



## **Safe Reopening Plan 2020-2021**

\*\*\*Implementation of the following plan depends on local public health conditions and is therefore interim and subject to change. Please note that this is a living document and updated as new guidelines, considerations, and public health data become available.



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# Section I

## A. Overview

Since September 28, 2020, The Winston School (“School”) has been delivering an on-site, quality educational experience while holding our students’, teachers’, and staff’s health and safety as our top priority.

## B. Guiding Principles

In making decisions about the 2020/2021 school year at The Winston School, the reopening team developed the following guiding principles to assist in decision-making and planning:

- **Safety**
  - Maintaining healthy practices and social distancing
  - Limiting student and staff exposure
  - Adhering to orders from San Diego County Public Health Services and following recommendations of federal, state, and local health authorities
- **Sustainability**
  - Scheduling classes that are conducive to teaching and learning for staff and students
  - Making sure teaching and learning are manageable and maintainable
- **Continuity**
  - Providing instruction and services to our students to continue IEP goals and progression toward graduation
  - Ensuring that student learning continues as instruction shifts from on-campus to distance learning and back again
- **Community**
  - Being aware of our community and providing a high level of support, whether in person or online
  - Understanding that our students require both educational AND social-emotional support to develop into their best selves

## C. General Measures



The Winston School follows the [Safe Reopening Checklist](#). All areas are described in our plans below.

The School will monitor weekly COVID-19 guidance from the California Department of Public Health (“CDPH”), California Department of Education (“CDE”), San Diego County Health and Human Services (“SDCHHS”) and San Diego County Office of Education (“SDCOE”). Health orders and directives drive decision-making, keeping staff and students safe while maximizing learning potential. The Winston School maintains communications with local health authorities and complies with all reporting rules surrounding illness tracking and reporting. Also, CDPH guidelines provide direction for school reopening and operational plans. And lastly, the School collaborates with other Districts and private schools as well as the SDCOE.

The School limits the use of school facilities by external community organizations. Until further notice, only school staff and students will be allowed to use in-door campus facilities. The School limits all nonessential visitors and volunteers on campus.

To the fullest extent possible, meetings with district representatives, parents, and other outside parties occur via Zoom or other remote meeting technology.

The Winston School supports students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19 is as follows:

- Leadership and staff review existing student health plans to identify students who may need additional accommodations. These accommodations may include an alternate workspace on campus or a fully online option for students who cannot safely return to campus.
- The Winston School surveys student families about potential campus access issues--including health and safety, medical needs, and digital access.
- The Winston School provides accommodations such as physical barriers and digital learning to students who present a potentially higher risk for illness within the community. We also coordinate with our students’ families who have mobility, cognitive and communication issues that could affect their ability to follow safety protocols and maintain physical distancing. These functional needs will be addressed individually, depending on the student and school and family needs.
- A student’s family may choose distance learning in place of on-site attendance for the 2020/21 school year, regardless of the reason.



Per Cal/OSHA requirements, The Winston School has established a written COVID-19 Prevention Plan “CPP” uploaded to our website. Our [CPP](#) addresses how we provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205). The Winston School is committed to providing the safest possible environment for staff and students.

## Section II

### A. Healthy Hygiene Practices

The Winston School practices healthy hygiene by reinforcing the following:

- a. Use of tissues to wipe noses and cough/sneeze inside a tissue or elbow.
- b. Washing hands before and after eating, after coughing or sneezing, after being outside, and using the restroom.
- c. Washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels (or single-use cloth towels) to thoroughly dry hands.
- d. Using fragrance-free hand sanitizer when handwashing is not practicable.
- e. Wearing face coverings.

There is signage posted throughout the School that visually represents all the above practices. The School also provides video and written materials to teach and reinforce healthy hygiene practices through the following:

- Staff training for students in appropriate hand washing techniques through a virtual and/or on-campus assembly. The training explains the importance of avoiding contact with one’s eyes, nose, and mouth, covering coughs and sneezes, and appropriate tissue use and disposal.
- Students must wash or sanitize their hands as they enter campus and transition off campus to go home.
- Hand sanitizer is available in all classrooms.
- Portable handwashing stations are strategically placed on campus to avoid congregating in restrooms.
- Times/breaks are allotted throughout the day for students and staff to wash or sanitize their hands.
- Physical distancing measures and increased supervision are used to



- prevent congregating in restrooms.
- Site staff ensures an adequate supply of soap, hand sanitizer, tissues.

