



PASADENA WALDORF SCHOOL

COVID- 19 Safety Plan

Last updated January 28, 2021

This plan has been created based on the COVID-19 School Guidance Checklist published on January 14, 2021 as part of the Safe Schools for All guidelines issued by the California department of Public Health and Governor Newsom.

I. PWS Staged return to on-campus learning

Once the spread of COVID-19 within LA County falls below the incidence threshold of 25 cases: 100,000 individuals, PWS will plan on transitioning stable class groups in grades 3-6 to hybrid learning. Grades 1 and 2 will resume the in-person and at-home hybrid schedule they have been following under the LA County school waiver in early February. As possible, we will stage in grades 3 and 4 next, and when we have reached 10 school days with no issues or Covid incidents of exposure we will rotate in Grades 5 and 6.

The schedule for on-campus and at-home hybrid learning will be as follows- (Staged beginnings for each grade is described on page 2)

Class Stable Groups	In-person School days	Remote School Days
KG and Preschool <i>(operate under our Childcare license through DSS)</i>	M- F 8:30 am –3:30 pm	Only if a class cohort must be closed
Grades 1-2	M, Tu, Th, Fri 8:00 am – 2:00 pm	Weds 8:30 am- 2:00 pm
Grades 3 and 5	M, Tu, W 8:45 am- 2:30 pm	Th, Fri 8:30 am – 2:00 pm
Grades 4 and 6	W, Th, Fri 8:15 am- 3:30 pm	M, Tu 8:30 am- 3:00 pm
Grades 7 and 8	*Only for small group assessment or educational support experiences at this time under guidance for cohorts	M-F 8:30 am- 3:25 pm

**PWS retains a remote option for students via our Beyond the Classroom Learning structure. Whole class groups can pivot back to this mode if we must physically close a stable group for a temporary period.*

**Although PWS' schedule cannot account for every variation of multi-student families the above schedule has been created in an attempt to account for the needs of families with students in multiple grades, driving distances and schedule hardship. This schedule is aimed to create equity of access to on-campus schooling and reduce hardship as much as possible based on our current school population.*

**Because students may be in the 'Stable Group' of a class and not be present on all school days, during this time families with multiple students will be able to create an agreement with their primary class teacher to customize the days of attendance in-person for their students in order to align on-campus days. For example: if a family has a 2nd grade and 6th grade student, they would be allowed to have the 6th grade student attend in-person on only Th and Fri, attending remotely on M-W so that the burden of driving to campus is reduced for that family.*

Potential timeline for transition to hybrid instruction for grades 3-6

Early February 2021- Grades 1 and 2 resume hybrid schedule

(If case incident rate falls below the required threshold by mid February, 2021)

Feb 22, 2021- Grades 3 and 4 begin hybrid schedule

March 8, 2021- Grades 5 and 6 begin hybrid schedule

*Other factors such as the availability of COVID vaccines for school employees and availability of necessary resources may alter the timeline above.

The description of our move to **Level B Instruction** can be found on the PWS webpage here

<https://www.pasadenawaldorf.org/school/returntocampus> under new Safe Schools for All guidelines we have made the following alterations to that earlier plan:

- Students in grades 1-6 will still have 5 full days of schooling per week but will have these instructional days broken up into an on-campus and off-campus blend of learning which allows for us to meet with all students in-person over the course of the week in group sizes (stable groups) that are considered safer.
- We know that our youngest students do best with higher amounts of in- person instruction so Grades 1-3 will be on-campus for 4 days per week and have one day of at-home learning. Grades 4-6 will be on-campus for 3 school days and have two days of at-home learning along the lines of the BTC Learning program.
- Grades 7-12 will continue with Level A instruction at this time with modifications of schedule to allow for some small-group assessment and academic enrichment activities under the CA and LA County Guidelines for work with Cohorts. These activities will be scheduled at a time and in locations that do not impact the provisions listed in the rest of this document. PWS understands that our older students are also impacted by the length of remote instruction. Our aim is to target activities under the Cohort Guidelines to support the wellbeing and learning of these students within a safe and responsible framework.

