

Together Again

COVID19 School Reopening Handbook



AUGUST 2020



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Hebrew Day

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RABBI SIMCHA WEISER HEAD OF SCHOOL

Dear Hebrew Day Community,

We have so much to be proud of as we consider how resilient we have all been – students, faculty, administration, and parents. In comparison to any other learning program, our children are engaged in learning, and seeing the depth of our commitment to them. Let's collectively gather our strength for the challenges ahead, knowing that we have in place a well thought out, comprehensive plan, with many improvements learned from our recent experience.

This document outlines our goal for when we return to in-person learning, and highlights all that each of us must do so that we can be TOGETHER AGAIN.

A COVID19 Task Force has met weekly to prepare our campus, policies, and protocols to uphold the health and safety of each of us, and our extended families as well. It rests upon each of us committing to act responsibly at all times, in keeping with the key Jewish value of taking responsibility for others seriously. It has been our collective strength, and our readiness to strengthen one another that brings us into this new school year. Now, let's look ahead to envision what a return to Hebrew Day will look like, from entry screening to learning models.

Our safe return to campus is a community partnership. Continue to be vigilant with wearing masks, physical distancing, and other recommendations by the CDC and local health department. We owe this to one another.

COVID-19 remains dynamic and new information is constantly coming out. We continue to closely monitor the County and State regulations and will reevaluate our approach as the situation changes.

Thank you for your partnership. If you have any questions or concerns, please reach out to me.

Sincerely,



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RISK MITIGATION

We are creating multi-tiered efforts to mitigate risk for our students and faculty.

While there is no guarantee against the spread of COVID-19, our COVID School Reopening Task Force, in accordance with CDC guidelines and local health authorities, has recommended that we institute multiple levels of protection to help mitigate risk.



**SYMPTOMS
CHECK**



MASKS



**PHYSICAL
DISTANCING**



**HAND
HYGIENE**



SANITIZATION

SYMPTOMS CHECK



Parents will complete a daily symptoms check survey for their children that screens for key COVID-19 symptoms, as well as potential exposure. Students will have their temperature taken before entry onto the campus.

Staff Protocol: Each day before staff enter the campus, they will have to fill out the health check screening app that will send results directly to the School Nurse, Administration and COVID Compliance Coordinator. Once the health check is done they will enter the campus through the front entrance and have their temperature checked either by the COVID Compliance Coordinator or the self check station next to the staff time machine. Their temperature will be logged into the health check database.

In addition, any essential visitor to our campus will be required to fill out a symptoms check and have a temperature check with our front desk before further entry into the building.

All persons entering the campus whether students, staff or visitors will have their temperature screened and will be prohibited entry onto the campus if they present with a temperature of 100 degrees or more.

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SICK POLICIES



Please note: These flowcharts are based on current guidelines and may change as the situation evolves and guidance from CDC, State and County changes. Additional school closures may be deemed necessary by the Department of Health.

In addition to our regular sick policies, we will follow the below guidelines in response to students or faculty members with suspected exposure, known exposure, symptoms of COVID-19, or confirmed cases of COVID-19.

As always, protecting our community is a partnership and we are reliant on our parents and faculty to be forthcoming with their symptoms and known exposures. We are asking all families to complete a COVID-19 testing waiver indicating test results can be shared with the school.

Based on the California Department of Public Health guidelines and guidance from our COVID School Opening Task Force, we will follow the below chart for determining when a cohort must shut down or a student must be excluded from school. Any student found to be sick or show symptoms will be isolated and must be picked up within one hour.

Student or faculty on campus with COVID-like symptoms:

1. Consultation with School Nurse & School Medical Record check
2. Send Home/ Remain Home if symptoms are concerning for COVID19
3. Testing recommended if sent home for COVID concerns
4. Return to school: will depend on testing results, clearing from physician, consultation from School Nurse and Parent Student Handbook: non-COVID19 illness policies

Close Contact with a confirmed COVID-19 case (anyone who they have been in contact within the last 14 days) :

1. Send Home/ Remain Home
2. Report to School Nurse COVID Hotline
3. Quarantine for 14 days from last exposure
4. Recommend testing (but will not shorten 14 day quarantine)
5. School/ Classroom will remain open

Confirmed COVID-19 Case

1. Notify the public health department
2. Isolate case and remove from school for 10 days of initial onset or positive test result, symptoms should improve, no fever for 24 hours
3. Identify contacts, quarantine and exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious
4. Recommend testing of contacts, prioritize symptomatic contacts (testing will not shorten 14 day quarantine)
5. Disinfection and cleaning of classroom and primary spaces where case spent significant time
6. School remains open (pending advisement from local public health department)

