



The CPMS Safe School Opening Plan **(2021-2022)**

(Based upon the 2020-2021 CPMS Safe School Reopening Plan)

CPMS Board Approved: November 12, 2020

~REVISED AUGUST, 2021~

This document has been developed using guidance provided by the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), the County of San Diego Health and Human Services Agency (HHSA), the California Department of Education (CDE), and the San Diego County Office of Education (SDCOE).

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INTRODUCTION

In preparation for the 2021-2022 school year, College Prep revised the 2020-21 CPMS Safe School Reopening Plan in order to provide parents, students, staff, and the entire Tiger community with a comprehensive account of the all of the measures being implemented at College Prep Middle School. Our goal is to ensure the safest possible environment for reopening our school following last school year's COVID-19 shutdown. This document has been developed with an abundance of guidance and support provided by the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), the County of San Diego Health and Human Services Agency (HHSA), the California Department of Education (CDE), and the San Diego County Office of Education (SDCOE).

This plan is designed to support our goal of continuing to provide the high quality, standards-based academic program that families have come to expect from College Prep while maintaining the safety, welfare and social-emotional well-being of our entire Tiger Community. College Prep will continue to assess the needs of our students and families in order to provide additional supports and resources.

Please note that the CPMS Safe School Opening Plan (2021-2022) should be considered a dynamic and fluid document as it will be adapted to the ever-changing circumstances, based upon the most current guidance and public health orders possible. This plan will continue to be monitored and reviewed on an ongoing basis.

*Revisions/Updated Guidance after August 2021 will appear highlighted in "yellow".

INSTRUCTIONAL DELIVERY MODELS

At College Prep, we understand that the instructional model and delivery is dependent upon state and local health restrictions that are in place at the time that school starts for the 2021-2022 school year. Therefore, In-Person Instruction will be the sole delivery model for the 2021-22 school year at this time.

To minimize the number of contacts and help maintain student safety, as much as possible, students will work with the same group of students ("Cohort") each day. Students will be divided into Cohorts per grade level.

In as much as is reasonable, students will stay in consistent and predictable groups to minimize transitions and contact throughout the school day. Cohort sizes will be limited to 25 students per class in order to maximum capacity for students in the Cohort learning space while meeting appropriate physical distancing objectives. Service providers and other adults will also be limited to prevent cross contamination.

For those students who are placed under Quarantine will receive Independent Work to complete during Quarantine period.

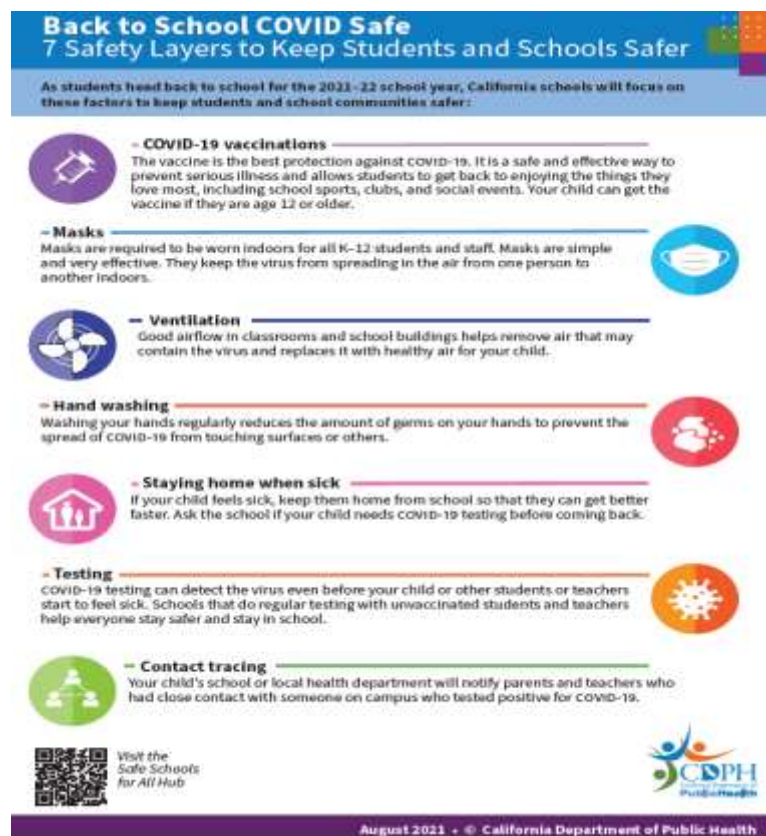
HEALTH AND SAFETY PROTOCOLS

College Prep will adhere to the recommended health and safety protocols including but not limited to:

- COVID-19 Vaccinations: On Aug. 11, California Governor. Gavin Newsom announced that California will require public and private schools to verify that workers are fully vaccinated or tested regularly. Unvaccinated workers will be required be tested weekly for COVID-19 and will be required to wear appropriate personal protective equipment, including face coverings. The new state requirement for school employees took effect Aug. 12. Districts and schools will have until Oct. 15 to come into full compliance.
 - Dr. Tomás J. Aragón, California's public health officer, released a [public health order](#) requiring all school workers, including paid and unpaid adults serving in a school setting, to provide verification of their vaccination status, and if unvaccinated, to undergo weekly COVID-19 testing.
- Personal Protective Equipment (PPE): Face masks, face shields and gloves will be stocked at the school, inventoried and replenished on an ongoing basis as needed.
- Daily SELF-health and safety checks (Temperature and Symptoms Check): Students and school staff will conduct at home PRIOR to arriving to school.

- Specified Routes: A specific and labeled flow of entry, direction in walkways/open spaces, and exit demarcated with appropriate signage and markers (see Signage).
- Cohorts/Grouping: School administrators and school staff will coordinate and schedule to ensure that Cohorts are not mixed as feasible and practicable, and that adequate distance exists between them.
 - Use of specific facilities and related schedules will be designated for each Cohort (i.e. entries, restrooms, campus routes) based upon grade level/class to limit occupancy and to restrict the mixing of Cohorts.
- Signage: Health and safety protocols (hand-washing, hand-sanitizing, distancing, etc.) will be posted in appropriate areas throughout the school campus (see Signage).
- Notifications: A school administrator/designee will be notified immediately if a student or staff member exhibit symptoms of COVID-19. A County Public Health Officer will then be notified to expedite steps necessary for the involved Cohort (See Procedures for Positive COVID-19 Cases).

As more is learned about protocols for promoting health and safety regarding COVID-19, policies and best practices will continue to be updated based upon the guidance from [Center for Disease Control](#), and the [California Department of Public Health](#).



Hygiene/Safety Protocol Instruction

Students will be instructed, reminded and reinforced to use good hygiene and safety protocols throughout the school day.

- Regular Hand Cleansing - Washing hands with soap and water, or use hand sanitizer if soap and water is not available:
 - School: At home before leaving for school, upon arrival to the classroom, throughout the school day; after departing from school.
 - Restrooms: Before and after each use.
 - Tissues: After each use as well as instructions to dispose of properly.
 - Meals: Before and after eating food (i.e. Nutrition Break, Lunch, etc...).
 - Play: Before and after playing outside.
- Students will be taught to wash their hands by getting them wet, applying soap, rubbing the soap vigorously on palms, between fingers, and on back of hands for 20 seconds, rinsing and rubbing under running water, then drying.
- Students will be instructed/reminded to sanitize their hands using liquid hand sanitizer when soap and water is not available for washing by placing a dime size dollop on palm of hand, rubbing on palms, between fingers, and back of hands until dry.
- Nose Wiping/Blowing: Students will be instructed/reminded to only blow or wipe their nose with a clean tissue, throw it away, and then cleanse their hands.
- Coughing/Sneezing Etiquette: Students will be instructed/reminded to cough or sneeze into the inside of their elbow or a clean tissue.
- Keep Hands Away From Face: Students will be instructed/reminded to not touch any part of their face (i.e. nose, mouth, eyes) without a clean tissue.
- Face Covering: As per CDC/CDPH guidance, students will be required to wear a facial covering throughout the school day in order to keep themselves and others safe. They will be instructed on proper use of a facial covering:
 - Only handle the straps, do not touch the main part of the face covering.
 - Cover both their nose AND mouth.
 - If using a cloth facemask from home, hand wash the facemask each night and hang up to dry or run through the dryer.
 - Extra disposable face coverings will be stocked and available for students as needed.
- Follow the Flow: Students will be instructed/reminded to follow their labeled grade level/class specific campus routes when walking around the school campus and to avoid congregating in large groups (See Signage).

- Cohort Grouping: Students will be instructed/reminded to remain as a stable Cohort and not to mix with other groups throughout the day as much as possible and practicable.
- Fresh Air Breaks: Students will be instructed/reminded to use regularly scheduled Fresh Air Breaks as per teacher directions throughout the day for opportunities for outside learning and breaks while ensuring that stable cohort groups are maintained.
- Social Distancing: Students will be instructed/reminded to maintain social distancing from others as much as possible and practicable at all times while on the campus and when entering and exiting the campus. Distance markers (see Signage) will be prominent in various locations throughout the campus to assist students with gauging recommended distances.