Schedules for all classes will be arranged with careful use of safe indoor and outdoor spaces as outlined in the **Health and Safety Protocols** section of this document. Parents and students can find their current and updated schedules on their class webpage. The overall class schedules are always posted on the PWS website here

<https://www.pasadenawaldorf.org/beyondtheclassroom>

II. Pasadena Waldorf School Covid-19 Health and Safety Protocols

The health and safety of our students, staff and families is of the utmost importance. When students return for in-person instruction, school will look different due to new health and safety measures. Students must pay attention to directions from their teachers to learn the new health and safety practices. This plan to reopen classrooms is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

A. Staff Training and Family Education

- All school employees will participate in mandatory professional development sessions related to COVID-19 facts and figures, transmission and effective layering of methods to reduce transmission, these health and safety protocols, new school schedules and routines, and their rights and responsibilities as employees.
- All school employees will also be provided with an opportunity for information and Question and Answer session regarding COVID-19 vaccines and periodic information updates and resources on where and how to sign up for a vaccine when they become available.
 - All families will be able to read this entire safety plan on the school website and address any questions to the Covid Compliance Officer (Pamela Forrest.)
 - All families will get additional opportunities for education about parts of this plan directly applicable to their student's class or program during regular class meetings or communication with their class teacher.
 - PWS will routinely update our school COVID19 page on the website with information and resources and share new information via our weekly school newsletter and other communications.

B. Supplies & Protective Equipment

The following items are in place on campus:

- Directional signage on walkways and stairs where appropriate
- Messaging signs and floor stickers to reinforce social distancing
- Hand sanitizer at entry points, common areas and every classroom
- Maximum Occupancy signs based on social distancing requirements
- Best practices posters in both class areas and staff areas

The following items are available for class groups based upon student enrollment and staff numbers. Office personnel in each area are responsible to monitor supply needs and help staff keep an adequate supply available for use:

- Cloth mask - child
- Cloth mask – adult
- Clear mask - adult for selected staff
- Disposable mask – child

- Disposable mask – adult
- N95/KN95 masks for selected staff
- Face shields for selected staff
- Hand sanitizer
- Disposable gloves for selected staff
- Gowns for selected staff
- Cleaning wipes
- Contactless thermometers (one per entry point)

Face Covering & Personal Protective Equipment

Age	Face Covering Requirement
Below 2 yrs of age	No
2yrs- 2 nd Grade	Yes, under supervision unless medically exempt
3 rd Grade- Adult	Yes, unless medically exempt

In accordance with the California Department of Public Health’s (CDPH) Guidance, students and staff are expected to wear face coverings. Students must use face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating or drinking in pre-approved areas)
- While entering and exiting school
- During meal periods, grades students will wear face shields while their masks are off
- Designated plastic containers have been made available for each student to set their mask down safely when it is not in use.
- If staff or teachers determine that a student face covering is not adequately safe, they will provide a disposable mask option for the student to wear while at school.

Teachers or staff may give students mask breaks as they deem appropriate in outdoor settings when they can ensure adequate personal distancing between students.

Teachers and staff will reinforce proper use of face coverings and provide reminders and replacement face coverings if they are needed. It is highly encouraged for staff and students to bring their own primary and a back-up face covering. Personal face coverings will be allowed in compliance with dress code policies. It is recommended that all parents research the approved options for safe face coverings and train their students on proper use.

Personal Protective Equipment (PPE) will be made available to staff and students:

- Identified teachers and staff members will receive a reusable face shield.

- Each grades student will receive a reusable face shield to be used during meal periods. These shields will be left at school and cleaned by students under adult supervision on a regular basis.
- Gloves are not recommended for use by students or staff, except for those conducting cleaning, first aid/medical procedures or food service.

c. Daily Pre-Screening for Symptoms

Parents are strongly encouraged to monitor temperatures and symptoms daily before going to school. Please check daily for the following symptoms:

- Fever of 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills, fatigue, muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting or diarrhea

Upon arrival at school, parents will pull into the drive-through area and be asked a series of health questions from the symptom list above which must be completed before signing their student in for the day. They will also be asked if there has been any known or suspected contact with someone who has COVID-19. In addition, teachers will perform a temperature check with a no-touch thermometer before the child exits the vehicle. If any of the health screening or exposure questions indicates potential illness or exposure, or the temperature is elevated the student will not exit the car and the family will be sent home with instructions about next steps.