Secondary Contact Contact of a contact with a confirmed COVID19 case (i.e. student in a class with a sibling of a confirmed case)

1. Self-monitor symptoms and report symptoms to School Nurse COVID hotline

***As always, children with temperatures 100 or over degrees are not permitted in school.**

COVID CASE/CONTACT REPORTING

If anyone in a family has been diagnosed or exposed to Covid-19, parents must immediately report the exposure to the school nurse or an administrator by text, e-mail or phone call within an hour of diagnosis or hearing of the exposure.

The school nurse will be responsible for notifying local health officials of exposure. An administrator will be responsible for deciding which families have to be notified. This will be done by a private phone call to the family. Any classrooms where a child has received a positive Covid-19 test will be closed as soon as the notification was received. Children will have to be taken out of the school immediately.

PHYSICAL DISTANCING



Our classrooms are being set up to accommodate six feet of physical distance between each student. We will have hallway floor markers and signage to remind our students of the importance of physical distancing. Our arrivals and dismissals procedure (see p. 7), as well as classroom schedules, are being designed to reduce traffic flow in our hallways.

We understand that six feet of distancing is not always practical, especially for our younger grades and preschool. As with mask wearing, we will find a positive lens to this challenge and encourage our students, rather than reprimand. Our Preschool classes will distance when possible. Individual student supplies will be used across the campus when possible.

Faculty and staff will also be required to maintain physical distancing throughout the day. Alternative staff spaces are being created and faculty and staff meetings will be held via Zoom.

MASKS



Masks, or face coverings which **cover the nose and mouth, will be required to be** worn at all times during the day for ages 2 and up, as well as teachers, staff, faculty and any campus visitor over the age of 2, as long as State and County Public Health Orders mandate it. Masks should be either made from cloth, in which case it should be at least 2-ply of cloth, or paper grade, similar to masks worn by nurses and doctors. **Masks with any type of valve will not be allowed.** Masks should be changed out or washed daily. Extra masks should be kept with the student daily in case one is soiled, lost or needs replacement. All masks should be labeled with the student or staff's name. **No person will be allowed onto the school campus without a mask.** Parents need to wear a mask during drop off and pick up.

Mask-free opportunities/exceptions

During the day, students will have the opportunity for mask-free time. This will include lunch time, scheduled PE and if the student chooses to be in the mask-free zones set-up during recess times.

Teachers will have the option to wear a clear face shield in place of a mask when it is necessary for a teacher's face to be visible during interactions.

In cases where a student or staff member have any sensory issues, medical issues or legitimate concerns with wearing a mask, exceptions can be made given that written communication from their physician is provided to the school.

TRAVEL POLICY



Any and all travel by students, staff, and family members living in the same household as students or staff, must be reported on the Travel Google Form.

International Travel: All State and County Public Health Orders will be followed. As of July 15, 2020, international travel requires 14 days quarantine, including Hawaii, Alaska, Mexico and Canada. A return from travel questionnaire must be filled out before returning to school.

Domestic Travel: Any student or faculty member traveling domestically, by car or plane, travel must be reported on the travel report form and a return from travel questionnaire must be filled out before returning to school.

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HAND HYGIENE



Proper hand hygiene is a value our school has always focused on and we will continue to do so. Hand sanitizing stations have been installed throughout school, and students will be asked to wash their hands at different intervals throughout the day. Teachers will remind students of proper handwashing techniques and signage will be up in the bathrooms and throughout the school as a reminder.

PHYSICAL EDUCATION



Students will participate in physical education twice a week and all students preschool—8th grade will have outdoor recess and activities throughout the day. We will limit equipment sharing between cohorts, and equipment will be disinfected as needed.

Physical education will be held outside as much as possible. We are looking into possibilities for our Middle School to have PE off campus at the local park or joint use field. We will share more information prior to the beginning of the school year.

FACULTY SAFETY



In addition to cleaning supplies, our faculty is being provided with a daily supply of surgical masks, as well as face shields (upon request). In addition to the efforts we are taking to create physical distancing in the classrooms, we are also working on providing safe spaces for staff to collaborate and decompress while not in the classroom.

LUNCH



Students will be eating lunch in their classrooms or large common areas with physical distancing in practice. Middle School students will eat in their designated outdoor spaces in one of two lunch breaks depending on their schedule.

