



**COVID-19: Policies and Procedures for Students Coming to Campus
August 17, 2020**

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INTRODUCTION

This important document identifies the specific policies and procedures that parents, families, and Saklan staff must follow when students come to campus. Please make sure all parents and students are familiar with the policies and procedures described in this document before coming on campus for any other reason. These policies and procedures are essential for mitigating the risk of spreading COVID-19 in the Saklan community.*

The policies and procedures outlined in this document conform to current requirements and guidance from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. These policies and procedures may be subject to revision at any time.

[Saklan’s Reopening Roadmap](#), published and shared with the Saklan community on July 31, 2020 and available on the Saklan website, includes many additional details related to students and employees being on campus, including a description of the new equipment and redesigned facilities to accommodate the necessary physical distancing; COVID-19 cleaning and sanitization protocols; and the Saklan COVID-19 Dial Strategy that will allow us to adjust the teaching and learning approach as conditions allow.

**As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.*

SECTION 1: OVERVIEW OF CAMPUS PROCEDURES

PRIOR TO COMING TO CAMPUS:

- Prior to coming to campus, a parent must prescreen the child for signs or symptoms of COVID-19. Enter the prescreening information via [Renweb as directed](#).

WHAT STUDENTS SHOULD BRING:

- Each student should bring a water bottle labeled with their name.
 - Touchless bottle filling stations have been installed so students can stay hydrated.
- For visits **after** school begins on August 25th, students must wear their Saklan uniforms.
- Any assignments or materials students may be directed by their teachers to bring.

UPON ARRIVAL TO CAMPUS:

- All people arriving to campus must wear proper masks (please follow the masking guidelines listed below).
- The parking lot will be closed. Parents will need to park along the street or in the lot of Holy Trinity Church next to Saklan and walk their student to their designated entry point.
 - Please do NOT park in the church parking lot across the street.
- Parents are not allowed inside the campus, but they must stay with their student or nearby until the student is cleared for entry.
 - **Lower School** parents should accompany their children to designated screening points. Parents will not be allowed to enter the campus past the screening area without specific authorization from a Saklan official. While waiting to be screened, students/parents must remain at least six (6) feet apart from others as directed by Saklan employees. School employees may be assigned to walk young children from the screening to their classrooms.
 - **Middle School** parents may accompany their student to the designated school entrance where Saklan employees will screen students and take their temperatures. Parents should not leave the area until the student is admitted. While waiting to be screened, students must remain at least six (6) feet apart from others as directed by Saklan employees.
 - Parents/guardians will not be allowed to enter the campus past the drop-off zone without specific authorization from the Head of School or designee.
- Parents and students should line up outside their specific designated entrance and stand 6 feet apart following the markers.
 - Please do not let your student run around; parents must remain nearby until the student is screened and admitted.
- Upon arriving at the designated entry point, students will have their temperatures taken by Saklan staff. The temperature must be below 100.4 for entry. Saklan staff may also ask a few wellness questions and perform a visual inspection for signs of illness.

- When students pass the screening, they must sanitize or wash their hands as directed and walk to their assigned area, maintaining a distance from other people on campus of at least 6 feet.

LATE ARRIVALS:

- Please arrive in time for your designated screening to help assure students get the most out of the time they will be on campus.
- Late arrivals should go to the office window to check in with Shay. Students must be accompanied by a parent, and parents and students must be wearing masks.
- Once students have cleared the screening, they will be able to enter school and will follow the procedures listed here.

LEAVING CAMPUS:

- Parents or caregivers should be on time and wait in the parking lot outside the assigned student exit area, standing 6 feet apart.
- Parents must wear proper masks to pick up their student.
- Students will walk (physically distanced) to the exit area and will be released to their parents one at a time by the teachers.
- Students need to wait for the teacher's permission to exit campus.

K-8 STUDENTS ON-CAMPUS

- All activities will take place outside with students physically distanced.
 - Students who can not physically distance may be removed from the activity and may lose their privilege to join us the following week.
- Regular hand-washing will take place as needed during the time on campus.
 - Students must wash their hands before playing on the equipment and after coming off the play equipment.
- Students must keep their mask on appropriately during the entire time of the visit.
 - Masks must fit properly and be above the nose and below the mouth at all times.
 - Please see mask guidelines below.
- High touch areas of play equipment will be cleaned before and after each visit.
- Each cohort of students will have its own bathroom, which will be cleaned and disinfected regularly.

SECTION 2:

SAKLAN'S POLICY AND PROTOCOLS FOR STUDENT AND VISITOR COVID-19 SYMPTOM SCREENING

In order to protect the safety of our students, employees, and the Saklan community at large, Saklan employees will screen students (and any pre-approved campus visitors) for symptoms of COVID-19 at designated screening points. Saklan has adopted this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control ("CDC"), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

Overview of Symptoms Associated with COVID-19

The Contra Costa Department of Public Health currently identifies the following symptoms as being high-risk for COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- New and different cough
- New and different shortness of breath

Additional symptoms may include:

- Chills
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

This list does not include all possible symptoms associated with COVID-19; Saklan may update this list as the CDC identifies additional or different symptoms.