Students and Families

Students and adults experiencing symptoms listed **MUST NOT** attend school. This includes anyone with a fever of 100.4°F or higher. Families **MUST** contact the school office about their child's absence.

Student absences related to personal illness, quarantine and COVID-19 illness or symptoms will be excused.

Students seeking testing due to exposure, suspected exposure, or symptoms of illness **MUST** stay home until they receive their results and follow guidance on quarantine and home isolation based on the results.

Staff

Staff members are required to take their temperature and attest the results are normal on the sign-in sheet prior to beginning work and fill out the health screening question attestation when reporting to any campus location.

Staff must contact the school administrator regarding their absences, must follow the substitution guidelines and must report sick time to HR/Payroll.

Staff seeking testing due to exposure or symptoms of illness MUST stay home until they receive their results and follow guidance regarding quarantine and home isolation based on the results.

D. Arrival at School/ Pick-up Procedure

- Students and staff members will be required to wear face coverings and will be health screened upon arrival. Screening will include a contactless temperature check, and several screening questions will be asked.
- Parents must remain in the vehicle and proceed through the area in a drive-through fashion. If the student passes the health screening and temperature check, they will be shown to the waiting area for their stable class group.
- For each campus area and class group, designated routes and specific locations for entry and exit have been identified in order to limit direct contact with others.
- There is signage throughout campus to remind students and staff about wearing face coverings, social distancing, hand washing, and maximum occupancy of spaces to promote physical distancing.
- Parents and visitors have limited access to school campuses until further notice. If parents need to come on campus for any reason, they should phone the front desk at their campus area to arrange for a safe time to do so.
- Any visitors to campus, including necessary family arrivals outside of drop-off or pick-up time, pre-arranged admissions visits, deliveries, maintenance and vendors must undergo the health screening and sign the visitor log including contact information, time of visit and signature.
- At the end of the day classes will be escorted to the pick-up area on a staggered schedule. Parents will drive through the area during a scheduled window to pick up their student.
- Family vehicles must leave campus immediately after drop-off or pick-up.
- For late drop-off or pick-up or other mid-day pick-up of students, parents must phone the front desk of their school area to make arrangements.

E. Other Safety Considerations

- Staff members will complete training about COVID-19 protocols.

- Common high touch surfaces will be cleaned and sanitized regularly (e.g. countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash/sanitize their hands regularly as directed by their teachers including before and after meal breaks and after using the rest room.
- Sharing of supplies between students will be limited to the extent possible and students will take home personal items for cleaning daily. When supplies must be shared, they will be sanitized before being passed between students
- Playground equipment will be regularly inspected and maintained. If students are scheduled to use playground areas back-to-back, supervising teachers will ensure that students have washed or sanitized their hands before using the equipment.
- Staff who work at multiple locations will be pre-screened daily at their first work location and will sign-in to enter the other work sites with an abbreviated process requiring only a temperature check.
- Teaching staff will be assigned one primary stable group of students to work with in person. Aside from emergency coverage, their interaction with other student pods will be limited to outdoor and distanced contact (greater than 6 feet in an outdoor setting) or remote instruction.

F. Isolation Rooms

- Each school area has a designated isolation room for sick students and staff which will be used if an individual shows signs of illness during the school day or if we receive notification that an individual has been exposed and they are waiting to be picked up from school. For the Preschool or High School area, isolation will happen in the former 'Parent and Child' classroom. For the Kindergarten through 8th grade isolation will happen in the Front Office area of Scripps Hall.
- The isolation room will be staffed with designated trained staff.
- Isolation room staff will wear appropriate PPE such as a gown, medical grade mask, face shield or goggles and disposable gloves.
- Parents have been asked to ensure that they, or a designated emergency adult can be available to pick-up a student if called for illness or symptoms within a short period to reduce time spent in isolation areas.
- If a student or staff member is found to have COVID-19 symptoms when entering campus, they will be directly sent home with their parent or caregiver.
- If a student or staff member show signs of illness, including but not limited to symptoms of COVID-19, during the school day, they will be sent to the isolation room.
- The staff member in the isolation room will contact the parent/guardian to come pick-up the student right away.