Personal Protective Equipment (PPE) – School Staff

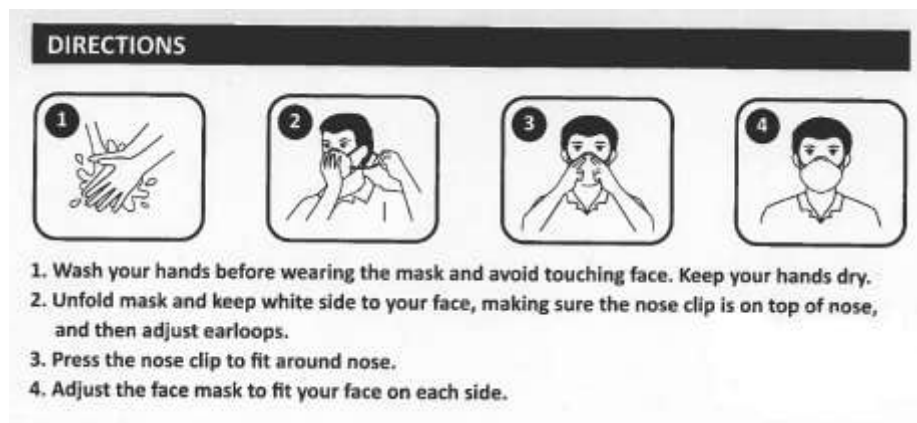
All staff will implement best practices in the use of Personal Protective Equipment (PPE) as outlined in the current CDC and CDPH guidance, including but not limited to:

- Wearing a face covering at all times as per [CDPH guidelines](#).
- Gloves will be worn by Child Nutrition staff and will be available to all other staff members who may wish to use them.
- Wearing gloves when cleaning and disinfecting.
- Using disinfectant cleaner regularly to clean and wipe surfaces and high touch areas.
 - Teachers will implement regular classroom cleaning and disinfecting procedures throughout the day.
 - Hand washing for staff and students will be followed upon arrival, entering classrooms, before and after meals or snack time, before and after going to the restroom, sneezing, using a tissue, and regular intervals throughout the day.
 - Hand sanitizer will be available in each classroom and throughout the school campus for students and staff.
 - School facilities (i.e. bathrooms, water bottle fillers) will be designated throughout the school campus based upon proximity to classrooms in order to minimize movement and congregations in bathrooms to the greatest extent practical.
 - Sinks are also located in all of the restrooms, multipurpose room and science classrooms. Automatic hand-sanitizing stations have been installed in each classroom and workspace on campus.

Cloth Face Coverings for Staff and Students

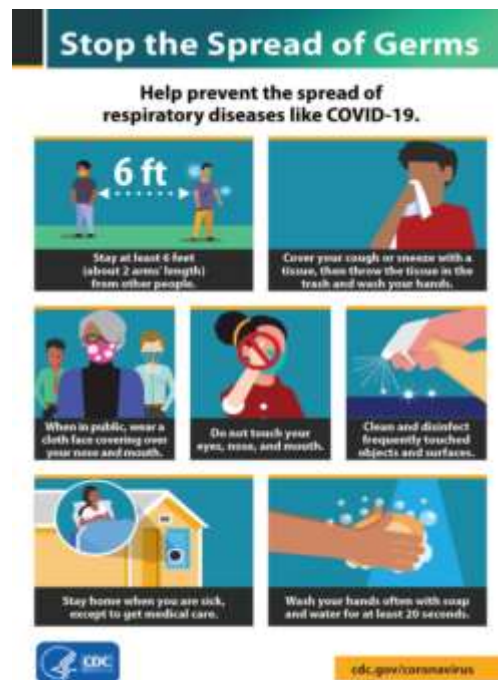
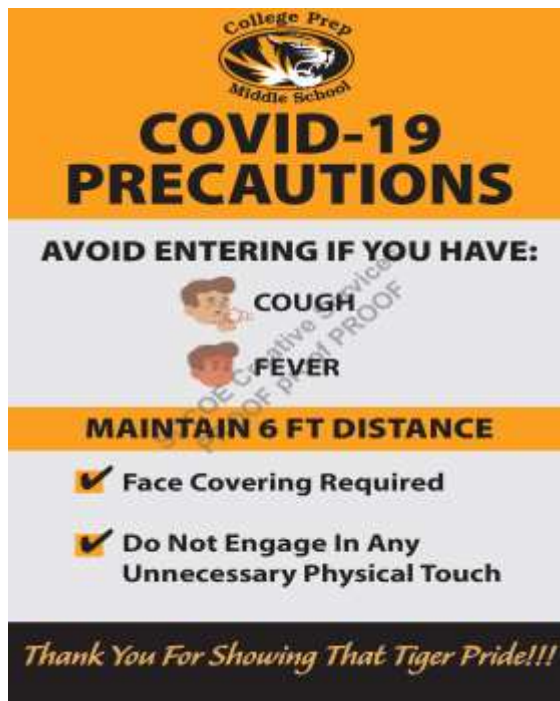
All staff and students will utilize face coverings as indicated by recommendations from the [Center for Disease Control](#) and recently mandated (**August 2, 2021**) by the [California Department of Public Health \(CDPH\)](#)

1. Guidance recommends that students **MUST** use cloth face coverings, especially in circumstances when physical distancing cannot be maintained, and at a minimum face coverings should be worn:
 - a. Upon arrival to school, prior to disembarking from vehicle (Drop-Off)
 - b. Throughout the school campus (except when eating or drinking)
 - c. Upon departure from school until securely within vehicle (Pick-Up)
2. The school will have a supply of disposable face coverings for anyone who is unable to provide their own.
3. In order to comply with this guidance, students are required to wear face masks while on school campus if they are not exempt from wearing a face covering under CDPH guidelines.
4. Face Shields may be provided to staff to wear at school upon request. Face coverings (over nose and mouth) are still recommended when wearing a face shield.
5. Additionally, as per CDPH guidelines: Persons exempted from wearing a face covering due to a medical condition, mental health condition or disability that prevent wearing a face covering should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. This includes persons with a medical condition for who wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance.
6. School guests/service providers must wear facial coverings at all times while on the school campus.



Signage

Posters encouraging social distancing, regular hand cleansing, and the wearing of facial coverings will be posted at various locations throughout the school campus including entries, the Front Office, classrooms and bathrooms. Campus routes will be labeled to assist students with using grade level/class routes (entries, stairwells, hallways). Floor graphics will be placed throughout the campus to identify and support recommended social distancing.



College Prep Middle School



CORONAVIRUS (COVID-19)

Hand Washing Tips

Follow these **FIVE** steps every time.

- 1** Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- 2** Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.
- 3** Scrub your hands for at least 20 seconds. Need a timer? Hum the Happy Birthday song from beginning to end twice.
- 4** Rinse your hands well under clean, running water.
- 5** Dry your hands using a clean towel or air dry them.

Use hand sanitizer (with at least 60% alcohol) when you can't use soap and water.

Viruses can be active outside the body for hours, even days. Disinfectants, liquids, wipes, gels, and creams containing alcohol are all useful at getting rid of them – but they are not quite as good as normal soap.



College Prep Middle School



CORONAVIRUS (COVID-19)

Tips Para Lavarse las Manos

Siga estos **CINCO** pasos cada vez.

- 1** Mojese las manos con agua corriente y limpia (fibia o fria), cierre el grifo, y aplique jabón.
- 2** Frotese las manos con el jabón hasta que salga espuma. Proteja la espuma por el dorso de las manos, entre los dedos, y debajo de los uñas.
- 3** Tálese las manos durante al menos 20 segundos. ¿Necesita medir el tiempo? Cante cumpleaños feliz dos veces de principio a fin.
- 4** Enjuáguese bien las manos con agua corriente y limpia.
- 5** Seque sus manos con una toalla limpia o al aire.

Use un desinfectante para manos (que contenga el menos 60% de alcohol) cuando no puede usar agua y jabón.

Los virus pueden permanecer activos fuera del cuerpo durante horas, quizás días. Los desinfectantes, líquidos, toallas húmedas, gel, y cremas que contienen alcohol ayudan a eliminar los virus – pero no son tan buenos como el jabón regular.



College Prep Middle School

SOCIAL DISTANCING AND SANITATION PROTOCOL

ATTENTION ALL EMPLOYEES AND CUSTOMERS:
It is **MANDATORY** to wear a face covering while in public.

Avoid entering the facility if you have a:




FEVER COUGH

 **Do not shake hands or engage in any unnecessary physical contact.**

Maintain a minimum **six-foot** distance from one another.



6 feet

College Prep Middle School

PROTOCOLOS DE DISTANCIAMIENTO SOCIAL Y LIMPIEZA

ATENCIÓN A TODO EL PERSONAL Y CLIENTES:
Es **OBLIGATORIO** usar una cubierta facial en lugares públicos.

Evite entrar a las instalaciones si tiene:




FIEBRE TOS

 **No dar la mano ni tener contacto físico innecesario.**

Mantenga una distancia mínima de **6 pies** de los demás.



6 pies

DAILY LOGISTICS

Staff Coordination

College Prep will provide school staff with the resources needed to coordinate roles and responsibilities:

- Reviewing [Considerations for Schools](#), the approved guidance from CDC as well the processes and procedures found within this document, with all school staff in order to identify overall health and safety protocols.
- Understanding school schedule, campus routes, bell/class schedule, meals (i.e. Nutrition Break, Lunch), restroom use/hand-washing which are designated for each Cohort, class and grade-level.
- An emphasis placed on teaching and practicing infection control measures which are detailed in this document.