## **B. Face Coverings**

All Winston School staff must wear face coverings or face shields with a drape at all times while students are on campus. Neck gaiters are not permitted. Staff and students may remove face coverings during snack and mealtime.

Students must use face coverings following CDPH guidelines unless they are exempt, as explained in the guidelines. All students must wear a face-covering throughout the day, except outdoors during snack and mealtimes, while maintaining physical distancing. Face coverings must cover the nose and mouth. Vented face masks are not permitted.

The School must exclude students from campus if they are not exempt from wearing a face-covering under CDPH guidelines and refuse to wear one. These students will be given the option of distance learning.

Parents/guardians should familiarize their students with the information available [here](#) about the proper use, removal, and washing of cloth face coverings.

Staff will also train students on these protocols and educate them about their role in preventing the spread of the virus. Students will be reminded throughout the day of proper mask usage if needed.

## **C. Supplies**

The Winston School has adequate supplies on hand to support healthy hygiene behaviors for all students and staff. Supplies include (but are not limited to) the following:

- Soap
- Fragrance-free hand sanitizers with 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer
- Disinfecting wipes
- Disposable face coverings
- Tissues



- Air purifiers for each classroom
- No-touch trash cans

The Winston School provides touch-free hand sanitizing dispensers and portable hand-washing stations positioned throughout campus.

The School has a sufficient supply of personal protective equipment (“PPE”) necessary to protect employees and provide appropriate PPE to employees based on the latest Cal-OSHA guidance.

#### **D. Intensify Cleaning, Disinfection, and Ventilation**

The Winston School frequently and thoroughly cleans and disinfects touched surfaces with proper cleaning products during and after the School day as practicable.

All water fountains have been disabled for our staff and students’ safety and to follow healthy hygiene practices. Students should bring their own filled water bottles. There will be no means to fill water bottles during the School day.

The Winston School will make sure that all proper cleaning measures occur between groups of students. Staff will wipe down desks between breaks. All staff will be provided with training videos and written materials on appropriate cleaning.

The Winston School has chosen disinfectant products with asthma-safe ingredients recommended by the US EPA to reduce the risk of asthma and other health effects related to disinfection.

To limit frequent touch surfaces, doors are left open, the staff does not have personal desks in classrooms, and students do not share any classroom supplies. Students will bring their own supplies (pencils, paper, binder, lunch, etc.). Chromebooks are assigned to each student. Staff will clean and wipe all Chromebooks before the lunch break and at the end of the day.

Custodial staff utilizing Cal-OSHA recommended PPE and certified by the Global Biorisk Advisory Council deep cleans and sanitizes surfaces and sanitizes with disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (“EPA”) “List N: Disinfectants for Use Against SARS-CoV-2” (“List N”) labeled to be effective against emerging viral pathogens and the Clorox Total 360



electrostatic system on a regular schedule. Asthma-inducing cleaning products are not used.

All classrooms maintain open doors/windows and operate fans to maximize outside fresh airflow. Blueair brand HEPA air purifiers are installed in each classroom to address airborne risks. To summarize, ventilation is ensured in all school classrooms and shared workspaces per American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) [guidance](#).

## Section III

### A. Implementing Distancing

The Winston School plan to maintain safe social distancing between students, parents, teachers, and staff is outlined below in the following settings. These measures are enforced as practicable.

- a. **Transportation:** Students transported by their district via bus or van follow district policies on distancing and screening measures. Parents are to remain in their vehicles and drop off students at a designated zone in the back parking lot.
- b. **Daily symptom and temperature screenings:** Families are expected to conduct daily screenings for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school. When students arrive on campus, a staff member will take their temperature at the set arrival location. Students will remain in their vehicles until the temperature check process is complete.
- c. **Entering campus:** Strategic campus entry points are supervised to allow for appropriate physical distancing. Students remain in the same room and are assigned an outside location each day they are on campus.
- d. **Breaks:** There are breaks in between class periods in assigned locations. Students will follow 6 feet of social distancing and wear masks where feasible.
- e. **Restrooms:** Students will enter and use restrooms one person at a time. Students who are waiting to use the restroom will wait on marked spots spaced 6 feet apart. Only two students will be able to wait at a time for each restroom. Each classroom will have established staggered times for restroom breaks.
- f. **Classrooms and other instructional spaces:** Each classroom has desks for each student arranged and spaced out to maximum distance apart. They are marked and facing the same direction to minimize face-to-face contact. Doors



and windows remain open for air ventilation. Students have an assigned seat and staff wipes down surfaces during the longer break time. Students and staff wear masks at all times when indoors.