G. Implementing Physical Distancing

Physical distancing will limit the spread of the virus. PWS will adhere to the following strategies to maintain physical distancing of at least 6 ft between individuals as much as possible:

- Contact at school between students, staff, families and the community is limited at the beginning and end of the school day.
- Staggering student drop-off and pick up times and separate areas for stable groups of students physically in those areas ensures that each group is kept at a safe distance.
- In areas where students must wait there are markings on the floor, sidewalk or waiting benches so that students maintain adequate physical distance from one another.
- A limited number of adults will meet each stable group of students in person and teacher schedules have been set to accommodate for this team-teaching approach. Other subjects will be taught remotely for student groups or in outdoor settings with a great deal of physical distancing between adult and students.
- Each campus area has been marked with maximum occupancy signs indicating the number of individuals who can be in the space with a safe amount of physical distance. Teachers, staff and students must adhere to these guidelines.
- Movement of students and teachers or staff across campus areas will be limited as much as practicable. Students will move within their stable grouping and will be assigned regular meal and play spaces. Outdoor class areas will be used in a regular schedule which includes movement of groups to and from the area as well as time for cleaning of shared surfaces.
- Routes will be designated to reduce face-to-face contact and provide directionality at entry and exit to campus areas and on shared walkways between class buildings.
- Staggered schedules for restroom breaks and hand washing have been created. Each class group has been assigned a primary bathroom area to use. Within these areas, maximum occupancy signs have been posted and will be adhered to.
- Modifications to instructional schedules, lunch and recess protocols have been made to reduce concentration of students and build stable cohorts.
- Staff and faculty will be aware of the new schedules and area assignments and will direct student groups as necessary in an age-appropriate fashion.

H. Measures within classroom areas

- Classroom space will be arranged to remove nonessential furniture, allowing maximum space for students and staff.
- Student desks will be spaced six feet from the teacher's desk and at least 6 feet from other student desks.
- Physical signage and floor markings are in place to give visual reminders about maintaining a safe amount of space between individuals within class and work areas and in outdoor waiting areas.
- All student desks will face the same direction to prevent cross-exchange of air.
- Physical barriers have been provided in some areas as needed to help keep a safe separation between student seating areas, desk spaces, at staff desks in reception areas and in specific meal areas.
- Floor and desk markings are in place to ensure that students are aware of physical spacing and can help self-monitor their work areas to preserve at least 6 feet of space from others in the room.

- Teachers and classroom staff have been trained on how to safely manage limited close-proximity events such as when a student needs physical assistance with a task.
- At this time any singing activities will take place only in outdoor settings and other classes that promote the spreading of exhaled aerosols such as band and group chorus will take place only in remote class settings.
- Outdoor class options have been created to limit the need for students to spend time indoors. The schedule for each class day will include an alternation of indoor and outdoor instruction with priority on outdoor use as much as possible.

I. Other measures to reduce numbers on campus

- During regular school hours, PWS will restrict non-essential visitors, volunteers and activities involving groups. School community members are asked to call the school office for routine business rather than visiting. Appointments will be available for essential non-routine school business.
- Unnecessary contact between adults will be minimized. Physical distancing will be adhered to by school staff and all group meetings will take place remotely or in outdoor and distanced settings.
- Large gatherings such as assemblies, award ceremonies and performances will not happen at this time. Virtual events for families and groups of classes, instead of on-campus gatherings will be prioritized.
- Through a hybrid school schedule only a specific number of stable groups (and a set portion of the student population) is on campus on any day of the week. This will help limit the number of passing points and need for shared spaces between stable groups.

Hybrid Instructional Schedule

Class Stable Groups	In-person School days	Remote School Days
KG and Preschool <i>(operate under our Childcare license through DSS)</i>	M- F 8:30 am –3:30 pm	Only if a class cohort must be closed
Grades 1-2	M, Tu, Th, Fri 8:00 am – 2:00pm	Weds 8:30 am- 2:00 pm
Grades 3 and 5	M, Tu, W 8:45 am- 2:30 pm	Th, Fri 8:30 am – 2:00 pm
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**Although PWS' schedule cannot account for every variation of multi-student families, the above schedule has been created in an attempt to account for the needs of families with students in multiple grades, driving distances and schedule hardship. This schedule is aimed to create equity of access to on-campus schooling and reduce hardship as much as possible based on our current school population.*