Student Arrival Procedures (Drop-Off)

The following procedures apply to ALL students entering the school campus:

- Multiple entry/exit points, stairwell, hallways and campus routes, as many as possible and practicable, will be designated by Cohort, class and grade level to reduce the number of students queuing and congregating at each entry.
- Designated staff will be available to assist students with following the correct campus route and reminding them not to stop or congregate in large groups.
- Doors to entry points will remain closed and locked until thirty (30) minutes before the school start time.
- With signage and public announcements, students entering the campus will maintain social distance from others and wear a facial covering over their nose and mouth. ***Parents/Guardians will NOT be allowed onto the campus during student arrival (Drop-Off).***
- At each entry point, a large, prominent sign will be posted regarding COVID-19 Precautions (see Signage).
- A sign at each exterior door will be posted regarding face covering requirements (see Signage)
- Grade level/Class specific entries, stairwells, hallways and campus routes will be clearly labeled (see Signage).

Students: Tardy/Late Arrival

Students arriving late will need to check-in at the front office. All students are required to complete the SELF-Symptom and Temperature Check at home PRIOR to arriving at school. **Refer to [the COVID-19 K-12 Decision Tree](#).**

- The student may enter the campus and check-in at the Front Office where they will receive a Late Slip in order to go directly to their classroom following the appropriate campus route according to their grade level/class.
- All students will wash their hands or use hand sanitizer upon entering the classroom.

Student Dismissal Procedures (Pick-Up)

Student Dismissal will be staggered according to Grade Level in an effort to limit the amount of students being dismissed from school at one time. The following procedures apply to ALL students being dismissed from the school campus:

- Students will remain in their assigned classrooms/designated dismissal area until they are called by designated school staff located in the parking lot as their vehicle arrives in order to minimize the number of students exiting the campus at one time.
- Prior to dismissal, teachers will remind students to wear their facial covering, use their designated campus route and exit point, and not to loiter or congregate.
- Designated school staff will be positioned around the campus to assist students will following the correct grade level/class specific route and to remind students of the related protocols.
- Students are expected to wear facial coverings as they exit their classroom until they are off school campus and either walking home or entering their vehicle.
 - It is recommended that students continue to wear face coverings if walking home and when carpooling with members outside their household.
- Parents/Guardians will remain in their vehicles until their student is safely within the vehicle.
- Students waiting for pick-up by parents/guardians are expected to social distance and wear facial coverings until they are inside their vehicle.

Campus Guests

In order to minimize risk, College Prep will limit guests (i.e. parents, volunteers, and other visitors) on school campuses.

- At this time, ALL guests will be required to be vaccinated or tested weekly for COVID-19.
- All guests must check-in at the Front Office using the non-contact software system (i.e. Raptor System),
- All guests will be required to wear a facial covering over their nose and mouth at all times while they are on the school campus.
- All guests will be required to complete a Temperature and Symptoms Check PRIOR to prior to being allowed on the school campus.
 - Any guest with a temperature greater than 100.0F, responding “YES” to any of the items on the Symptoms Checklist, or visibly displaying COVID-19 symptoms will not be allowed on campus.
- **Parents/Guardians**
In general, parents/guardians will NOT be allowed on campus or in classrooms.
 - Parents/Guardians will be scheduled to attend virtual orientation meetings (Google Meet) to allow them and their students to meet their teachers and learn about their classes’ policies and procedures.
 - Parents/Guardians who would like to meet with school administration or teachers can do so by making an appointment with that individual. Meetings may be conducted via phone or video-conference platform (Google Meet).
- **Volunteers**
In general, volunteering will be limited to off-campus opportunities and volunteers will NOT be allowed in classrooms until all COVID-19 restrictions are lifted by the local public health department.
 - At this time, ALL volunteers will be required to be vaccinated or tested weekly for COVID-19.
 - In limited circumstances, upon approval of school administration, volunteers may be requested to help with services that can be rendered at outdoors.
- **Non-Staff Visitors**
Other visitors will NOT be allowed on campus without an appointment or approval of a school administration.

TEMPERATURE AND SYMPTOMS CHECK

Students

1. College Prep will schedule and designate locations in order to limit contact between Cohorts and direct contact with families as much as is reasonable.
2. Designated staff members will be at student Drop-Off for when students arrive to assist them with entering campus safely while maintaining appropriate social distancing.
3. Everyone who enters the campus must complete the SELF-Screening (Temperature and Symptoms Check) PRIOR to arriving at school as outlined below.
4. Upon arrival at school and BEFORE disembarking from their vehicle, families are required to conduct Temperature and Symptoms Checks for each student at home. ***College Prep requests that family members be present when dropping off their student in order to confirm their student's health readiness for school. A screening tool/placard will be provided for families to display to indicate that the Temperature/Symptom Check was completed.***

The following Symptoms Checklist will be used for determining if students, staff, or guests have any COVID-19 symptoms or have been in Close Contact (**less than 6 feet** for a **total of at least 15 minutes over a 24-hour period**) with someone testing positive for COVID-19 within the last 24 hours:

<u>Within the last 24 hours, have you had:</u>
<input checked="" type="checkbox"/> Temperature greater than 100.0F
<input checked="" type="checkbox"/> Chills
<input checked="" type="checkbox"/> Cough
<input checked="" type="checkbox"/> Shortness of breath
<input checked="" type="checkbox"/> Difficulty breathing
<input checked="" type="checkbox"/> Fatigue
<input checked="" type="checkbox"/> Headache
<input checked="" type="checkbox"/> Muscle or body aches
<input checked="" type="checkbox"/> Sore throat
<input checked="" type="checkbox"/> Nasal congestion or runny nose
<input checked="" type="checkbox"/> Recent loss of taste or smell
<input checked="" type="checkbox"/> Poor appetite
<input checked="" type="checkbox"/> Nausea or vomiting
<input checked="" type="checkbox"/> Diarrhea
<input checked="" type="checkbox"/> Close contact with someone testing positive for COVID-19

- a. Students responding “**YES**” to any of the items on the Symptoms Checklist, displaying COVID-19 symptoms, OR with a temperature above 100.0F will be sent home for additional appraisal.
 - i. **Refer to [the COVID-19 K-12 Decision Tree](#).**
 - b. Student responding “**NO**” to all of the items on the Symptoms Checklist will be allowed to disembark from their vehicle and enter the school campus with a face covering while maintaining appropriate social distancing. Disposable facemasks will be available to give to students who are not wearing one.
5. Once on campus, students will follow the grade level/class specific campus route. Designated school staff will be available to assist students with determining correct campus routes and to remind students not to loiter or congregate.
6. All students will wash their hands or use hand sanitizer upon entering the classroom.
7. Students arriving late will need to check-in at the front office. All students are required to complete the SELF-Symptom and Temperature Check at home **PRIOR** to arriving at school. **Refer to [the COVID-19 K-12 Decision Tree](#).**
 - a. The student may enter the campus and check-in at the Front Office where they will receive a Late Slip in order to go directly to their classroom following the appropriate campus route according to their grade level/class.
 - b. All students will wash their hands or use hand sanitizer upon entering the classroom.
 - i. **Refer to [the COVID-19 K-12 Decision Tree](#)**

School Staff

1. Staff will be asked to complete the Temperature and Symptoms Check **PRIOR** to arriving at school each day.
2. Staff will check into the front office each day through the lobby and will give the “Thumbs Up” indicator that they have checked themselves for symptoms of COVID-19 to designated front office personnel. (Please see “Thumbs Up” protocol for staff screening.)
 - c. Staff with a temperature above 100.0F, responding “**YES**” to any of the items on the Symptoms Checklist, or displaying any COVID-19 symptoms, will stay or return home, and remain home, until the Return to School Criteria has been met. Staff will contact their site administrator and utilize substitute request protocol.

- i. School administration will be notified and follow the Procedures for Positive COVID-19 Cases.
 - ii. **Refer to [the COVID-19 K-12 Decision Tree](#).**
- d. Staff will receive frequent reminders of the daily Temperature and Symptoms Check procedures and related expectations.
- e. School administration will monitor staff and absences to determine if COVID-19 symptoms and absences are increasing.
- f. Guest teachers will receive the Temperature and Symptoms Check by designated school office staff PRIOR to going to their assigned location for the day. Guest teachers will receive a copy of the CPMS Safe School Reopening Plan to review on the first day of their assignment.



Thumbs Up and Enter

- CPMS Staff, it is critical that you screen yourself for symptoms of COVID-19 every day PRIOR to reporting for work.
- As you come through this checkpoint, give Office Staff a “**THUMBS UP**” if you are healthy and ready for the day.
- If you have questions, or require support please let Office Staff/Administration know.

