoor environment. Students will be informed where they can be that day or on a regular basis. Students are expected to abide by the restrictions necessary to maintain the integrity of each group on campus.
- 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 students 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 7:30 am and 6:00 pm.
- Parents, caregivers or friends may not enter the play area directly without first having checked in with a staff member in the lobby of 3650 Dimond Avenue. If children are in the play area, refrain from entering, unless authorized to do so by school staff.
- If a student is late in arriving in the morning, s/he must first go to the lobby of 3650 Dimond Avenue or the administrative office in the church. The person checking the student in will notify the Jr. High teachers that s/he has been cleared for entry. We ask that parents or caregivers refrain from entering the campus.
- 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:
 - Students 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 for fully vaccinated prospective parents.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

- We will follow the CDC and Alameda County Health Department’s recommendations and the State of California mandate for schools on mask wearing. With the safety of the TRIS and larger community in mind, all students will be asked 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 mask at all times while onsite at school, except for 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 triple 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.
- We respect parents’ and children’s desires to want to wear their own masks, however, this means the child must have a clean mask every day and the mask must fit in such a way that it does not fall off the nose and covers the mouth. It must fit snugly without being uncomfortable.
- Students will bring an extra pair of shoes for indoor use.
- Gloves will be used while disinfecting surfaces, materials, and objects. Gloves must also be used when handling any bodily fluids or handling a sick student.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

ADMITTANCE POLICY FOR CHILDREN AND STAFF:

Students 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 unvaccinated member of the household, has traveled outside of California and has not quarantined upon return
- In the previous 14 days, he/she, or any unvaccinated 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 student 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 a pre-screening health check 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 or body aches
- Headache
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Nausea or vomiting

- Diarrhea

Notes:

- For the safety of our community, please do not bring your child to school if you have provided him/her with fever reducing medicine within the last 24 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 – Students 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
- Hands and nails to ensure entrance with 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
- Congestion or runny nose
- 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 the household with symptoms consistent with COVID-19 or who have been diagnosed with COVID-19?
- Staff members with a temperature of 100 degrees Fahrenheit or more will be relieved of duty for the day and the next three days and a negative COVID test result is received by the school.
- 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. All students 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 or helping a child use the bathroom
- After coming in contact with bodily fluid
- Before going outside
- 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

Notes:

- Hand sanitizer will be provided for 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.

Use of bathroom

- Students will be asked to sanitize the toilet and sink after each use.
- Each bathroom will be equipped with the necessary sanitizing materials.

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 a 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

- Students or staff will be sent home when 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
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Nausea or vomiting

- Diarrhea
- When at school, students or staff with symptoms will be isolated from the group until pick up, in a designated room on campus. In the case of a student, a faculty member will accompany the student until parents arrive.
- The student 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 student, if there is no response from the parent, the persons named in the student'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.
- Students or staff who are sent home with a fever are expected to contact their physician the same day. They should also schedule testing for COVID.
- The school reserves the right to send a student or staff member home as sick even in the absence of fever and regardless of a note from a physician.
- Isolation at home is required for students and staff.
- If healthcare provider assesses that symptoms are not COVID-19 related, staff member or parents of a student, must do the following before returning to school/work:
 - Be at least 24 hours without fever and without taking fever reducing medications
 - Feel better
 - Provide a medical certificate informing that alternative diagnosis was made and that the symptoms are not due to COVID-19 This information must be explicitly stated.
- 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.
 - Provide evidence of a negative COVID-19 test prior to return to school/work

B. OFF SITE EXPOSURE:

UNVACCINATED STUDENTS OR STAFF

- If COVID-19 is confirmed in a student 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 person 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.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

C. STUDENTS OR STAFF WHO HAVE TESTED POSITIVE FOR COVID -19 -RETURNING TO SCHOOL

- Students 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.

D. STUDENTS OR STAFF WHO HAVE BEEN DIRECTLY EXPOSED TO COVID -19 IN THEIR CLASSROOM

- All students 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.