J. School Meal Services

- During this time there will be no option for purchased lunches via Organic Kids LA. Parents must supply student snack and lunch in ready-to-eat form for their student each day.
- During in-person learning, meals will be eaten in outdoor settings where the weather permits. During inclement weather, classrooms for grade levels 1 to 12 will be used with use of HVAC systems and window and door ventilation.
- Recess and play activities will take place in separate areas designated by class according to an established schedule

K. Creation of Stable Groups of Students and Teachers

Stable groups of students within a grade will be created so that students are not mixing with others within the school day. Each stable group of students will have 1-2 teachers assigned as their primary contacts for the day and the school schedule has been adjusted so that classes taught by other teachers take place in a virtual fashion, even if students are physically present on campus. While the numbers of students in each class or grade stable group vary, the number is determined by the physical space in which we can work with each grade, accounting for a setting in which students and adults can always maintain a safe physical distance of at least 6 feet from one another when on campus.

Within a class (grade) there will be some students who attend school in-person and are part of the consistent, stable group. There may be other students who attend school remotely and do not attend in-person. These groups of students will be fixed with criteria and process for students to become 'in-person' once a stable group has been established. This process will include a period of home isolation for students who wish to enter the stable group and the request for a negative test for COVID-19 when applicable.

Indoor class space maximum occupancy- Maximum number of students in Stable Grouping per class

Class area	Maximum Occupancy w/ 6 ft distancing for student desks	Maximum size for Stable Group (students only)	Current enrollment for Class
1 st Grade room	18	16	12
2 nd Grade room	18	16	14
3 rd Grade room	15	13	5
4 th Grade room	18	16	15
5 th grade room	20	18	13
6 th Grade room	18	16	13
7 th Grade room	25	23	12
8 th Grade room	18	16	15

- Students will have class, take meal breaks and have recess within their stable groups at times that are staggered and separated from other groups. This schedule has been established and is published for staff, parents and students on class portals and posted in person in the class areas.
- For all classes the school schedule will allow for in-person teaching with the 1-2 person teaching team for that stable group in a month-by month rotation of teacher teams. All other classes for that group will be brought either virtually to students (in-person and at home students via our class portal) or fully virtually on days when the whole class is at home.
- Recess and lunch areas have been assigned for each class to keep groups from mixing and to provide space outdoors between groups. Meal and recess periods will be staggered to reduce the overall load of students outdoors at any given time.

Outdoor Class Space maximum occupancy

Area	Maximum Occupancy	notes
West campus outdoor classroom	16	Covered structure
Front lawn outdoor classroom	10	Covered structure, chairs only
Secret Garden area	15	Uncovered, shaded
1 st grade porch	12	Covered structure, chairs only
2 nd grade porch <i>*cannot be used at the same time as 1st grade</i>	12	Covered Structure, chairs only
Middle School back patio area	15	Uncovered, shaded
North of Scripps hall outdoor area	12	Uncovered, shaded

7 th Grade porch	14	Covered structure, chairs only
6 th Grade porch	12	Covered structure, chairs only
8 th grade porch <i>*cannot be used at the same time as 6th grade</i>	12	Covered structure, chairs only

PWS has more than ample space within its combined indoor and outdoor settings to accommodate the current number of students at a safe physical distance if the hybrid/staggered in-person schedule described in Level B instruction is implemented.

III. PWS Cleaning and Sanitizing Protocols

The safety of employees and students of Pasadena Waldorf School is our first priority. Since August of 2020 our faculty and staff have been following campus use and cleaning protocols established in line with guidelines from public health officials. PWS has retained a contract with professional custodial staff who routinely clean and disinfect work areas, common areas and the class spaces we have already been using. In addition, these professional custodial workers are trained in specific sanitization required if there has been COVID-19 exposure within the work area.

Prior to students and employees returning to class areas, all spaces have been deep cleaned and completely disinfected. PWS will continue to follow all necessary safety precautions and monitor announcements from the CDC, CADPH and LA County DPH for changes and updates to recommendations.

Cleaning is the physical process of removing dirt, germs, viruses and bacteria, typically using soap and water. While cleaning doesn't necessarily kill germs, by removing them from surfaces and objects, including hands, the risk of spreading infection is reduced.