THUMBS UP means you have:

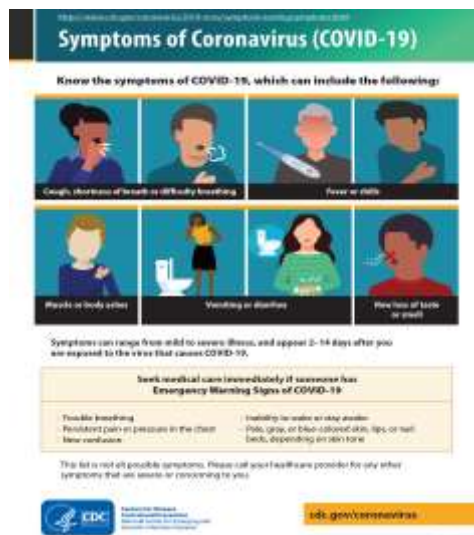
✓ NO TEMPERATURE GREATER THAN 100.0	✓ NO MUSCLE OR BODY ACHES
✓ NO CHILLS	✓ NO SORE THROAT
✓ NO COUGH	✓ NO NASAL CONGESTION/RUNNY NOSE
✓ NO SHORTNESS OF BREATH	✓ NO RECENT LOSS OF TASTE OR SMELL
✓ NO DIFFICULTY BREATHING	✓ NO NAUSEA OR VOMITING
✓ NO FATIGUE	✓ NO DIARRHEA
✓ NO HEADACHE	✓ NO CLOSE CONTACT WITH SOMEONE TESTING POSITIVE FOR COVID-19

Guests

1. Guests (i.e. parents, visitors and volunteers) will have very limited access to the school campus and require pre-approval by school administration.
2. At this time, ALL Guests will be required to be vaccinated or be tested weekly for COVID-19.
3. All approved guests will enter the school lobby where a Temperature and Symptoms Check will be completed by designated school staff.
4. Guests with a temperature greater than 100.0F, responding “**YES**” to any of the items on the Symptoms Checklist, or displaying COVID-19 symptoms will not be allowed on campus.
 - a. School Administration will be notified.
 - b. **Refer to [the COVID-19 K-12 Decision Tree](#).**
5. Guests with a normal temperature (BELOW 100.0F), responding “**NO**” to any of the items on the Symptoms Checklist, and not displaying COVID-19 symptoms will be allowed on campus.
 - a. Guests allowed on the school campus will be required to wear a face covering while on the school campus.
 - b. Guests will review safety protocols with designated school staff.
 - c. Designated school staff will assist guests with determining the appropriate campus route.

Screening Procedures

School administrators and school staff will actively monitor students and colleagues for any signs of [COVID-19 symptoms](#) and send them to the Screening Office for additional appraisal when displaying symptoms throughout the school day.



Students

1. If a student presents to school staff with symptoms similar to those of COVID-19 anytime during the school day, the Front Office will be contacted and the school administrator notified.
2. If it is determined that the student is in need of further screening, they will be sent to the Screening Office, escorted by designated school staff as appropriate.
3. Designated school staff will complete a screening of the student which will include:
 - a. Asking student to describe symptoms including start date, duration and intensity, vaccination status as well as if they had any recent contact with someone who tested positive for COVID-19.
 - b. Observing the student for any difficulty breathing, coughing, vomiting, flushed cheeks, swelling, aches, chills or fatigue: [COVID-19 symptoms](#)
 - c. Completing the Temperature and Symptoms Check to determine if student meets any of COVID-like symptoms.
 - i. If temperature is above 100.0F, parent/guardian will be contacted for student to be picked up immediately without delay.
 - ii. If temperature is in the normal range (BELOW 100.0 F), allow student to remain in Screening Office for 5-10 minutes and note any changes in student's symptoms.
4. With parent/guardian permission, the school will conduct a rapid molecular PCR test to determine if the symptoms presented are related to COVID-19.
 - a. If the results are positive for COVID-19, the family will be contacted for student to be picked up immediately in order to begin the Quarantine process.
 - i. Student will remain isolated until they are picked up while designated school staff continuing to monitor student's symptoms.
 - ii. If at any time student's symptoms become severe (i.e. chest pains, difficulty breathing, bluish color of lips/face, unconsciousness), 911 and parents/guardians may be contacted by school administrator or designee
 - iii. School administrator/designee will contact family and follow [the COVID-19 K-12 Decision Tree](#) for guidance on when student may return to school.
 - iv. If testing is conducted outside of school and the student is found to be COVID-19 positive, school administrator will be notified and will proceed with the Procedures for Positive COVID-19 Cases
 - v. **Refer to [the COVID-19 K-12 Decision Tree](#).**
 - b. If the results are negative for COVID-19, the family will be contacted for student to be picked up from school immediately. The student may return to school once the symptoms have improved, typically 24 hours without fever and no use of fever-reducing medication.

5. If student's non COVID-19 symptoms improve, school staff who contacted Front Office regarding student concerns will be notified that the student is returning and to monitor student for any changes in symptoms.
 - a. If symptoms worsen, student should return to the Screening Office for rescreening.
6. If student's symptoms remain unchanged, parent/guardian will be contacted to discuss student's symptoms and to pick up for the school day.
7. If student's symptoms worsen, parent/guardian will be contacted to pick up student for the school day for further appraisal by a health care provider.
 - a. For a complete listing of Free Public County run COVID testing site locations, please visit [San Diego County COVID-19 Testing Programs](#).

School Staff

1. Any staff member who becomes ill or exhibits any COVID-19-like symptoms will contact the Front Office and school administration will be notified.
2. Designated staff will be sent to the classroom so that the staff member may go to the Screening Office to complete a Temperature and Symptoms Check by designated staff: [COVID-19 symptoms](#)
3. If staff is found to have a temperature above 100.0F or is found to have COVID-19 symptoms, the staff member will leave the school campus immediately for further appraisal by a health care provider and school administration will be notified.
4. With the staff member's permission, the school will conduct a rapid molecular PCR test to determine if the symptoms are related to COVID-19.
 - a. If the results are positive for COVID-19, the staff member will leave the school campus immediately in order to begin the Quarantine process (dependent upon vaccination status).
 - i. If the staff member is unable to transport themselves, a family member or emergency contact may be contacted by the school administrator or designee.
 - ii. If at any time the staff member's symptoms become severe (i.e. chest pains, difficulty breathing, bluish color of lips/face, unconsciousness), 911 may be contacted by school administrator/designee
 - b. If testing is conducted outside of school, and the staff member is found to be COVID-19 positive, school administrator will be notified and will proceed with the Procedures for Positive COVID-19 Cases
 - i. **Refer to [the COVID-19 K-12 Decision Tree](#).**

- c. If the results are negative for COVID-19, the staff member will leave the school campus immediately. The staff member may return to school once the symptoms have improved, typically 24 hours without fever and no use of fever-reducing medication.
- d. School administrator/designee will contact staff member and follow [the COVID-19 K-12 Decision Tree](#) for guidance on when the staff member may return to school.

COVID-19 Testing/Screening

For the 2021-22 school year, College Prep has partnered with the California Department of Public Health (CDPH) to offer voluntary COVID-19 testing at the school site for students and staff. In order to alleviate the disruption caused by mandatory quarantines required for all students experiencing COVID-19 like symptoms, CPMS will be able to offer symptomatic students with an onsite COVID-19 test. Parents/Guardians must register in the Primary.Health portal and provide consent/permission in order for any student to receive any COVID-19 testing at school.

The goal is to keep students in school to the greatest and safest extent possible. Students who have symptoms that are similar to COVID-19 but test “negative” for COVID-19 can return to school as soon as their symptoms clear, typically 24 hours without fever and no use of fever reducing medication. This avoids the potential 14-day quarantine required for those students who do not receive a test. Any students who are considered as “Close Contacts” but are asymptomatic may be able to remain at school under a “Modified Quarantine” which would require twice weekly onsite testing with Parent/Guardian permission **Refer to [the COVID-19 K-12 Decision Tree](#).**

This is a voluntary testing program which will better determine whether or not students with symptoms such as runny nose or tummy aches are related to COVID-19, potentially avoiding the need for prolonged quarantines. Students with “COVID-19 like” symptoms who test negative for COVID-19 can return to school once their symptoms improve, at least 24 hours without fever and no use of fever-reducing medication.


Another feature of this testing protocol is the ability to allow for testing of asymptomatic students who have been identified as “Close Contacts.” Students who are “Close Contacts” but asymptomatic may remain in school under a “Modified Quarantine” with negative tests taken twice weekly for two weeks. This can be conducted at the school site at no cost under this testing program.

The testing program is facilitated through Primary.Health who will provide the school with ongoing assistance and support. All questions included in their registration are required for California State public health reporting. Please note this program is FREE for all participants.

Families only need to register once. If a situation occurs that qualifies a student to be tested under the protocols outlined above (Symptomatic/Close Contact), Parents/Guardians will be contacted PRIOR to any testing taking place. All testing will be conducted by school personnel on the CPMS school campus. All results are reported directly to Parents/Guardians at the contact provided to Primary Health. All information is confidential.

If families need assistance with registration or have questions about the California COVID-19 Testing Program, families can contact a call center representative Monday - Friday, 8 am – 5 pm PST at **650-275-5419**. [Please refer to the CDPH Testing Guidance.](#)


Testing Guidelines: No Known Close Contact



TEST	Asymptomatic	Symptomatic
Antigen (Point of Care or POC)	Negative result: no verification needed Positive result: verify by lab-based PCR/NAAT (POC antigen cannot be verified by POC NAAT tests)	Negative result: verify with PCR/NAAT (lab-based or POC) Positive result: no verification needed
Cue (POC NAAT)	Negative result: no verification needed Positive result: no verification needed	Negative result: no verification needed, send home (can return if symptoms improving and fever free for 24 hours without fever-reducing medication) Positive result: no verification needed
Lab-based PCR/NAAT	Results stand as reported, no verification needed	Results stand as reported, no verification needed
Antibody	Antibody testing is not useful for determining whether an individual is currently infected. A positive antibody test may indicate past infection, but does not indicate if they are currently infected.	

4/12/2021

Testing Guidelines: Known Close Contact/In Quarantine



TEST	Asymptomatic	Symptomatic
Antigen (Point of Care or POC)	Negative result: no verification needed Positive result: verify by lab-based PCR/NAAT (POC antigen cannot be verified by POC NAAT tests)	Negative result: verify with PCR/NAAT (lab-based or POC) Positive result: no verification needed
Cue (POC NAAT)	Negative result: no verification needed Positive result: no verification needed	Negative result: verify with PCR/NAAT (lab-based) Positive result: no verification needed
Lab-based PCR/NAAT	Results stand as reported, no verification needed	Results stand as reported, no verification needed
Antibody	Antibody testing is not useful for determining whether an individual is currently infected. A positive antibody test may indicate past infection, but does not indicate if they are currently infected.	