- g. **Lunch:** Lunch takes place in the designated outdoor space for each classroom. Students will bring their own lunch/drink and practice social distancing. Students will be dismissed from their tables to discard any trash one at a time by a staff member. During times of inclement weather, students may eat inside classrooms or other designated indoor areas.
- h. **Exiting campus:** Students are dismissed at staggered dismissal times by walkie-talkie communication, leaving the classroom one at a time.
- i. **Extracurricular programs (activities and sports):** For activities taking place indoors/outdoors, students wear masks and practice social distancing within the setting.

Service providers facilitating service needs for students may be set up in closer proximity to provide services best. For example, sitting outside with students for 1-1 meetings with masks, plexiglass between desks provides visual processing services, etc., may be used.

## B. Limit Sharing

The Winston School plan limits the use of shared objects and equipment as follows:

- Students are assigned a device when they are on campus. The devices are cleaned daily.
- At the beginning of the year, students have textbooks checked out to them, which they will use at home for their courses. Textbooks will be returned to the School at the end of the course and properly cleaned.
  - If a textbook is lost or destroyed, the student and family will follow our textbook protocol and be financially responsible.
- We ask students not to bring cloth backpacks or cloth lunch boxes to School due to cleaning, hygiene, and space concerns.
- Students are required to bring their own supplies to school. An outlined example and model of supplies to carry on campus is available. A plastic binder with a plastic or silicone pencil pouch for pens and pencils, art supplies, and paper can be brought to school in a plastic box such as this [one](#), plastic bag, or clear plastic backpack. Lunches, snacks, and water bottles/containers can also be placed in this box/bag/bin. Student materials must stay at their desk space throughout the entire day.



- If a student requires a fidget, it must be something that can be cleaned easily and must fit into the student’s school box. The fidget must only be used by the specific student—no fidget sharing.
- Students must bring their own headphones to School but cannot bring music devices onto campus this year. Students are allowed to listen to music on their School-provided device if listed as an accommodation. The School will not provide headphones.
- Students bringing snacks on campus are not allowed to share snacks. They should be easily manageable. Students are not allowed to eat snacks in the classroom.
- Students must abide by The Winston School cell phone policy, as stated in the student handbook. If a student brings a cell phone on campus, it must stay in their box during the School day. Due to hygiene concerns, students will not be allowed to keep their cell phones in their pockets this school year.
- Students should leave all other belongings at home. They cannot bring toys, games, or other items beyond the approved list onto campus.
- All students and families should clean all items brought to and from school daily, using approved COVID-19 cleansers.

### C. Learning Plans

The School follows the County of San Diego Public Health Department [dashboard](#) and current [Public Health Order](#) for school opening and/or switching to distance learning. The distance learning option is available to any family who does not feel comfortable returning to in-person instruction regardless of the student's health conditions.

.The Winston School follows a blended-learning model; students and families may opt for distance learning only if needed.

**Blended and Distance Learning Schedule**

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Wake Up	8:00 - 8:25 Get organized for the day, Possible 1-1 meetings or services.				
1st period MS/HS Organization and Planning	8:25 - 8:55			8:25 - 8:55	
2nd Period	9:00 – 9:30				