Disinfecting uses chemicals to kill germs. While disinfecting doesn't necessarily clean dirty surfaces or remove germs, it kills germs and can lower the risk of spreading infection.

Sanitizing is removing and lowering numbers of germs to a safe level, as judged by public health standards.

**Cleaning products that are safe for use with and around students are supplied by the school for all campus areas. In areas where a risk of asthma is known particular care is taken when using cleaning and disinfecting products. When a higher level of disinfection is required or for nightly cleaning by the professional cleaning contractors, materials and products are used that comply with EPA and CAL/OSHA guidelines (products from the EPA approved list N are used when disinfecting school areas.)*

- A. The following surfaces/areas will be cleaned and disinfected regularly by faculty and staff *and* disinfected nightly by our professional cleaning contractors:

School personnel have been trained on the use of cleaning materials, protocols for cleaning including dilution rates, contact times and potential chemical hazards.

- Horizontal and high touch surfaces
- Door handles, sink handles
- Handrails, Light switches
- Restrooms
- Common areas
- Chairs in outdoor class areas if used by more than one student group during the day

B. The following areas will be cleaned and disinfected nightly by our professional cleaning contractors:

- Classrooms
- Offices
- Hallways

Sanitization

If there is a COVID exposure within a stable group, or individual employee, the areas used by that group/individual will be temporarily closed down until a full cleaning and sanitization can take place. This deeper level of cleaning will be done by our professional cleaning contractors.

C. Handwashing

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19. Each class area has a sink for handwashing equipped with soap, paper towels and approved surface spray to keep the area clean. Student bathrooms have the same materials and signage to promote safe and effective handwashing. There are outdoor handwashing stations on the front and back yard play areas of the lower school so that students do not need to enter classrooms to wash their hands after using the playground or lunch area.

Signs in handwashing areas promote good handwashing practice in age-appropriate language including:

- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands.

Daily class schedules include regular handwashing intervals and school employees have been trained on how to coach and uphold proper handwashing technique. Consideration for staggered use of bathroom and handwashing areas has been made in the daily schedules so that only one stable group is using an area at any one time. Required handwashing times include:

- after sneezing, coughing or blowing one's nose
- before and after eating
- before and after classes where items may be shared

- before and after using the restroom

In times when handwashing is required but not possible teachers or school staff will provide hand sanitizer and monitor its appropriate use.

D. Drinking Stations

Students are encouraged to bring their own reusable water bottles and to use environmentally friendly alternatives to disposable water bottles. Campus drinking fountains are disabled during this period. Campus areas have water bottle filling stations where possible and class spaces also have areas where water bottles can be filled independently by students or with staff supervision where appropriate.

E. Indoor Air Quality

Proper preventive maintenance has been performed on all classroom and office HVAC units to ensure efficient and effective air exchange and proper filtration. Where necessary HEPA SwissAir filters are also in place to perform a higher level of air filtration where people must use indoor areas for a longer period of time.

Class areas are ventilated before and after being occupied by students and windows and doors are opened for increased air flow at regular intervals if a class is doing indoor activities. Common areas and office spaces are also ventilated at regular intervals to ensure healthy air exchange during the day.

PWS has established several outdoor class areas to provide for safe and effective outdoor instructional periods across the school day. When practicable, student groups will have outdoor instructional and activity periods for a portion of each school day.

IV. COVID-19 Testing and Reporting

A. Definitions According to The County of Los Angeles Department of Public Health

Close Contact:

A close contact is defined as a person who is less than 6 feet from a case for more than a combined 15 minutes within any 24-hour period.

Cohort:

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.

In our school, cohort groups are those covered under our Childcare License from DSS, this includes all Early childhood groupings. Also covered under cohort guidelines are groups who are primarily receiving

remote instruction but who come onto campus on a limited basis for Educational Assessment/Enrichment or Educational Support.

Stable Grouping:

A stable grouping is a fixed number of students within a grade group that stays together for all on-campus lessons and activities during modes of hybrid instruction and avoids contact with other persons and stable groupings. Each stable grouping of students also has a set of teaching faculty who meet them in-person. Our schedule will limit the mixing of adults between stable groupings in indoor settings as much as possible by allowing virtual teaching for some lessons on campus.