- Leah Vass, have been designated to maintain such records in full confidentiality. Only the Head of School and Head of Administration will have access to the records, other than the designated individual.
- The Head of School, Leslie Hites, will be the direct contact with the Health Department.

UNVACCINATED STAFF AND STUDENTS

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

- Required to self-quarantine for a minimum of 14 days from the day after the last exposure.
 - 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.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

E. POSITIVE CASE OF COVID -19 IN A CLASSROOM COMMUNITY

UNVACCINATED STUDENTS OR STAFF

- If COVID-19 is confirmed in a student 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 person 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.

FULLY VACCINATED STAFF AND STUDENTS

No need to quarantine but self-monitor for symptoms of COVID-19 for the full 14-days after exposure.

F. STUDENTS OR STAFF WHO HAVE TESTED POSITIVE FOR COVID -19 -RETURNING TO SCHOOL

- Students 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 14 days have passed since symptoms first appeared.

G. STUDENTS OR STAFF WHO HAVE BEEN DIRECTLY EXPOSED TO COVID -19 IN THEIR CLASSROOM

- All students 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.
- Leah Vass, have been designated to maintain such records in full confidentiality. Only the Head of School and Head of Administration will have access to the records, other than the designated individual.
- The Head of School, Leslie Hites, will be the direct contact with the Health Department.

SOCIAL GATHERINGS, FESTIVITIES AND TRAVEL RECOMMENDATIONS

SOCIAL GATHERINGS

- Anyone who is **not** fully vaccinated and aged 2 or older, should wear a mask in indoor settings.
- Although it is in general acceptable not to wear a mask in outdoor settings, in areas with high numbers of COVID-19 cases, wearing a mask in crowded outdoor settings is highly recommended. **Alameda County is currently in the orange tier, which means that there are a substantial number of cases and hospitalizations in our area. Currently, in November 2021, the number of cases is rising.**
- In activities with close contact with others who are not fully vaccinated, a mask should be worn.
- If you are fully vaccinated, to maximize protection from COVID-19 and variants, and prevent possibly spreading it to others, wear a mask in all public indoor settings.
- Social distancing of at least 6 feet is recommended.
- Wash hands with soap and water often. If not possible, use hand sanitizer.
- Avoid loud voices or shouting

Following are the recommendations just shared by Community Care Licensing for the 2021 Holiday Season:

Fall and Winter Holiday Recommendations (e.g., Diwali, Thanksgiving, Christmas, Hanukkah, Kwanza, New Year, Solstice, Lunar New Year, etc.)

Below are recommendations for best practices to safely celebrate the fall and winter holidays this year:

- Avoid large events and gatherings, when possible.
- Have conversations ahead of time to understand expectations for celebrating together.
- Stay home when appropriate. Advise others to stay home if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
- Adjust the size of an event based on the ability of attendees from different households to stay 6 feet apart.
- Avoid crowded, poorly ventilated spaces.
- Wear face coverings consistently and correctly.
- Consider dropping off prepared meals to those who cannot go out or are at higher risk for contract COVID-19.
- Provide hand washing soap and disinfectant/hand sanitizer.

- Consider outdoor activities such as corn mazes, apple picking, etc.
- Consider virtual events, parties, concerts, or religious ceremonies to avoid packed, indoor spaces.
- Remember that alcohol and drugs can impair judgement.
- Be prepared if someone gets sick during or after the event. Turn on exposure notifications in your Apple or Android phone. [CA Notify](#) can then alert you if you've been near someone who tested positive. The CDC provides further guidance for organizing events and for small and large gatherings.