3rd Period	9:35 – 10:05				
4th Period	10:10 - 10:40				
Break	10:40 – 10:55 Eat a snack, walk around.				
5th Period	10:55 – 11:25				
6th Period	11:30 – 12:00				
7th Period	12:05 – 12:35				
Lunch	12:35 – 1:05 Take a break, go for a walk, eat lunch.				
8th Period	1:10 - 1:50		Asynchro- usly complete weekly engagement form/ missing work/ preview upcoming assignments  2:00 - 3:00 (60 minutes	1:10 - 1:50	
9th Period	2nd Period IP 1:55–2:25	4th Period IP 1:55–2:25		5th Period IP 1:55–2:25	7th Period IP 1:55–2:25
10th Period	3rd Period IP 2:30 - 3:00	1st/8th Org-Planning 2:30 - 3:00		6th Period IP 2:30 - 3:00	1st/8th Org-Planning 2:30 - 3:00

Students are placed into grade-level stable groups with designated arrival times to support social distancing, screening protocols for entering campus, and to decrease opportunities for exposure to or transmission of the virus. Stable groups facilitate more efficient contact tracing in the event of a positive case.

Arrival and departure staggered times may change based on district transportation plans.

Wednesdays are online only through distance learning from 9:00 a.m. to 12:35 p.m. and 2:00 p.m. to 3:00 p.m.



## **Engagement and Re-Engagement**

All students are placed into an Organization and Planning class where students work with staff members to organize their day/week and engage with the material they are learning. Every week students complete a weekly engagement form to document their participation and work completion for each class. Students meet with their teachers during this time to check in about grades and assignments and to receive support and feedback. Staff provides a space for students to connect with each other during this class through various activities and discussions.

Teaching staff communicate with students and families based on absences and missing work throughout the week. If a student is tardy to class, not in class or not completing work the second day in a row or for the third day in a week, the teacher contacts the student and family via email and copies administration on the correspondence.

If there is no response to email communication from the student or family, the Dean of Students will reach out to the family to help the student re-engage with the learning.

Teachers are filling out the Combined Daily Participation and Weekly Engagement Template form supplied by the California Department of Education (CDE) to document student attendance and work completion. This form is compiled monthly and is submitted to the appropriate parties.

## **List of Learning Systems, Technology, and Teaching/Learning Programs Used for Educational Delivery Model both Blended and Distance**

- PowerSchool Unified Classroom → Schoology
- Savvas Realize Learning (formally Pearson Realize)
- Zoom
- EdPuzzle
- Star Renaissance Math and Freckle Math
- Amplify Science (Middle School)

The Winston School limits student mixing, including the following:

- a. Students remain in the same space and with their assigned stable groups (most likely their grade level). Class groups do not exceed 12 students.
- b. Students receive services using a stable group-based model. Service providers work in-person with a stable group for four weeks with all other students receiving services online. At the end of the four weeks, the service providers



- rotate to a new stable group.
- c. If students prefer to write on paper, they will take a picture and upload their work to submit to the teacher to minimize contact. Otherwise, all work will be submitted online.
  - d. There is signage and place markers for students on campus to encourage consistent social distancing.
  - e. Students will not be using the lockers on campus.
  - f. Students will be responsible for bringing their own meals. There is no access to a microwave. If the weather is an issue, students eat in their designated outside space or classroom. Students are taught and staff will reinforce how to throw away trash and wash hands after eating properly.
  - g. There are no visitors allowed on campus at any time.

## **NUTRITION SERVICES**

Nutrition for students requiring free lunch and families struggling with food security will continue to be provided by each student's school district of residence based on that community's needs. Please continue to check the website for your local school district to determine locations of food drops as well as additional resources for students who are food insecure.

On campus, all food must be provided by the individual student's family. There are no lunches or snacks served at Winston Corner this year due to health regulations. Also, no food is allowed in the classrooms this year and lastly, there are no off-campus lunch privileges available this year.

## **OTHER SCHOOL SERVICES**

Students receive services across the year using a stable group-based model. Service providers work in-person with a stable group for four weeks with all other students receiving services online. At the end of the four weeks, the service providers rotate to a new stable group.

Transportation services are coordinated through the school district based on each district's reopening plan. Please contact your district case manager for transportation questions.



## D. Check for Signs and Symptoms

The Winston School highly recommends and encourages parents to perform daily health screenings for COVID-19 symptoms before leaving for school in the morning. Parents have been provided with the list of COVID-19 symptoms and instructed to keep their child at home if they feel ill or have signs of COVID-19.