4/12/2021

Table 2. Suggested Implementation of Potential K-12 School-based Testing Options*

	Keeping Track of COVID-19	Preventing Outbreaks of New Cases via Screening	Responding to School Outbreaks	Testing Symptomatic People and to Modify Quarantine
Appropriate Test Types	Pooled PCR in elementary schools with reflex antigen or PCR** Antigen Lab-based PCR	Pooled PCR in elementary schools with reflex antigen or PCR** Antigen Lab-based PCR	Lab-based PCR Antigen on-site Rapid molecular tests (PCR-like)	Lab-based PCR Antigen on-site or at home Rapid molecular tests (PCR-like)
Population Tested	At least 10% of elementary classrooms And/or At least 10% of all unvaccinated staff and students	All unvaccinated students and staff	All exposed unvaccinated students and staff All symptomatic students and staff, regardless of vaccination status	Staff or students with symptoms, regardless of vaccination status and/or Unvaccinated students or staff who are close contacts, to remain in school for a modified quarantine†
Frequency of Testing	Pre-entry testing once before school begins, and consider after school breaks and/or Adaptive approach: weekly, every 2 weeks, or monthly, adapting if in-school or community case rates shift***	Weekly or twice weekly testing	Testing of all exposed unvaccinated people at beginning of quarantine and to modify quarantine if appropriate for the outbreak†	As needed

Anyone who tests positive for COVID-19 will be instructed to:

- Report results to the school,
- Stay at home
 - *Refer to [the COVID-19 K-12 Decision Tree](#).*
- [Follow isolation guidance](#)
- [Cooperate with SD County Contact Tracers](#).

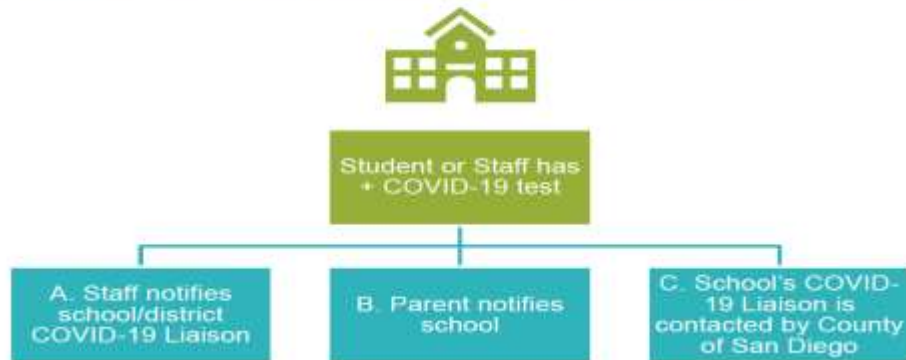
POSITIVE COVID-19 CASE PROCEDURES

Process/Procedures

1. School Administration should be immediately notified of all potential positive COVID-19 individual(s).
2. If the Infected Person is on campus, school administration will:
 - a. Ensure that the Infected Person is taking appropriate precautions including properly wearing facial covering at all times until they have exited the school campus.
 - b. If the Infected Person is a student, they will be directed to the Screening Office and will remain isolated until picked up by parent/guardian for further appraisal by a health care provider.
 - c. If the Infected Person is a teacher or other staff member, they will be contacted and instructed to go home immediately for further appraisal from a health care provider.
 - d. A student or staff member with a positive COVID-19 case should remain at home and follow the recommended [Home Isolation guidance](#).
3. School Administration will contact the County Public Health Officer for further guidance.
4. School administrator/designee will conduct contact tracing of Infected Person using some or all of the following methods, depending on circumstances and the role of the Infected Person in consultation with the County Public Health Officer:
 - a. If Infected Person is parent, guardian, or member of student's household:
 - i. Review of Campus Guest check-in/check-out data
 - b. If Infected Person is teacher:
 - i. Interview with teacher
 - ii. Review of school and teacher's class schedules
 - iii. Review of class seating chart
 - iv. Measurement of distance of other student desk(s)/table(s) from Infected Person's desk/table in the classroom.
 - v. School Administrator/Designee makes a listing of individuals having Close Contact, Incidental Contact, and Area Contact with the Infected Person.

- c. If Infected Person is other staff member:
 - i. Interview with staff member
 - ii. School Administrator/Designee makes a listing of individuals having Close Contact, Incidental Contact, and Area Contact with the Infected Person.
 - d. If Infected Person is a student:
 - i. Interview with student's teacher(s)
 - ii. Review of the school and student schedule
 - iii. Review of class seating chart
 - iv. Measurement of distance of other student desk(s)/table(s) from Infected Person's desk/table in the classroom.
 - v. School Administrator/Designee makes a listing of individuals having Close Contact, Incidental Contact, and Area Contact with the Infected Person.
 - e. If Infected Person is a classroom teacher or student, teacher and students in the teacher's classroom may be considered to have had Close Contact with Infected Person.
- 5. School Administrator/Designee provides Notifications, as appropriate. Notifications and reporting expectations will be consistent with HIPAA compliance and guidance from the County Public Health Department.
 - a. Close contact with a confirmed COVID-19 case, notification to the school community of known contact will be considered.
 - b. Confirmed COVID-19 case infection, the school community will be notified of a known case.
 - c. If negative COVID-19 test after showing symptoms, notification to the school community will be considered if prior awareness of testing.
- 6. School Administrator/Designee notifies school office staff to not allow the Infected Person, and individuals with Close Contact with the Infected Person, on campus until they have met the "Return to School Criteria."
- 7. School Administrator/Designee notifies other appropriate staff members, if any.
- 8. School Administrator/Designee notifies Custodian to begin Positive Case Sanitization/Disinfection Process in the classroom to which the Infected Person was assigned.
- 9. If Infected Person and/or Close Contact individuals is/are students:
 - a. School Administrator/Designee will notify Child Nutrition/Food Services to arrange for meal(s) for student(s) while in quarantine.
 - b. School Administrator/Designee arranges for Independent Work for student(s) to complete while in quarantine.
 - c. School Administration will continue to consult with County Public Health Officer for guidance.

SCHOOL SHOULD BE NOTIFIED BY STAFF/FAMILY OF STUDENT OR THE COUNTY OF SAN DIEGO



Quarantine Policy

College Prep's top priority is the safety and welfare of all of our students and staff. College Prep will closely monitor the health of all who are on the school campus and follow with guidance put forth by the CDC, CDPH and the local health department.

[Please refer to the most recent COVID-19 K-12 Decision Tree.](#)

The CDPH has provided updated guidance regarding Isolation, Quarantine and Modified Quarantine.

Isolation

A student or staff member with a positive COVID-19 case should remain at home and follow the recommended [Home Isolation guidance.](#)

Isolation keeps someone who is infected with the virus away from others, even in their homes. People who are sick with COVID-19 or who have tested positive for COVID-19 but who do not have symptoms (are asymptomatic) should stay home and separate themselves from others until they complete their isolation period and it is safe to be around others. If it is not possible to adequately separate from others in the home, healthcare providers can provide information about alternate living arrangements and may refer to [the County of San Diego Temporary Lodging Program.](#)

Quarantine

A student or staff member who has come in close contact with someone who has known or suspected Coronavirus Disease 2019 (COVID-19) should remain at home and follow the recommended [Home Quarantine guidance.](#)

Quarantine keeps someone who might have been exposed to the virus away from others. Close contact includes being within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period, contact with their body fluids or secretions (such as being coughed on or sneezed on), sharing utensils or saliva, or providing care without wearing protective equipment.

After being exposed, it can take 2-14 days for symptoms to appear, so it may take up to 14 days after the last contact with the individual with known or suspected COVID-19 if someone is infected or not. Self-quarantine is recommended in case someone does have the virus so that they don't pass on the virus to anyone else, especially since individuals can spread the virus up to 48 hours before symptoms appear.

Note: Fully vaccinated students and staff exposed to COVID-19 may refrain from quarantine following a known exposure if asymptomatic, [as per CDPH's Fully Vaccinated People Recommendations](#). Testing is recommended at Day 3, 4, or 5.

Modified Quarantine

Asymptomatic unvaccinated students exposed to COVID-19 may qualify for a modified quarantine, provided they meet criteria listed in [CDPH's K-12 Guidance](#).

The infected person to whom the asymptomatic unvaccinated student was exposed may be any individual in the school setting, including fellow students, teachers, or other school-based contacts. The exposure may have occurred in any school setting in which students are supervised by school staff. This includes indoor or outdoor school settings.

When students are attending school during modified quarantine, they continue to be required to wear masks indoors and are strongly encouraged to wear masks outdoors. They 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.

However, students on modified quarantine may eat meals on campus using food service recommendations provided in [the K-12 Guidance](#). As noted above, they should refrain from all extracurricular activities, including sports.

In general, it is recommended to test immediately after being exposed to someone with COVID-19. Subsequent testing should occur at least 3 days apart. [As per the K-12 Guidance](#), quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

If a person is asymptomatic during quarantine, any FDA-approved diagnostic test is acceptable for evaluation of an individual's COVID-19 status, [as noted in the CDPH testing guidance](#). This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required. For more information about test types, [see the CDPH school testing resources](#).

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.