TRAVEL REQUIREMENTS – NON VACCINATED

Delay travel until you are fully vaccinated, is the statement found on the **CDC website** about travel for non-vaccinated people. It is the same recommendation given by the California and Alameda County Health Departments. If traveling with unvaccinated people, such as children younger than 5 years old, who are not eligible for vaccines, or 5 to 11 year olds who are not yet fully vaccinated, or any other unvaccinated person, **please follow these guidelines:**

- **Get tested – before and after travel**
- **It is required to wear a mask over your nose and mouth** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations.
- **Consider:**
 - Is COVID-19 spreading where you will be visiting?
 - Are any of the people you plan to see at a higher 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.
 - Ventilating any indoor space you occupy.
 - 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, students or families who travel and are not fully vaccinated (this includes all children under age 5 and all those 5 to 11 years old, who are not yet fully vaccinated):

- By plane, even within California
- To another state or country will need to:
 - Get COVID test 1 to 3 days before travelling.
 - Quarantine for 7 days upon return. - Please note that the number of days of quarantine could be increased depending on the tier we are in in Alameda County or California in general.

- Present a negative COVID-19 test result to Healthytris@therenaissanceschool.org, unless testing through the school . Person must be tested 5 or more days after returning.
- Quarantine count starts the day after returning home and ends on the 7th day. The person can return to work/school on the 8th day.

Families who travel to a second home or a vacation rental in California, with their family, in their own car, will be able to return without quarantining, as long as they have observed all recommendations from the WHO, CDC and ACHD. Certification of negative COVID-19 test results is required and should be sent to Healthytris@therenaissanceschool.org, unless the person is testing through the school.

STAFF TRAINING AND FAMILY EDUCATION

STAFF TRAINING

Staff training is an essential component of staying safe. We continue working with the staff to familiarize and remind them of TRIS requirements which are based on recommendations given by the health department.

During in-service, from August 23 through September 3, 2021, we review:

- Classroom set-up and distancing protocols
- Integration of specialists 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
- Weekly staff and student testing
- Criteria for closing the classrooms and switching to online teaching

FAMILY EDUCATION

Parents are invited to an online community meeting held every two weeks, or more often if needed, 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 of COVID-19 policies, procedures and practices.

11.

TESTING OF STAFF AND STUDENTS

TRIS Faculty, Staff and Students will be tested once a week. Any student, faculty member or staff member returning from breaks will need to test before being allowed on campus.

12.

TRIGGERS TO SWITCH TO DISTANCE LEARNING AND CLOSING THE CLASSROOMS

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

13.

COMMUNICATION PLANS

If COVID-19 is confirmed in a student 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 classroom has been diagnosed with COVID-19. Confidentiality will be maintained. Said group 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 classroom 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 two weeks 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

When notifying the community of a confirmed COVID-19 case, we CANNOT and will not release any details pertaining to the person or classroom 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.

OTHER IMPORTANT SCHOOL POLICIES AND PROCEDURES

1. OPERATING HOURS

- TRIS operating hours will be 7:30 AM to 6:00 PM.
- 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.

3. JUNIOR HIGH CLASSROOM

- Each student and teacher will have a table and chair designated for him/her.
- Students will sit approximately 6 feet apart.
- Each student will have a cubby in which to store a coat/jacket, lunch box, shoes, a container with materials needed for the school day
- Each cubby will be distanced from another so one student's belongings do not touch the belongings of another student.
- Windows and doors will be kept open to facilitate as much air flow as possible.

4. MEALS AND SNACKS

- Students 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 student can eat directly with utensils brought from home every day. A placemat and a napkin must also be included.
- Plates, cups, utensils and napkins will not be provided at school.
- Water bottles must be brought daily.
- Communal or individual cooking in the classroom is suspended for the foreseeable future.

5. FIELD TRIPS AND CULTURAL TRIPS

Jr. High will participate in planned camping trips and other outings led by teachers or students. International travel is not possible at this time because of the pandemic.

6. EVENTS AND CELEBRATIONS AT TRIS

All in-person events and celebrations are temporarily suspended until further notice.

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 through 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, regardless of whether the program is being offered in person or online. 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.**