Students will still be able to bring lunch from home as long as it is in a disposable bag. Cloth, plastic or personalized lunch bags, containers or thermoses cannot be brought to school. When in-person learning returns to campus, the hot lunch program will be offered. If students purchase lunch from school, it will be individually wrapped and delivered to the classroom.

SANITIZATION



In addition to our regular cleaning and sanitization schedules, our facilities team will adapt the following procedures:

- Day School Restrooms: Cleaned and disinfected several times a day
- Preschool Restrooms: Restroom times will be scheduled and restrooms cleaned after each group use.
- Trash Removal: Additional and larger cans will be placed throughout the building
- High touch Surfaces: Handrails, Water fountains, Buttons, Door knobs- Disinfected several times a day.
- Playground: Sterile spray system will be used between cohort usage
- Lunch/Break Tables: Cleaned and disinfected between cohorts
- Supplies & toys will be sanitized after use

In addition to our regular cleaning, we will be utilizing a sanitizing spray system during non-school hours for each classroom and common space.

PRESCHOOL SCHEDULE



The first day of school will end at 12 pm noon. Preschool will be open Monday—Friday unless otherwise noted on the school calendar.

Morning Drop Off Times:

Between 7:30 am—8:30 am

Afternoon Dismissal Times:

Between 3 pm—3:45 pm

Drop Off/Pick Up Procedures:

Families will be assigned 15 minute intervals for a staggered drop off and pick up process. Each interval time will be assigned a color card which will be displayed in the windshield of each family.

Drop off and pick up can only be done by a student's parent. Babysitters or other relatives need special permission prior to start of school.

Drop off and pick up will happen outdoors in a drive-through manner. There will be no parking in the preschool lot. Parents will remain in the car except when buckling or unbuckling their child.

Staff will come to the car to receive the student and ask a series of COVID health check questions and take the student's temperature. Students will then sanitize their hands before being escorted into the building.

DAY SCHOOL & MIDDLE SCHOOL SCHEDULE

Day school will have classes Monday—Thursday, unless otherwise noted in the school calendar. On Fridays, students will work from home independently on asynchronous work given by their teachers. This schedule can change at any time when guidance from CDC, State or County allows.

Day School & Middle School Drop Off: Students will be able to enter campus each day starting at 7:30 am. Parents will not be allowed to leave their car and will pull up to the carpool drop off area. A faculty member will signal when it's safe for the student to exit the car. Once a student exits the car they will have their temperature taken and asked a series of COVID symptom check questions. Parents should not leave until they see their student pass through the pedestrian gate onto campus.

Students will then line up in their designated class line and stand on their physical distancing sticker until teachers come out to bring them into their classrooms.

Day School & Middle School Dismissal:

Dismissal will begin at 3:20pm and end at 3:50pm. Students will remain in their classroom and wait to be called over the loud speaker once their ride arrives. Students will then be dismissed from the classroom and directly head towards the dismissal area. There will be faculty assigned to supervise students throughout the building and outside towards the dismissal area. Kindergarteners will be escorted by their classroom teacher's assistant.

MIDDLE SCHOOL SCHEDULE



The Middle School and Upper School will operate in grade level cohorts. We will be moving to a block schedule starting in the 2020-21 school year. Classes will meet for a 70 minute block every other day.

The shift to a block schedule is both educationally and logistically motivated. Educationally, we believe that having a longer period will allow for a depth of learning and analysis that is often limited in a shorter class period. A longer block also provides opportunities for various types of learning activities within the classroom. Finally, it will allow students to have a more balanced workload since classes meet every other day and the homework will be distributed in a similar way. Logistically, moving to a block schedule will minimize the frequency of transitions through the school day. Decreasing the number of student transitions during the day is strongly encouraged as it will also limit the mixing of students as well as the need to disinfect spaces between classes.

In addition to our block scheduling, Middle School students will have electives, PE and advisory throughout each day. Sample MS Schedule:

		Mondays/Wednesdays	Tuesdays/Thursdays
Block 0	8 - 8:45	Davening	Davening
Block 1	8:45 - 9:55	Humanities	Humanities
Block 2	9:57 - 11:07	Yahadut	Math
Lunch/Advisory			
Block 3	11:42 - 12:52	Hebrew	Science
Lunch/Advisory			
Block 4	1:27 - 2:37	Chumash	Jewish Knowledge
Elective/PE	2:37 - 3:15	PE	Study Hall