



# **COVID-19 Safety Plan for Arbor Bay School 2021-2022**

This plan is based upon the guidance of the California Department of Public Health (CDPH), San Mateo County Health (SMCH), Centers for Disease Control and Prevention (CDC), and Cal/OSHA as presented in the [Pandemic Recovery Framework](#).

**Arbor Bay School** prioritizes the safety of its students and staff. This plan lays out Arbor Bay's COVID-19 safety plan for the 2021-22 school year and reflects CDPH, CDC, and Cal/OSHA guidance. Given the continuing evolving situation with COVID-19, we can expect public health guidance will be updated throughout the school year. Arbor Bay School will update its practices to align with this guidance while protecting the health and safety of our students and staff.

## Vaccination

Vaccination is an important strategy to protect students, staff, and community members. Almost all of Arbor Bay School's staff and students who are eligible are vaccinated. Arbor Bay will work to support those who are unvaccinated to learn more about the vaccine and the benefits of vaccination. Steps will be taken to protect those who are not vaccinated.

Per CDPH guidance, Arbor Bay School will verify the vaccination status of all workers, including all paid and unpaid adults serving in the school setting. Verification of vaccination status is an important tool for use in determining the need for testing, contact tracing, quarantine, and isolation.

Vaccination status will be documented with proof of vaccination or with a completed and signed **self-certification of COVID-19 vaccination status**. Self-certification is not allowed.

According to the **CDPH**, only the following modes may be used as proof of vaccination:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); or
- a photo of a Vaccination Record Card as a separate document; or
- a photo of the client's Vaccination Record Card stored on a phone or electronic device; or
- documentation of COVID-19 vaccination from a health care provider; or
- digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; or
- documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

Arbor Bay School will use the same protocols that are used to collect and secure other immunization or health status information from students. These protocols comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.

If a student or staff member is unable or unwilling to share their vaccination status, they will be treated as **not vaccinated** for all purposes of this plan.

Arbor Bay recognizes that a worker who cannot get vaccinated due to a disability (covered by the ADA), has a disability that affects their ability to have a full immune response to vaccination, or has a sincerely held religious belief or practice (covered by Title VII of the Civil Rights Act of 1964), may be entitled to a reasonable accommodation that does not pose an undue hardship on the operation of the employer's business.

# Masks

Per the San Mateo County Health Officer's [order](#), Arbor Bay will require universal masking inside schools. The following summarizes Arbor Bay's masking policies:

- All students are required to mask indoors except those who are exempt based on [CDPH face mask guidance](#). Exemptions include:
  - Persons younger than two years old.
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
  - Persons who are hearing impaired, or when communicating with a person who is hearing impaired, the ability to see the mouth is essential for communication.
  - Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
  - Persons who are working alone in a closed office or room.
  - Persons who are actively eating and/or drinking.
- All adults are required to wear a mask per the San Mateo County Health Officer's [order](#).
- Staff and other adults exempted from wearing a mask due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Arbor Bay will provide a mask to students who fail to bring one.
- Arbor Bay will work with students who are not exempt from masking requirements to help them meet the requirement. If needed, Arbor Bay will consult with parents for assistance. If a student is not exempt and continues to refuse to wear a mask, Arbor Bay will offer alternative educational opportunities for those students.
- If a mask cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape ([per CDPH guidelines](#)) can be used instead of a mask while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a mask outside of the classroom.
- Masks are optional outdoors. However, Arbor Bay School will continue to monitor transmission in the school and community and adjust this policy as needed.
- All passengers and drivers must wear a mask on school buses and other forms of student transportation except when exempt from [CDPH face mask guidance](#).
- Arbor Bay School will provide masks to those students on school buses who may need them.
- Even when not required, staff may elect to wear a mask.
- Those staff members who are not fully vaccinated may request that Arbor Bay provide respirators for voluntary use.
- In outbreaks, all employees must wear masks indoors and outdoors when six-feet physical distancing cannot be maintained, regardless of vaccination status.

# Physical Distancing

The CDPH does not include any recommendations concerning physical distancing in schools and reports that, “Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.”

Arbor Bay School will maximize physical distance as much as possible when students and staff are eating indoors. Arbor Bay will also arrange for students and staff to eat outdoors as much as feasible.

If students are unable to wear masks, Arbor Bay School will promote physical distancing as an alternative safety measure when feasible.

# Gatherings

Although CDPH does not address gatherings in its guidance, Arbor Bay School will consider all of the following when organizing meetings and events: limit the size of indoor gatherings, increase distance among participants, and/or adjust masking requirements. Even if events are outdoors and participants are vaccinated, Arbor Bay will consider these adjustments when planning meetings and events.