In our school, stable groups are identified for the 1st and 2nd grades who have already returned under the LA County provision for schools to operate under a Waiver. Those group sizes, previously limited to 12 students and 2 adults under the waiver, have expanded based on the available classroom space and maximum occupancy number for social distancing. As we stage the return of other class groups, we will likewise adhere to the maximum number for the stable group appropriate for each class listed on page 11.

Class: (PWS definition)

Class is the total group of students enrolled for each grade. In our school a class may consist of students who are attending in-person, a hybrid of in-person and remotely within a stable group, or fully remotely during this time. Students may not switch modes of attendance unless the change is approved by the Pedagogical Administrator. At present PWS offers the option for parents to choose fully-remote instruction in grades 1-12 even where there is an active in-person option for those classes.

B. Action Guidelines

1. Student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing, chills, muscle pain, sore throat, nausea, vomiting or diarrhea):
 - Students with symptoms will be placed in the school site isolation room while awaiting pick-up.
 - Staff with symptoms will immediately be released to go home to isolate.
 - COVID-Testing will be recommended to all individuals with symptoms and resources for free public testing at LA County DPH testing sites will be provided.
 - PWS maintains access to rapid testing in case an employee should be tested right away in order to make appropriate decisions about group safety. In addition to testing information these rapid test appointments will be used as needed.
 - **Persons with symptoms of COVID-19 must remain isolated at home until:**
 - **At least 10 days have passed since symptom(s) first appeared; AND**
 - **At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND**
 - **Other symptoms have improved.**
 - No communication is sent to classrooms or the school community if there were no “close contacts” identified.

2. Student or staff with close contact or cohabitating with a confirmed COVID-19 case:
 - Any student(s) or staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the Health Officer Order of July 23, 2020.
 - Students will be placed in the school site isolation room while awaiting pick-up.
 - Staff will immediately be released to go home to isolate.
 - If the exposure is identified outside of school hours, staff and/or parents will be contacted via e-mail to alert them that the individuals should not return to school and should begin their period of Quarantine.
 - Quarantine for 10 days from last exposure.
 - Recommend COVID-testing if individual has not previously been diagnosed with COVID-19.
 - *A Negative test during the quarantine period will not reduce the number of days of required quarantine.*
 - Students and employees that are identified to have an exposure to the case are notified by PWS through a letter or other communication strategies.

3. Staff or student with confirmed COVID-19 case infection:
 - PWS will notify the LA County Public Health Department for each laboratory confirmed case of COVID-19 in an employee or student who has been present on campus within 10 days prior to their diagnosis, or as needed.
 - a. The full name, address, telephone number, and date of birth of the individual who tested positive;
 - b. The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - c. The full name, address, and telephone number of the person making the report.
 - This information shall be reported to the local health officer by telephone or email within twenty-four hours from the time the school is first made aware of a new case. This reporting shall continue until this directive is modified or rescinded. Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual.

- In addition, PWS will notify the required public health officials if there is an outbreak of COVID-19 cases as per the definitions set by CDPH.
 - Persons with COVID-19 who are symptomatic may discontinue isolation when:
 - At least 10 days have passed since symptom onset; *AND*
 - At least 24 hours have passed since resolution of fever with-out the use of fever-reducing medications; *AND*
 - Other symptoms have improved.
 - Persons with COVID-19 who are asymptomatic may discontinue isolation when:
 - At least 10 days have passed since the date of the first positive COVID-19 test.
 - Medical clearance is required to return after a positive COVID-19 diagnosis
 - Employees will turn their medical clearance into the Coordinator of HR and Payroll.
 - Parents will turn student medical clearance into the front desk personnel at the appropriate school area.
 - PWS will perform preliminary contact tracing to identify close contacts at the school site, provide directions to quarantine and exclude those exposed contacts. This could be an entire cohort or stable group for 10 days after the last date the case was present at school while infectious.
 - PWS will recommend testing of contacts, prioritize symptomatic contacts.
 - Disinfect and clean classroom and primary spaces where case spent significant time.
 - Students and employees that are identified to have an exposure to the case are notified by the school through a letter or other communication strategies.
4. Staff or student who tests negative after symptoms:
- Staff or student may return to school 3 days after symptoms resolve.
 - School/classroom remains open.