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 Test Types

Appropriate Test Types:

Molecular Tests

- Lab-processed PCR or NAAT

Antigen Tests

- If asymptomatic, a negative antigen test requires molecular test (PCR, NAAT) confirmation and individuals should isolate until test results are available.
- If asymptomatic, a positive test requires a confirmation with a molecular test (PCR, NAAT) and individuals should isolate until confirmatory test results are available.
- At-home tests cannot be used to satisfy the testing required for quarantine, or for state-mandated testing of employees who have not provided evidence of full vaccination. Tests must be administered by a clinic, lab, or properly trained school employees working under agreement with an ordering physician.

Onsite Rapid Tests

- For people with one or more of the **symptoms** associated with COVID-19.
- A negative result from an antigen must be confirmed by a laboratory-processed test.
- A negative result from a flu test administered on site does not require confirmation with a lab-processed test.



Populations Tested:

- Self or students with symptoms, regardless of vaccination status.
- Unvaccinated students who are close contacts to remain in school for a modified quarantine as described in CDPH K-12 Guidance.

Frequently Asked Questions

1. What is the difference between **quarantine** and **isolation**?

Quarantine: People who have been identified as having been in close contact with someone with COVID-19 are required to quarantine away from others because they may become infected with COVID-19 from 2 to 14 days following their last contact with a person who has COVID-19.

Isolation: People who have one or more of the symptoms associated with COVID-19 are required to isolate away from others while they may be contagious with COVID-19. A person:

- With symptoms is considered to be contagious from 2 days before their symptoms began, to 10 days after.
- Who has tested positive and does not have symptoms is considered contagious from 2 days before the date that their first positive test sample was collected until 10 days after, if they remain asymptomatic.
- Who tested positive while they were asymptomatic, and develop symptoms later, is considered contagious from 2 days before the first positive test sample was collected until 10 days after their symptoms began.

2. Who is **exempt** from **quarantine** requirements?

- Close contacts who do not have symptoms are not required to quarantine if they provide evidence that they:
- Are fully vaccinated (at least 14 days past their second dose of Pfizer or Moderna, or single dose of J&J or Novavax).
- Have recovered from a lab-confirmed case of COVID-19 and it has been 90 days or less since the onset of symptoms.

If symptoms do occur, even people who are fully vaccinated, and those who have already had COVID-19 are required to self-isolate immediately and contact their health care provider or San Diego County Public Health Services.

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Frequently Asked Questions, cont.

3. What are the requirements for **quarantine** when a member of a household has COVID-19?

K-12 workers and students identified as having been in close contact with a person who has COVID-19 are required to quarantine between 7 and 14 days (depending on the option that is available) from the date of their last contact with a person who is contagious. People are considered to be contagious from 2 days before their symptoms began, for if they remain asymptomatic, the date on which their first positive test sample was collected to 10 days after. When a member of a household has COVID-19, all members of the household who are not otherwise exempt from quarantine are required to quarantine at home while the COVID-19-positive household member is contagious, plus the number of days required for the quarantine option that they're authorized to use. If another member(s) of the household develops COVID-19 during this quarantine period, quarantine for all members of the household who are not exempt must be extended based on the new exposure.

4. Can a COVID-19-positive household member **isolate themselves** in a room to **shield** home to reduce the overall length of quarantine others who live in the home?

If the COVID-19-positive person is not able to isolate in a separate residence, the county's [Isolation Instructions](#) (translations) describe the specific requirements for isolation in a home occupied by others. If the person is able to comply with these instructions, quarantine of close contacts can begin when the COVID-19-positive person begins isolation.

5. Why are some of the CDC's recommendations **not** included in the decision tree?

While the Centers for Disease Control and Prevention (CDC) makes recommendations, the requirements for California schools are established by the California Department of Public Health (CDPH). The decision tree is based on requirements expressed in the CDPH K-12 guidance and related FAQ, K-12 Testing Strategies, [Cal CDPH Emergency Temporary Standards](#), the local [public health orders](#), pertinent executive orders, and answers received directly from the CDPH.

6. Are schools required to make **modified** (in school) **quarantine** available for their students who meet the criteria for it?

Item 8 of the CDPH school guidance characterizes modified quarantine as a "recommendation for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings." Schools are not required to utilize this option.

7. What are the requirements if a person **tests positive** but has **no symptoms**?

If the person remains asymptomatic, they are required to self-isolate for 10 days past the date on which the positive test was collected. If the positive result is from an antigen test, a PCR test should be taken within 48 hours to confirm the result.

If the person develops symptoms, isolation must be extended until 10 days have passed since the onset of symptoms.

8. Why **not** on Day 3, 4 or 5 if it isn't required?

The 10-day quarantine option allows close contacts who have remained asymptomatic to return on Day 11 without testing, but a test on day 3, 4, or 5 is recommended (not required), so why do it?

- Because people can transmit the virus at least 2 days before developing symptoms, discovering that you are positive early can prevent many of your friends, classmates, and co-workers from having to quarantine. You also reduce the chance that you may pass the virus on to others.
- If you do test positive, you'll have to self-isolate for 10 days, but once you have recovered you will not be required to quarantine following close contact for 90 days from when your symptoms started.



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STUDENT GROUPING/CAMPUS ROUTES

Grouping/Gathering Controls

- No assemblies, social gatherings, or other group activities will be conducted until all restrictions imposed by the local public health department are lifted.
- Back to school nights, and other normal family events such as parent-teacher conferences, will be conducted virtually or in-person when social distancing can be maintained until all local public health department restrictions are lifted.
- Students will remain in stable groups (“Cohorts”) as much as is feasible and practicable during the school day.
- Teachers will develop a seating chart for each Cohort and ensure students strictly adhere to the seating arrangement so that the same student uses the same desk/table each day to assist with potential contact tracing if needed.
- Entries/Stairwells/Campus Routes: Entries, stairwells and school campus routes will be designated for each grade level/class in an effort to minimize the mixing of Cohorts. Signage will be posted and students will be escorted and reminded throughout the school day (see Signage).
- Elevators: Students with temporary or permanent physical conditions prohibiting them from using the stairs will be given permission to use the elevator upon approval from school administration. Students with permission to use the elevator will be instructed to wear a facial covering at all times and to stay as far apart in the elevator as physical space allows.

Food Services: Meals (Snacks/ Lunches)

- Meals will be scheduled in order to maintain Cohorts, avoid large groupings and minimize mixing of students. As weather permits, students will eat outside, scheduled according to grade level to limit the number of students at eating at one time. For lunch, Cohorts will be escorted to the lunch tables or other areas of the campus to be seated in designated locations in order to maintain social distancing between students while also ensuring the safety of children with food allergies.
- Students may bring their own meals when feasible, with families providing appropriate snacks and lunches for their students, packed in clearly marked containers, and instructed NOT to share food.
- Families should provide detailed information on registration forms regarding any special dietary needs and/or allergies.

- All meals will be pre-plated or prepackaged. All condiments will be in individual packages or packets.
- Meals will be provided with disposable food service items (i.e. utensils, plates).
- Child Nutrition Services employees serving food to students will wear gloves and a facemask over their nose and mouth as well.
 - Individuals will wash their hands before and after using their gloves or after directly handling used food service items.
- Campus Supervisors (Noon Duties) and designated school staff will provide supervision during meals. The number of students waiting in line will be supervised by school staff at the entrance and will be enforced by Child Nutrition Services employees.
- Students in the Child Nutrition Program will be escorted to the lunch wait line to obtain their meal on a staggered schedule in order to limit interactions between Cohorts.
- Students are expected to wear facial coverings over their nose and mouth while waiting in line and obtaining their meal.
- Students may remove their masks when:
 - Eating a meal or snack
 - On the playground engaging in physical activities and/or scheduled outdoor breaks when adequately socially distanced
- Students must use hand sanitizer before entering the cafeteria or upon approaching the wait line.
- Social distancing markers will be positioned along the wait line area and students will be expected to socially distance while in line. (see Signage)
- Child Nutrition Services employees/Cashiers will enter student numbers into the POS system.
- Child Nutrition Services employees will sanitize all contact surfaces in the wait line and food serving area before and after each meal period.
- Students bringing their own lunch from home will be escorted directly to the lunch tables.
- Campus Supervisors and/or Custodians will clean and sanitize lunch tables before the first meal period and after each meal period.
- At the end of lunch, Cohorts will then be escorted back to their classrooms.

Walkways/Campus Routes

- All walkways will be labeled with arrows to differentiate opposite flows in order to maintain social distancing, as much as possible and practicable. (see Signage).
- School entries, hallways and campus routes will be designated according to grade level/class and labeled to assist students with following the correct route.
- Floor graphics will be placed throughout the campus to promote social distancing recommendations (see Signage).

CLASSROOM CONFIGURATION/CAMPUS ENVIRONMENT

Furniture Placement and Seating

Furniture, equipment, and storage in classrooms will be minimized in order to allow maximum spacing between students and adults. All non-essential items, including couches, unused seats/desks, assembly/gathering rugs, etc., will be removed and stored in a designated location, catalogued with the classroom from which it originated.

The following is a summary of the parameters for arranging student desks within each classroom:

- Class sizes configured in order to maximize student spacing and distancing.
- All classrooms contain single desks or tables, except in some classrooms where double desks are used while still maintaining social distance from others.
- All students will face the same direction, toward the front, as much as possible and practicable.
- No desks/tables will be positioned for students to face each other, regardless of distance from each other.
- Some desks/tables may be positioned at a 90 degree angle from other desks/tables to provide more seating as long as the distance of these desks/tables from the adjacent rows allows for social distancing.
- All desks/tables spaced evenly apart with at least 3 feet of separation from all other students.
- The Teacher Desk will be positioned so that the seat is socially distance from all student desks/tables. Teachers will be provided a mobile plexiglass barrier to protect their workspace.
- Placement of desks will not block exits and must allow an organized entry into and exit from the room while maintaining social distance from others.