The Winston School has developed a daily temperature check plan for all students and staff. The plan includes the following elements:

- Upon arrival at The Winston School, all students must remain in their vehicles until a staff member performs a temperature check. Students must be wearing their face covering upon check-in. Visitors are only allowed on campus in situations of extreme need. In an emergency, a visitor will call the front office to arrange screening upon arrival.
- Check-in for visitors includes a temperature check, health screening questions, and a visit to one of our hand washing or hand sanitizing stations.
- Staff will also take their temperature and answer health screening questions every day.
- Anyone with a temperature exceeding 100° F will not be allowed to attend school that day.
- We ask anyone who is sick or recently had close contact with a person with COVID-19 to stay home and inform Osiris Romero via email at [osiris.romero@thewinstonschool.org](mailto:osiris.romero@thewinstonschool.org).
- Members of The Winston School staff will conduct visual wellness checks throughout the day to monitor students for signs of illness.
- The School will require anyone with symptoms, fever, or who becomes sick during the School day to get a COVID-19 test with their healthcare provider or at a community testing site.
- If a student is exhibiting symptoms of COVID-19, the front office staff will communicate with the parent/caregiver and refer to the student's health registration form to identify if the student has a history of allergies or if the symptoms are new/not typical.



## Section IV

### A. Risk Level in San Diego County

On August 31, the [Blueprint for a Safer Economy](#) replaced the County Data Monitoring List for determining what business can and cannot open.

Every county in California is assigned to a tier based on its test positivity and adjusted case rate. At a minimum, counties must remain in a tier for at least three weeks before moving forward. Data is reviewed weekly and tiers are updated on Tuesdays. To move forward, a county must meet the next tier's criteria for two consecutive weeks. If a county's metrics worsen for two consecutive weeks, it will be assigned a more restrictive tier. Public health officials are constantly monitoring data and can step in if necessary.

We currently remain in the purple tier representing a substantial spread.

We continue to monitor the county epidemiology dashboard and any community transmission to determine the level of risk and the learning model that follows.

Regardless of the model followed, visitors are limited on campus at any time, including parents. During drop off and pick up, parents and guardians must remain in the car. This is to reduce the number of people interacting on campus and adhere to social-distancing guidelines.

### B. Training Staff and Educating Families

The Winston School trains all staff through in-person and/or virtual materials to enforce proper social distancing and healthy hygiene practices. These trainings occurred during the in-service week and then regularly during staff meetings.

The Winston School provides educational materials to families that outline the following safety actions recommended by state and county guidance. This information was also added to our Student and Parent Handbook.

a. Enhanced sanitation practices



- b. Physical distancing guidelines and their importance
- c. Use of face coverings
- d. Screening practices
- e. COVID-19 specific symptom identification
- f. Proper use, removal and washing of cloth face coverings

All staff and students were provided with training videos and written materials on proper cleaning. All education materials and training are provided in languages that families will understand.

### **C. Maintaining Healthy Operations**

As a community, The Winston School values its staff. It is significantly invested in maintaining all staff's health and wellness, whether they teach on campus or through a distance-learning model. Staff is required to report absences to the business office and the members of the leadership team. The Winston School monitors staff absenteeism and schedules substitute coverage as needed. Staff is responsible for reporting signs and symptoms and is required to stay home if they do not meet the criteria to come to campus. Each day, staff on campus are required to take their temperature upon arriving at school and answer health screening questions with an administrator.

As they come onto campus daily, students and staff are screened for elevated temperature and any symptoms. Leadership at The Winston School will monitor the types of illnesses and symptoms among our students and staff to help isolate them promptly. Any students with symptoms that arise throughout the School day will be asked to wait in the designated/isolated nursing office until a parent/caregiver can pick up their child. Students will be required to get tested for COVID-19 and submit their negative test results before returning to campus. Staff who report positive symptoms will be immediately required to return home and isolate until their symptoms subside and they have been tested for COVID-19 with a negative test result. Staff, students, and parents must report symptoms, possible exposures, and other COVID-19 related concerns to the School liaison as soon as possible.

Used in conjunction with other mitigation strategies, The Winston School requires asymptomatic testing of SARS-CoV-2 for all staff and students that work on campus and are part of a stable group. Testing will generally take place every 6-8 weeks or as frequently as The Winston School leadership team deems necessary.