# Ventilation

Quality HVAC system design, operation, and maintenance are critical for providing clean and healthy Indoor Air Quality (IAQ) in schools. In addition to improving occupant health and performance, regular HVAC maintenance saves energy.

- Air filters at Arbor Bay School have been upgraded to [MERV-rated at MERV 13] or better. They are properly installed (i.e., no gaps that would allow air to bypass the filter) and properly maintained.
- Arbor Bay School and the City of San Carlos (property owner) will monitor ventilation systems.
- Outdoor windows and doors will be open as weather allows.
- Staff may request in-room (portable) air cleaners to improve indoor air quality.
- Bus drivers will open or crack windows, if doing so does not pose a safety risk.
- Staff may use exhaust fans in restrooms and kitchens.

- When experiencing unhealthy air quality typically associated with wildfires, the school sites will implement the Big Five Shelter in Place Protocol, which includes:
  - Keeping doors and windows shut.
  - Holding outdoor classes and meals inside.
  - Setting the central system's circulating fan to operate continuously.
  - Using portable air cleaners in rooms and hallways.
- Arbor Bay School administration will monitor [air quality](#).
- If needed, Arbor Bay School will consider dismissing students and moving to distance learning until air quality improves and proper ventilation on indoor classrooms/common areas can resume.

## Stay Home When Sick and Get Tested

CDPH does not recommend that schools use screening questions before students or staff attend school. Instead, the focus is on reminding staff and families that those who are not feeling well should stay home. The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools. CDPH recommends that staff members and students with symptoms of COVID-19 infection not return for in-person instruction until they have met these criteria:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
- Other symptoms have improved; **and**
- They have a negative COVID-19 test, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Strep-tococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.

Students, teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Staff should contact school administrators if they are experiencing any common symptoms of COVID-19 or are not feeling well. Parents and guardians should contact school administrators (Bonnie Silverman [bsilverman@arborbayschool.org](mailto:bsilverman@arborbayschool.org) or Susan Rose [srose@arborbayschool.org](mailto:srose@arborbayschool.org)) if their student is not feeling well.

Arbor Bay School staff will remind parents and guardians to keep children home if they are showing signs and symptoms of COVID-19 and get them tested.

### **Common Symptoms of COVID-19 (CDPH)**

- |   |                              |
|---|------------------------------|
| ■ Headache                                    | ■ New loss of taste or smell |
| ■ Fever or chills                             | ■ Sore throat                |
| ■ Cough                                       | ■ Congestion or runny nose   |
| ■ Shortness of breath or difficulty breathing | ■ Nausea or vomiting         |
| ■ Fatigue (tiredness)                         | ■ Diarrhea                   |
| ■ Muscle or body aches                        |                              |

## **When Students or Staff Are Sick at School**

When a student or staff member is sick while on campus, Arbor Bay School staff must escort the person to the school's isolation room (Room E or Room F) and provide a COVID-19 test, if available. If not, the student or staff member should leave campus and seek a test from their healthcare provider or a community testing site.

If the student or staff member tests positive for COVID-19, they will be directed to contact their healthcare provider for follow up response and monitoring.

If the student or staff member tests negative for COVID-19, they may return to school following the school's health policies, which is usually 24 hours after a fever subsides without the use of medication and symptoms have improved.

## **Hand Hygiene**

Promoting and making time for hand washing is a CDPH-recommended safety layer. As appropriate and feasible:

- Staff will provide students with training on proper handwashing technique.
- Students will wash hands and use hand sanitizer throughout the day, including during bathroom breaks, lunch time, and before and after PE.

- [If sinks are available] Staff will provide students with time in the classroom for handwashing; [at sites without classroom sinks, students will leave the classroom for handwashing].
- Hand sanitizer and hand sanitizer stations are available on all school sites.
- Arbor Bay School will also ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Hand sanitizers will be stored up, away, and out of sight of young children and should be used only with adult supervision for children under 6 years of age.

## **Cleaning and Disinfection**

- Arbor Bay School has cleaning and disinfection protocols and will continue to implement them as they would before the pandemic.
- Per CDPH COVID-19 guidance, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

## **Food and Meals**

- Arbor Bay School will maximize physical distance as much as possible when students and staff are eating indoors. Arbor Bay School will also arrange for students and staff to eat outdoors as much as feasible.
- Custodial staff will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Given the very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

## **Cohorting**

The CDPH does not address cohorting in its 2021-22 guidance. Arbor Bay School staff may consider cohorting as an additional safety layer if it does not impede the return of students to campus for in-person learning or replace other recommended prevention measures, such as masking.