- Teachers will develop a seating chart and ensure students strictly adhere to the seating arrangement so that the same student uses the same desk/ table each day.

Classroom Student Supplies

- Teachers will limit the use of shared objects and equipment.
- Each student will use their assigned school-issued Chromebook which they will carry/maintain throughout the school day. Students will be reminded not to share their assigned Chromebook and to clean it with provided wipes on a regular basis.
- Each student will be asked to bring their own set of supplies in clearly labeled containers. Students will carry/maintain their own supplies when necessary. Additional supplies will be provided for those in need.
- Manipulatives, sensory tools, and other related behavior supports will be individualized and clearly labeled. Students receiving special education services will bring their own supplies to utilize during sessions.
- Supplies that must be shared, such as art materials, will be limited.
- Teachers will develop check-out procedures of books from classroom libraries for student use. Students will be encouraged to participate in online book programs/libraries as well.
- Teachers will instruct and regularly remind students regarding the non-sharing of supplies and books.
- Teachers will instruct and regularly remind students to use hand-sanitizer before and after using classroom materials and supplies.

Staff Lounge/Work Room

- Staff will be encouraged to use their primary work location or other locations throughout the campus for staff breaks/meal periods to avoid congregating and close contact with other staff members.
- Staff's scheduled breaks will be staggered to help limit the number of staff who are on break at once.
- Signage may be used on the door of the Staff Lounge/Work Room to indicate the maximum number of employees to be in the staff lounge at any one time in order to maintain social distance.

- Teachers will establish a schedule to access mailboxes, workroom resources, etc...in order to limit the number of employees in the Staff Lounge/Work Room areas at any one time.
- Staff will regulate themselves and ensure that the maximum capacity for social distancing is not exceeded, facial coverings are used, when appropriate, and items shared by staff are either removed or sanitized between uses.

Front Office

- The Front Office will be open to the public during normal hours but measures will be implemented to minimize the number of guests entering the school lobby.
- In order to limit the number of visitors/guests allowed in the lobby at any one-time, visitors/guests will be required to wait outside the school office (maintaining social distance from others) until a staff member is available to assist them.
- Floor graphics and signage (see Signage) will be placed in the lobby and outside the lobby where guests may wait while maintaining social distance from others until called in by office staff.
- The sliding glass window between the Front Office and the front lobby area will remain closed to provide a barrier for office staff when interacting with guests.
- The Front Office has both telephone **(619-303-2782)** and email (sredding@mycpms.net) capabilities for non-urgent inquiries or comments. Responses can be expected within 24 hours.
- Front office desks/workstations will be positioned to allow social distancing from others.
- A clear barrier/shield will be installed at front office counter where front office staff normally interact with staff and students.
- The front counter area of the Front Office will be equipped as follows and consumables will be replenished on an ongoing basis as needed:
 - Disposable pens will be made available.
 - Hand sanitizer.
 - Disinfecting wipes or spray to be used for sanitizing the counter regularly throughout the day.
 - Disposable facemasks for substitutes and essential visitors who do not have their own.
 - All guests must check in at the school office.
 - All entrants to the school office and the campus must be wearing a facial covering at all times while on campus. Those without facial coverings will be denied entry.

- A no-touch system of checking in will be available for use by employees, substitutes, visitors, and volunteers.
- All guests will be complete the Temperature and Symptoms Check by designated school office staff prior to being allowed to enter the school campus. At this time, ALL guests will need to be vaccinated or tested on a regular basis.
 - Guests with a temperature exceeding 100.0F or answering “YES” to any symptoms will not be allowed entry.
 - School Administration will be notified.
 - **Refer to [the COVID-19 K-12 Decision Tree](#).**

Health Office

- School Administrators/Administrator Designee will consult with local public health officials in order to continue to provide essential health and well-being care for students but under modified conditions.
- The Health Office will conform to guidelines to support health and safety, while maintaining appropriate social distancing.
- The Health Office should be used primarily for students with health plans for documented medical conditions and for those with severe injuries.
 - Students exhibiting symptoms similar to COVID-19 symptoms will be sent to the Screening Office, upon approval from school administrators or designee for the Temperature and Symptoms Check.
- Students will be triaged by teachers and other staff to determine whether a visit to the health office is necessary.
- Each classroom will be equipped with a fully stocked first aid kit to allow students and teachers to treat minor injuries and conditions, thereby allowing the designated school staff to care for other needs.
- Students with health plans for documented medical conditions will be sent to the Health Office as per the health plan and as needed. School staff will contact the Front Office for approval to send student to the Health Office.
 - School staff will remind students to follow grade level/class campus route.
- Designated school staff will be contacted to report to a classroom, to provide tele-support, or to help determine if a visit to the Health Office is warranted in order to minimize the number of students outside of classrooms and in the Health Office.

Screening Office

- The Screening Office will be the designated room for the screening of students and staff presenting with symptoms similar to [COVID-19 symptoms](#).
- The Screening Office will conform to guidelines to support health and safety, while maintaining appropriate social distancing.
- Designated school staff will be scheduled to complete screenings for students and staff throughout the school day.
- Students will be triaged by teachers and other staff to determine whether a visit to the Screening Office is necessary.
- Designated school staff will be contacted to report to a classroom, to provide tele-support, or to help determine if a visit to the Screening Office is warranted in order to minimize the number of students outside of classrooms and in the Screening Office.
- School staff will contact the Front Office for approval to send student to the Screening Office. If it is determined that a student is to be screened, the student will be sent to the Screening Office upon approval from the school administrator or designee with a designated school staff escort as appropriate.
 - School staff will remind student to follow grade level/class campus route
- Once the student is in the Screening Office, designated school staff will follow the Screening Procedures.

Conference Room

The Conference Room will be available for confidential discussions/interviews with students and families that allows for appropriate social distancing and all participants shall wear a facial covering over their nose and mouth.

Special Education Class: Resource Room

- The Resource Specialist Program (RSP) typically operates with fewer students than General Education classes. This will allow these classes to function as usual with students separated to allow for social distancing and should provide sufficient space for other furniture and equipment necessary for specific student needs and compliance with Individualized Education Programs (IEPs).
- The furniture and equipment in the Resource Room will be arranged in consultation with the Director of School Operations as well as the Educational Specialist to optimize the learning environment while maintaining appropriate social distancing and safety protocols.

- Due to unique circumstances, the Educational Specialist may be provided with additional personal protective equipment such as face shields, gloves, etc. upon request and review by school administration.
- The Educational Specialist will clean and disinfect between classes.
- The Educational Specialist will continue to serve students with appropriate methods depending on circumstances as per the IEP.
- The Educational Specialist may be able wear a face shield with a face covering and students will be expected to wear a facial covering at all times.
- For additional Special Education services, Service Providers may be able to use outdoor spaces for delivering services as much as possible and practicable.
- Services such as Speech/Language Therapy may be provided via Virtual services as agreed upon by Service Providers and families.
- IEP meetings will be primarily conducted via video-conference (i.e. Google Meet).

Use of Non-Classroom Spaces for Learning

Since assemblies or other such gatherings are not recommended in the Multi-Purpose Room, Makerspace, or other outdoor campus locations, these spaces may be available to use by school staff as classrooms to allow for additional classroom space if needed. When more than one Cohort is located in one of these locations, each Cohort will be separated by partitions and separated to allow for social distancing; and each will have a separate assigned entry/exit door. Outside walkways for non-classroom activities throughout the day may be used as long as the stability of the Cohort group and social distancing between students can be maintained.

CAMPUS FACILITIES

Provision of Water

Only water bottle stations will be allowed to be used on the school campus by students to refill wide-mouthed refillable water bottles. Students will be encouraged to bring a filled water bottle from home. Bottled water will also be available in the Health Office for students who are ill or under special circumstances.

- **Filling a Refillable Water Bottle:**
 - Only wide-mouthed bottles will be allowed to be refilled.
 - Disposable plastic bottles with a narrow opening will NOT be allowed.
 - Ensure bottle opening may not come into contact with fountain fixture.

Restrooms

- Classroom Teachers will monitor restroom usage in order to limit the number of students in restrooms or waiting for restrooms at any one time.
- Cohorts will follow a restroom schedule to limit the interactions between Cohorts. Restroom schedules will be established in order to avoid large queuing lines.
- Students will wait outside the restroom while maintaining social distancing until the restroom is available for use.
- Signs will be posted with information regarding hand-washing (see Signage).
- Floor graphics will be used to designate social distance positions (see Signage).
- All staff and student restrooms will be cleaned and disinfected regularly throughout the school day.

SUPPORT PROGRAMS

Mental Wellness and Social/Emotional Support (SEL)

College Prep understands the adverse impact that the COVID-19 pandemic may have had upon our Tiger Community causing stress and anxiety to some degree in everyone - families, students, school staff, alike. College Prep will integrate various SEL resources, lessons and activities throughout the school day while monitoring the welfare of each student.