C. PWS Capacity and Support for COVID Testing

School Employees

- Pasadena Waldorf School has provided information for all school employees about how to locate and sign up for regular COVID-19 PCR tests at no cost to them. This information is updated regularly by our Covid Compliance Officer and includes resources through our employee insurance plans as well as through sites run by the local DPH.
- While the region is in the Deep Purple Tier (CA Roadmap to Recovery) any employees who are working on campus must seek testing each week and maintain a record of their test results should it be needed for contact tracing.***
- Employees are released to test during work hours whenever possible. Hourly employees may claim testing time, including travel, on their hourly timecards if they must go for a test after work hours.
- PWS has purchased a number of vouchers for rapid COVID tests that are allocated to classroom employees if they become symptomatic or are suspected of becoming exposed at work.

These tests allow us to make more rapid decisions about contact tracing and the closing of class groups.

- One of our insurance providers also offers free, rapid testing which is a resource that has been shared with all employees.

Students and Families

• PWS maintains a directory of resources for COVID testing which is posted on the school website and periodically attached to school communications.

• When there is suspected exposure at school, families are given resources provided by DPH to educate them on testing, including how to seek testing and home quarantine instructions. We follow up with families to ensure that they have followed the testing recommendations and update the line lists accordingly when they have their results.

• While the region remains in the Deep Purple Tier (CA Roadmap to Recovery) Students who are attending classes in-person will be required to be tested once per week with parents sharing test results with their class teacher at the point of drop-off during the health screening.

D. Identification and tracing of contacts and communications

- PWS has a designated Covid Safety Officer, LS Front Office Administrator (Pamela Forrest) and a Pedagogical Administrator (Erin Şemin) who have both completed the Contact Tracing course for school personnel.
- Upon identification of a laboratory confirmed diagnosis of COVID-19 in one of our stable groups the above staff complete the Line List for educational settings provided by LA County DPH based on class schedules, attendance records and other information from the classroom staff and parents.
- All close contacts (adults) and parents of students who were close contacts of the identified case are contacted by one of the staff members listed above via phone or email. Information is gathered from them about potential symptoms. They are given the information about quarantine requirements from DPH and CDPH as well as resources to access testing through LA County.
- Close contacts may include siblings or others in different stable groupings which may require more information gathering and contact tracing.
- All reporting happens as soon as practicable after notification of a positive case and within the requested 24-hour time limit.
- Follow-up emails will be arranged to check in on symptoms or testing for close contacts and to update the Line List as needed.
- The school will comply with all directives of local health authorities regarding reporting, sharing of information with cases and close contacts, opening and closing a class or stable group or other programs of the school.
- The school will notify other staff and parents only when there is a reason to alert them to a positive case of COVID-19 for health or safety reasons.

- All notifications will be handled by email to parents, employees and other groups via our school email system. At times, phone calls may be used as well. If there is no contact via other means the school will send a physical letter.
- PWS has draft communications that can be easily tailored for notification of potential exposure, for positive exposure, for opening and closing of a class group or program and for follow-up contact tracing.
- PWS has a file of documents shared by DPH for instructions on quarantine, home isolation, testing resources and other resources families might need to access appropriate testing or care.

E. Criteria for closing the school or an individual class to in-person learning

The California Department of Public Health recommends physical school closure based on the number of cases, the percentage of the teacher/student/staff population that are positive for COVID-19, and following consultation with the Local Health Officer. Physical school closure may be appropriate when there are multiple cases in multiple cohorts within the school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer (LA County DPH) may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If PWS were to be closed for these reasons and we had sufficient teachers and staff who were healthy to carry the program, we would move to fully remote instruction via our Beyond the Classroom Program. Parents would receive information regarding school operations or changes in mode of instruction via email or through other means.

Short of closing the whole school to in-person instruction PWS may identify a switch to remote instruction for a COHORT or STABLE GROUP based on the ACTION GUIDELINES above. Parents will receive notification regarding the plans for instruction in those situations via email or other means.

F. Reopening a class, stable group or the school for in-person learning

Schools may typically reopen after 10 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

These action guidelines may change in accordance with recommendations from CDPH and the local county health officer.

This plan has been reviewed by PWS Pedagogical and Business Administrators and the PWS Covid Compliance Officer, and will be revised or updated as needed.

Last update, January 28/2021