If Arbor Bay School creates cohorts, it will not arrange people who are fully vaccinated and people who are not fully vaccinated into separate cohorts.

## Training

Arbor Bay School staff will participate in a safety protocol meeting with the San Mateo County Office of Education to review and discuss this plan.

A copy of this plan will be shared with families, and school staff will review the school's safety protocols and expectations for families.

Both staff and families will have the opportunity to ask questions and get a clear understanding of the plan.

## Visitors

Arbor Bay School has adopted the CDPH's recommendations for visitors to campus and has developed a visitor policy, which can be found [here](#). Arbor Bay School requires that all volunteers who are onsite at a school campus verify their vaccination status.

- Arbor Bay School will limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly when there is moderate-to-high COVID-19 community transmission.
- Arbor Bay School will not limit access for direct service providers but can ensure compliance with school visitor policies.
- Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.
- All visitors are required to wear masks while indoors on campus unless exempt.
- Arbor Bay School will implement measures to communicate to non-employees the mask requirements on their premises.
- Arbor Bay School may request that visitors provide proof of vaccination status before entering campus. If visitors are not vaccinated or refuse or are unable to provide this information, they must follow all school policies related to not vaccinated individuals.



# Travel

Please see the table below for CDC recommendations and requirements concerning travel. Schools may also want to share the CDPH's [flyer concerning travel](#) with families and staff.

| Domestic Travel   | Not Vaccinated | Fully Vaccinated |
|---|----------------|------------------|
| Get tested 1-3 days before travel   | ✓              |                  |
| Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested. | ✓              |                  |
| Self-monitor for symptoms   | ✓              | ✓                |
| Wear a mask and take other precautions during travel  | ✓              | ✓                |
| International Travel  | Not Vaccinated | Fully Vaccinated |
| Get tested 1-3 days before traveling out of the US  | ✓              |                  |
| Mandatory test required before flying to US   | ✓              | ✓                |
| Get tested 3-5 days after travel  | ✓              | ✓                |
| Self-quarantine after travel for 7 days with a negative test or 10 days without test                                  | ✓              |                  |
| Self-monitor for symptoms   | ✓              | ✓                |
| Wear a mask and take other precautions during travel  | ✓              | ✓                |

## Screening Testing

According to the August 11, 2021, health order, the schools and district must adhere to the following testing requirements which apply to workers and volunteers in schools:

- Asymptomatic workers who are not fully vaccinated are required to undergo diagnostic screening testing.
- Workers may be tested with either antigen or molecular tests to satisfy this requirement.
- Workers who are not fully vaccinated must be tested at least once weekly with either PCR testing or antigen testing.
- Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the FDA or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. 1

- Workers who are not fully vaccinated must also observe all other infection control requirements and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, does not waive this requirement for testing.

The State has developed a testing planning tool to help schools develop a testing strategy. The following is a summary of the testing goals schools might consider in developing their strategy. The testing planning tool also provides examples of the types of tests that might be used under each goal.

Keeping Track of COVID-19 (lower case rates in the community) - periodic testing of a portion of unvaccinated asymptomatic staff and students to understand school rates of COVID-19.

Preventing Outbreaks of New Cases via Screening (higher case rates or outbreaks in the community) - screening testing for all unvaccinated people at high frequency (weekly or twice weekly) in order to prevent in-school transmission and prevent an outbreak on campus.

Responding to School Outbreaks (might happen at low or high community case rates) - testing unvaccinated close contacts in a school outbreak to find any potentially asymptomatic infectious individuals who should isolate at home to prevent infecting others.

Helping Keep Kids in School (symptom testing and testing to modify quarantine) - testing students and staff with symptoms, and testing to modify quarantine for unvaccinated close contacts as described in the CDPH K-12 schools' guidance.

Universal pre-entry testing can be used along with any of the Testing Options to test all individuals who are not vaccinated prior to starting school.

The CDC also provides additional suggestions for screening testing including:

People who are fully vaccinated do not need to participate in screening testing.

Schools may consider testing a random sample of at least 10% of students who are not fully vaccinated or may conduct pooled testing for COVID-19.

More frequent testing may be needed for students, teachers, staff, and adult volunteers who are not fully vaccinated and engaged in school athletics and other extracurricular activities.

Testing at least once per week is recommended for high-risk sports and extracurricular activities (those that cannot be done outdoors or with masks) at all community transmission levels. In areas of substantial-to-high community transmission levels, testing twice per week is recommended for participation in these activities.

Screening testing may be most valuable in areas with substantial or high community transmission levels, in areas with low vaccination coverage, and in schools where other prevention strategies are not implemented.