- Each morning, students will check-in with their Tigers Den Teacher. Tigers Den will include various SEL resources and activities to allow school staff to assess students' social-emotional well-being and the potential need for greater levels of support.
- The Physical Education Department will provide opportunities for students to remain physically active and engaged during the school day.
- College Prep will continue its' partnership with San Diego Youth Services (SDYS) to provide students and families with various resources and supports including individual, family and group counseling. For the 2021-22 school year, a counselor will be on-site at least 2 days per week. School Administration may contact families to facilitate referrals as appropriate.
- CPMS participates with the San Diego County Joint Powers Authority to provide its staff access to mental health services through the Employee Assistance Program (EAP). Further Information is available at the school office, from the administration or by calling: 1(800) 722-EASE.

Parent-Teacher-Student Association (PTSA)

College Prep's PTSA will continue to support activities to enhance school connectedness and relationship building with students and the Tiger Community.

- PTSA will determine the types of activities that might be of interest to students.
- PTSA will create opportunities for student engagement.
- PTSA will support College Prep's PREP awards program to recognize those students exhibiting P.R.E.P. attributes (Professional, Respectful, Engaged, Prepared) in their classes.

Associated Student Body (ASB)

College Prep's ASB will continue to provide student activities to make school more engaging throughout the school year.

- ASB will be organized at the beginning of the school year, facilitated by designated school staff.
- ASB will meet on a regular basis to plan and schedule related activities throughout the school year.

Food Services

College Prep contracts with the Grossmont Union High School District's Child Nutrition Program (Food Services) to provide meals to students throughout the school year. For the 2021-22 school year, meals will be free for all students. More information can be found on the school website (www.MyCPMS.net)

CLEANING/SANITIZING/HVAC PROTOCOLS

College Prep will continue to follow strict procedures for cleaning, disinfecting, and sanitizing regularly to prevent the spread of germs, including the coronavirus in accordance with the [Centers for Disease Control \(CDC\) guidance for schools and childcare centers](#). While College Prep contracts with a licensed Cleaning and Building Maintenance Company for custodial services that is primarily responsible for achieving this goal, it is also the responsibility of all of the school staff members to be mindful of their behavior and to clean and disinfect when and where they can. It is up to everyone to participate in the process in order to maintain a clean learning environment.

School Staff

- All staff members using shared resources such as copy machines, telephones, computers, printers, restrooms, refrigerators, microwaves, etc. will wash their hands with soap and water for 20 seconds or use hand sanitizer before/after each use.

- Disinfecting wipes, paper towels, tissues and disposable gloves will be available and replenished near shared resources to be used for handling equipment to avoid direct hand contact or for disinfecting after each use.
- Classroom teachers will be provided with disinfecting spray and disinfecting wipes to use at appropriate times throughout the school day in order to disinfect surfaces, touch points, and shared materials when appropriate.
- Teachers using disinfectants will be trained in their appropriate use in accordance with Department of Pesticide Regulation guidelines.
- All staff members will regularly wash their hands with soap and water or use hand sanitizer throughout their work day.

Custodial Staff

College Prep contracts with a licensed Cleaning and Building Maintenance Company.

- These contracted custodians will thoroughly clean and disinfect all interior and exterior areas on a regular daily basis after students leave for the day. **It should be noted that the entire facility and campus will receive a deep cleaning prior to the opening of the school for the 2021-22 school year.**
- Custodians will wear personal protective equipment (PPE) when cleaning and disinfecting and other appropriate protective equipment as required by the product instructions.
- Cleaning and sanitation supplies will be equipped and replenished as needed.
- All cleaning products will be kept out of children's reach and stored in a space with restricted access.
- Custodians will use a combination of industry standard cleaning methods in accordance with the Cleaning and Disinfecting Guides for the following products but not limited to:
 - Padres Lemon Bright Cleaner
 - Purebright Ultra Germicidal Bleach
 - BETCO – AF315
 - RTP Lemon Brite
 - Simple Green d Pro 3 Plus
 - Simple Green d Pro 5
 - Spartan Biorenewables Restroom Cleaner
 - Windex® Commercial Linetm Original Glass Cleaner
 - Vital Oxide
 - Clorox 360 Disinfectant Cleaner
 - Disinfecting wipes

- Additional staff will be added to provide the following supplemental cleaning services during the school day:
 - Cleaning and disinfecting restrooms regularly throughout the school day.
 - Monitoring the supplies of soap, hand sanitizer, disposable facemasks, and disinfecting wipes and sprays throughout the day and stocking when appropriate.
 - Assisting with the cleaning and disinfecting of lunch tables before, between and after meal periods.
 - Assisting with regularly disinfecting touch points throughout the campus in accordance with the [Centers for Disease Control \(CDC\) guidance for school and childcare centers.](#)

Heating, Ventilation, & Air Conditioning (HVAC) System Maintenance

As a new building, College Prep is equipped with a new state of the art HVAC system, allowing for ongoing fresh air mixture and airflow as well as the filtration of particles and contaminants throughout the school day.

- Maintenance of the HVAC system was completed over the summer break in preparation for the opening of the school for the 2021-22 school year.
- The filtration effectiveness of HVAC systems is measured by an industry standard known as Minimum Efficiency Reporting Value (MERV), with number values of 1 - 20. Generally, the higher the MERV number, the denser the filter is and, therefore, the more particles and contaminants that the filter is able to capture before circulating back into the room.
- At College Prep, HVAC filter replacements are normally replaced on a quarterly basis in accordance with manufacturer's recommendations and industry standards. Filter replacement may be conducted on a more frequent basis while public health order restrictions are in place.
- Filter replacements will continue to use very high quality, category 3 MERV-11 filters. These types of filters are typically used in high end commercial buildings and hospital laboratories, filtering down to 1.0 – 3.0 micron particle size.
- Additionally, commercial-grade air purifiers have been installed in each classrooms which utilize HEPA and ION filters to filter the air continually throughout the day.

Positive Case: Sanitization/Disinfection Procedures

When a student, teacher, or other staff member tests positive for COVID-19, Custodians with PPE will enter the classroom(s) where the individual is primarily assigned and thoroughly clean, disinfect, and sanitize all surfaces, touch points, and flooring.

COMMUNICATION/TRAINING

General Guidelines

The CPMS Safe School Opening Plan (2021-2022) will be posted on the school's website (www.MyCPMS.net) and be available at the school's Front Office. School staff members will be provided a link to this document and be periodically reminded to adhere to its contents. School Administrators will conduct regular staff meetings to review the plan, implementation, and communicate any changes or revisions.

Parents/Guardians

In order to ensure the safest possible environment for students and school staff, College Prep will ask for parents/guardians to do the following, each day before sending or transporting their student to school:

- ***Check their student's temperature and for any illness symptoms.*** Ask their student if they have any of the following symptoms from the Symptoms Checklist:
 - ✓ Temperature GREATER than 100.0 F
 - ✓ Have chills
 - ✓ A cough
 - ✓ Shortness of breath; Difficulty breathing
 - ✓ Fatigue
 - ✓ Headache
 - ✓ Muscle or body aches
 - ✓ Sore throat
 - ✓ Nasal congestion or runny nose
 - ✓ Recent loss of taste or smell
 - ✓ Nauseous; vomiting
 - ✓ Diarrhea
 - ✓ Close contact with someone testing positive for COVID-19
- If they do, parents/guardians will be asked to keep their student at home until they are:
 - 24 hours without a fever (without the aid of medication)
 - Symptoms are improving
 - Symptom-free for 10 days since the symptoms first appeared
 - Follow [the COVID-19 K-12 Decision Tree](#).
- Give their student, or ensure they have, ***a face covering to wear***. Unless their student has a disability or medical condition that prevents them from wearing a facial covering; facial coverings are mandated for students at all times while on school campus upon arrival and until they have departed. Students may remove their masks when:
 - Eating a meal or snack
 - On the playground engaging in physical activities and/or scheduled outdoor break when adequately socially distanced

- *Remind them to **wash their hands** with soap and water for 20 seconds, **or use hand sanitizer**, when:*
 - Arriving At and Leaving Home
 - Arriving At and Leaving School Site
 - After Blowing Nose with Clean Tissue and Throwing it Away
 - Before and After Eating Food
 - Before and After Playing Outside
 - Regularly throughout the school day
- *Remind them to **not touch their mouth, nose, or eyes without a clean tissue**.*
- *Give them **a wide-mouthed refillable, water bottle(s)** for use at school. Fill them at home each morning.*

School Staff and Guest Teachers

School staff members and guest teachers will be provided with a copy of the CPMS Safe School Opening Plan (2021-2022), either electronically or printed copy. Guest teachers will be provided a copy at the beginning of each work assignment at the school. Staff members will be asked to periodically review the document and will be reminded to adhere to the contents through emails and staff meetings.

MONITORING AND REVISIONS

The CPMS Safe School Opening Plan (2021-2022) is intended to be a dynamic document that will change and be revised over time as procedures are implemented and need adjustment, industry guidance changes, and new public health orders are issued. Therefore, the CPMS Safe School Reopening Plan will be continually monitored and reviewed. School administration will remain informed of updated guidance issued by the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), the County of San Diego Health and Human Services Agency (HHSA), the California Department of Education (CDE), and the San Diego County Office of Education (SDCOE) with reviews conducted on a weekly basis.

School administrators will continually assess the CPMS Safe School Opening Plan's success of maintaining a safe school environment and make adjustments to processes and procedures, as needed:

- School administrators will monitor the implementation of the plan and inform school staff of any needed changes and revisions through weekly staff meetings.
- School administrators will regularly inform the CPMS Board of Directors on the success of the plan's implementation and recommend changes, as appropriate.
- Any revisions to the plan will also be posted on the school website in order to keep families informed of the most recent updates.