Note: At this time, the higher risk signs of illness are: a fever of 100.4 or more in addition to any other symptom; a new and different cough in addition to any other symptom; new and different shortness of breath in addition to any other symptom.

Before Coming to School: Self-Screening and Self-Reporting Obligations

Parents must screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to leaving for school. Parents must enter the information into the Renweb questionnaire **by 8am on the morning of their visit.**

Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19.

- Parents should notify the school of the reason for the student's absence and consult with their physician.
- Students who report symptoms associated with COVID-19 may return to school after they meet the requirements described in the Exclusion from School Based on Symptom Screening section below.
- In cases of suspected COVID-19, the school will also consult with the Contra Costa Department of Public Health.

In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC:

- If they had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC: "Close contact" means being within six (6) feet of an individual for more than 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until 14 days have passed to the extent possible.

Campus Access

Access to campus will be restricted to designated point(s) of entry where a Saklan employee will take the student's temperature and screen for symptoms associated with COVID-19.

Any parents or other people pre-authorized to enter the campus will be subject to temperature testing and symptom screening in the same manner as students described in this Policy.

Faculty and Staff will self-screen each morning and may have their temperatures checked upon arriving at school.

Symptom Screening at School

Designated Saklan employees will screen all students, parents, or visitors as follows before they can enter the school campus. The screening will include:

- Taking each person's temperature using a non-invasive contactless infrared thermometer. If necessary, the school may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result;
- Visually checking for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity.
- Asking whether the person has experienced symptoms associated with COVID-19 within the last 24 hours.

The school may track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records pursuant to the School's Policy for Use and Disclosure of Student Information Related to COVID-19.

Exclusion from School Based on Symptom Screening

Persons presenting with a fever of 100.4° F (38.0° C) or above will be excluded from the Saklan facility/campus. The school may exclude any individual who presents symptoms associated with COVID-19.

Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home as soon as practicable per the protocols described in this document. In determining whether to exclude a student based on symptoms of COVID-19, the school may consider the student's medical history. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- He or she certifies that at least 10 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for three days AND symptoms have improved;
- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The School will maintain COVID-19 test results and doctors' notes submitted pursuant to this Policy as students' confidential medical records

This is the CDC standard for home isolation as of June 17, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

This is the current CDC resource about quarantine and isolation: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf>

Overview of Symptom and Screening Actions (per CA Department of Education)

	Student / Staff with	School's Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Isolate and send home • Recommend testing (If positive, see #3, if negative see #4) • School/classroom remain open 	None
2	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Isolate and send home • Quarantine for 14 days from last exposure • Recommend testing (but 	Community Notification of a known contact

		will not shorten 14-day quarantine) • School/classroom remain open	
3	Confirmed COVID-19 case infection	• Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open	Notify Community
4	Tests negative after symptoms	• May return to school 24 hours after symptoms resolve • School/classroom remain open	May need to notify the community depending on individual situation.

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

SECTION 3:

SAKLAN'S POLICY AND PROTOCOLS FOR STUDENT PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL

The Centers for Disease Control and Prevention ("CDC") recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education ("CDE") have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in schools and is adopted for the protection of students, employees, and families. Students in the Saklan community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy may be modified or updated when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

Lower School and Middle School (K-8) Classroom Capacity and Structure

The number of students permitted on campus each school day and in classrooms will be limited to the amount that can be accommodated while maintaining physical distancing of 6 feet between individuals, and consistent with local and state requirements.

Consistent with CDC, CDE and state guidelines, lower and middle school students will be grouped in static educational cohorts. These cohorts will be grouped together each day they are at school to minimize the mixing of student groups throughout the school day. Each group will have a home base into which other teachers may rotate.

Preschool (ECE) Classroom Capacity and Structure

In accordance with the California Department of Physical Services ("CDSS") and county requirements, students will be in stable cohort groups (subject to change when conditions allow). The same teachers and staff will be with the same group of children each day to the greatest extent possible, consistent with CDSS and local adult/child staffing ratios for preschool programs.

Use of Markers and Signage

Markers that designate intervals of 6 feet have been placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.

Physical Distancing in Classrooms

- All classrooms will meet no more than the maximum capacity limits that adequately provide for physical distancing of students and teachers. Students will be required to follow physical distancing protocols in the classroom whenever possible. In all classrooms, desks, activity stations, tables, and chairs will be spaced so that students will be spaced at least 6 feet apart from each other to the greatest extent possible.
- Saklan has also designated numerous additional outdoor spaces that will be used as classroom space, such as the pavilion, sports court, and patio behind the lower school. All school buildings and rooms will have maximum capacity limits consistent with implementing physical distancing.
- Indoor classrooms will keep open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to children.
- Sharing of materials will be limited, and when feasible students will be provided with an individual set of supplies.
- Each student's belongings must be separated in an individually labeled storage container, cubby, or area. Students may be asked to bring their belongings home to be cleaned before bringing them back to school.