More frequent testing can increase effectiveness, but the feasibility of increased testing in schools needs to be considered.

Both school leaders and public health officials should assure the testing plan has key elements in place, including:

- Protocols for screening testing frequency based on community transmission rates, vaccination levels, and prevention strategies implemented at the school.
- Protocols for providing or referring to diagnostic testing for students, teachers, and staff who come to school with symptoms and for students, teachers, and staff who are not fully vaccinated following exposure to someone with COVID-19.
- Physical space to conduct testing safely and privately.
- Ability to maintain confidentiality of results and protect student, teacher, and staff privacy.
- Ways to obtain parental consent for minor students and assent/consent for students themselves.
- A mechanism to report all testing results, to the extent allowable by or consistent with applicable federal, state, or local laws and regulations, including privacy laws such as FERPA, as required by the state or local health department.
- Roles and responsibilities for contact tracing for each party, including identification of close contacts.
- If these elements are not in place, schools may consider referring students, teachers, and staff to community-based testing sites.

## Response Testing and Quarantine

### Definitions

**Fully vaccinated:** two weeks have passed since individual received their final dose of COVID-19 vaccine.

**Close Contact:** anyone who was within 0-6 feet of a Case for more than 15 minutes over a 24-hour period.

## Testing and Quarantine of Vaccinated Close Contacts

Arbor Bay School will follow the CDPH's guidance for schools on response testing and quarantine, which include the following:

- Fully vaccinated people should get tested if experiencing **COVID-19 symptoms**.
- If fully vaccinated people test positive for COVID-19, they should follow CDPH and local health department guidance regarding isolation and/or exclusion from high risk settings.
- Fully vaccinated students, teachers, and staff with no COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19.
- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.
- Per Cal/OSHA, fully vaccinated employees do not need to be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.
- The CDC recommends that fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

## Testing of Those Who Previously Had COVID-19

People who have tested positive for COVID-19 within the past three months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.

## Testing and Quarantine of Unvaccinated Close Contacts

### When All Parties Were Wearing a Mask

When both parties were wearing a mask in an indoor or outdoor school setting or school bus, **students** who are unvaccinated and are close contacts may undergo a modified 10-day quarantine and continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

CDPH provides the following testing guidance for students in modified quarantine.

- Testing should begin immediately after being exposed to someone with COVID-19. Subsequent testing should occur at least 3 days apart.
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

According to CDPH, students in modified quarantine:

- Are strongly encouraged to wear masks when outdoors .
- May use school buses, including buses operated by public and private school systems.
- May participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as while playing certain musical instruments.
- May eat meals on campus using food service recommendations provided in this plan.

Please note: Modified quarantine does not apply to teachers or other adults.

### **When One Party Was Not Wearing a Mask**

When one party was not wearing a mask, those who remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