Recess and Lunch Periods

Physical distancing requirements will be in place for recess and lunch periods. Lunches will take place in individual classrooms, or at outdoor spaces. For the present time, students will not be permitted to share tables during meals. Students are not permitted to touch or share each others' food.

Playgrounds/Outdoor Play Activities/Athletics

- Outdoor physical education and/or play activities will be arranged for student cohort groups to promote physical distancing.
- Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.
- Student groups will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing, and will not be permitted to leave their designated area.
- All outdoor play equipment used by students will have high touch areas cleaned between uses by different groups of children.
- Students will wash or sanitize their hands before and after using play equipment.

Restrooms

Each classroom to the degree possible, will be provided with an assigned restroom. Saklan staff will conduct regular cleanings of restrooms throughout the day.

Entering and Exiting the School

- The School will have several entry and exit points to promote physical distancing. The entry and exit points will be the fire lane to the left of the campus, the main gate, the Admissions hallway, the ECE classrooms, and the fifth grade classroom.
- Students will be assigned to enter at specific entry points and exit at specific exit points each school day and at staggered times.
- Students will be required to wear their masks and maintain physical distancing of 6 feet from others when entering and exiting the school, and parents accompanying students during drop off and pick-up will also be required to wear masks and maintain physical distancing.
- Prior to entering the facilities, students will be subject to screening requirements consistent with the Saklan protocols for screening students described in this document..
- The school will set up hand washing or hand sanitizer stations at the entrance points so that students can wash their hands before they enter the school facilities each day.
- During this time, parent volunteers and visitors are restricted from entering campus. Parents and visitors who are pre-authorized by the Head of School or designee to enter the school's facility will not be able to enter until they have cleared the screening protocols set forth in the screening protocols described in this document.

Handwashing & Hygiene

- Students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving to or leaving home, when arriving to and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.
- Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.
 - Children under the age 9 will use hand sanitizer only under adult supervision.
 - Hand sanitizer will be a minimum of 60 percent alcohol and fragrance-free.
 - The CDE notes that frequent handwashing is more effective than the use of hand sanitizers; therefore, whenever possible, handwashing will be the preferred method.
- Students using soap and water will follow CDC guidance on proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Parents should teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

- Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. Saklan encourages parents to remind students to follow these practices.

Face Coverings / Masks

Pursuant to recommendations from public health officials, all students must wear a proper mask or face covering while at school, except during designated meal times.

- Face coverings must be made out of breathable cloth materials, 2 or more layers thick, cover a student's entire nose and mouth area, and be secured to the student's head with elastic ties or straps.
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Face coverings do not need to be surgical face masks, respirators, or personal protective equipment.
 - Please follow the CDC's Mask Guidance here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Vented or valved face masks are **not** allowed.
- Face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded.
- Students should have several masks available to them during the week:
 - Fabric face coverings should be washed per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- ECE Parents will need to supply a clean "backup" facemask in a labeled Ziplock for the school.
- The school may arrange Mask Free zones or times for students, in order to give them a break from mask wearing. Each of these zones will be outside; students will be distanced more than six feet.
- Parents should comply with CDC training on proper use, removal, and washing of cloth face coverings.
- Parents should also discuss proper use of face covering with their children, and have children practice wearing face coverings prior to coming to campus.
- Students must bring their own face coverings from home, but the school will have face coverings or face shields available to students in case of an emergency.
- Students and parents are responsible for maintaining face coverings with proper care.

Developing Illness at School

Students who develop a fever or cough during the school day or other symptoms will be moved to an isolation room (an adult will either be with them or nearby). This is consistent with the school's protocol for when a student exhibits symptoms consistent with COVID-19.

Field Experiences and School Assemblies

At the present time, all field experiences, trips, and school assemblies will be conducted virtually.

Additional Considerations for Preschool Classrooms

- All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.
- For napping, cots, cribs, and mats will be placed 6 feet apart, with the children's heads placed alternatively in opposite directions.
- All students' personal items should be labeled and kept in a separate bag to ensure personal items are kept separate from others.
- Personal toys should be kept home during this time until further notice.

Posting and Distribution

Saklan has signs posted at conspicuous places at all school entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g., cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain 6 feet of distance between themselves and others while inside.

With Gratitude

Saklan owes a deep debt of gratitude to the number of community members (teachers, staff, and parents) who have helped contribute to preparing Saklan to safely welcome children back to campus. A special thanks to Melanie Booth, Geri Buhl, Jenny Park, Dayna Long, Mark Musco, Timothy Grammer, Karen Catanzarite, Vickie Obenchain, Melissa Zippin, Traci McMillan, Liz Peters and Kim Parks. The work continues but we would not have been able to get this far without your hours and hours of dedication to Saklan.