### **Additional Requirements Concerning Employees Who Are Not Vaccinated**

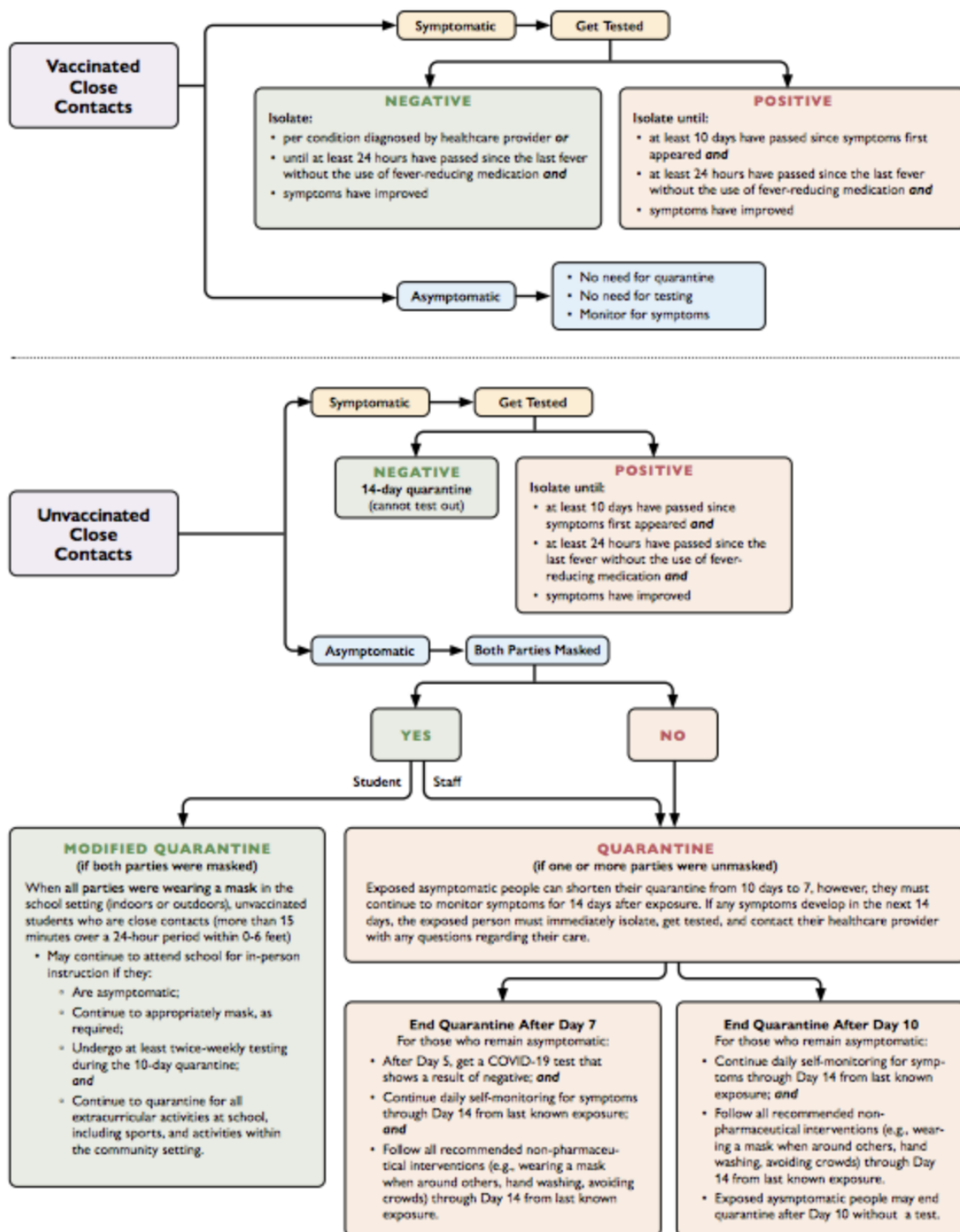
Per Cal/OSHA, Arbor Bay School must:

- Exclude employees who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact from the workplace and, if that close contact is work related, ensure continued wages.
- Offer COVID-19 testing at no cost during paid time to their employees who are not fully vaccinated and had potential exposure to COVID-19 in the workplace, and provide them with information on benefits.

### **Tests to Assess Status during Quarantine or to Exit Quarantine**

- Any FDA-approved diagnostic test is acceptable for evaluation of an individual's COVID-19 status. This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required. See the CDPH school testing resources for more information.
- Collection of diagnostic specimens for asymptomatic persons during quarantine may occur in schools, healthcare settings, or other locations supervised by school or healthcare personnel . Specimens may be processed at the point-of-care (POC) or in a laboratory.
- At this time, at-home testing is not recommended for evaluation of an individual's status during quarantine.
- For persons in quarantine who experience symptoms, a negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.

## COVID-19 Exposure at School (CDPH)



# Case Reporting and Contact Tracing

The COVID-19 Point Person for all schools is Bonnie Silverman, HR Director, and Susan Rose, School Director, will serve as the designated alternate. All school staff and families will be informed of the designated staff person and how to contact them.

Arbor Bay School staff will following this protocol where there is one or more confirmed cases of COVID-19 in the school community:

- The Arbor Bay School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours) at [COVID19\\_SchoolTeam@smcgov.org](mailto:COVID19_SchoolTeam@smcgov.org).
- The School COVID-19 Point Person will immediately notify [School/District's] Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The School COVID-19 Point Person will collect data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.
- The School COVID-19 Point Person will notify the school community using template letters provided in the Pandemic Recovery Framework.

Arbor Bay School will comply with the notice obligations set out in SB 586, ensuring that staff and families will receive prompt notifications of exposures and closures, while also maintaining confidentiality.

School staff will receive training regarding COVID-19 reporting protocols in the event they receive a positive test result.

Arbor Bay School will maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Per Cal/OSHA** guidance, Arbor Bay School will provide written notice within one day of learning of a case to people at the school site who may have been exposed to COVID-19.



# Outbreaks

In the case of an outbreak, Arbor Bay School will follow these protocols:

- Provide written notice of a school site outbreak (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- During any outbreak, masks are required regardless of employee vaccination status both indoors and outdoors when employees are less than six feet from another person.
- During major outbreaks, six-foot physical distancing is required where feasible, both indoors and outdoors.