The Winston School Front Office Manager, Osiris Romero, has been designated as the staff/School liaison trained and responsible for responding to COVID-19 questions and concerns. She can be reached at 858-259-8155 or via email at [osiris.romero@thewinstonschool.org](mailto:osiris.romero@thewinstonschool.org). The liaison will coordinate documentation and tracking of possible exposures and positive cases of COVID-19 as well as notify local health officials and staff promptly and responsibly. The liaison will notify staff, students, and parents of any classroom or School closures while maintaining confidentiality, as required by FERPA and state law related to the privacy of the educational records in a prompt and timely manner.

The Winston School institutes procedures that maintain confidentiality and communication with stakeholders while following all state and local guidelines and privacy laws.

The Winston School does not tolerate discrimination against any persons of the Winston community diagnosed with COVID-19. The Winston School will provide staff, students, and families educational materials and School expectations to enforce this policy to prevent any discrimination.

The Winston School is dedicated to ensuring alternatives for our staff, students, and families at higher risk. If staff or students require accommodations to their work environment due to health concerns or increased risk, they are encouraged to contact the School to discuss these issues.

#### **D. Plan for When a Staff Member, Student or Visitor Becomes Sick**

Below is a detailed action and communication plan if a student or staff member becomes ill, per the California Department of Public Health - **COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2021-2021 School Year** dated January 14, 2021.

- Refer to [COVID-19 Symptom Decision Tree](#).
- An isolation room is available to separate anyone who exhibits symptoms of COVID-19 during a school day on campus. This room is well ventilated and separate from the general school population.
- Any students or staff exhibiting symptoms will be required to wait in the isolation area and additional PPE may be provided. For a student, a member of the leadership team will initiate contact with the student's family to arrange safe



transport as soon as possible. The student will be required to get tested for COVID-19 and submit their negative test results before returning to campus. For staff, coverage will be determined and the staff member will be immediately required to return home and isolate until their symptoms subside and they have been tested for COVID-19 with a negative test result.

- Staff or students will not return until they have met the County of San Diego Health and Human Services Agency criteria to discontinue home isolation, including 24 hours without fever (no meds), symptoms are improving, and at least ten days from symptom onset or test date.
- In cases of serious illness, a decision will be made to contact 9-1-1 without delay. Serious illness includes persistent pain or pressure in the chest, confusion, significant shortness of breath, or bluish lips or face.
- The School requires sick individuals to get a COVID-19 test with their healthcare provider or at a community testing site. All areas on campus where a person who became ill are located will be closed off and will not be used until cleaning and disinfection can occur.
  - To reduce exposure risk, the CDE recommends that cleaning staff wait 24 hours before disinfecting contaminated areas. Cleaning staff will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning while keeping disinfectant products away from students.
- The Staff Liaison will report positive cases to the Public Health Services Epidemiology Department at (619) 692-8499.

The Winston School will ensure that all students, including students with disabilities, will have access to instruction when class is not possible via on-campus participation, as required by federal and state law. Students, teachers, and staff from higher transmission areas will have opportunities for telework, virtual learning, asynchronous distance learning, and other options as feasible to reduce travel to schools in lower transmission areas and vice versa if advised by the Department of Public Health to do so.

### **Definition of a close contact**

A “close contact” is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19 patient's symptoms began (or, for asymptomatic patients, two days before test specimen collection) and until the COVID-19 patient is no longer required to be isolated, and the contact:



1. Were within 6-feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period; or
2. Had unprotected contact with the body fluids and/or secretions (including, but not limited to, being coughed on or sneezed on, sharing utensils, or drinking out of the same container) of a COVID-19 patient.

## Quarantine of Persons Exposed to COVID-19

**A "close contact" is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19 patient's symptoms began (or, for asymptomatic patients, two days prior to test specimen collection), and until the COVID-19 patient is no longer required to be isolated, and the contact:**

- 1** Were within 6-feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period; or
- 2** Had unprotected contact with the body fluids and/or secretions (including, but not limited to, being coughed on or sneezed on, sharing utensils, or drinking out of the same container) of a COVID-19 patient.

All persons without COVID-19 symptoms who have had close contact with a COVID-19 patient must immediately take quarantine themselves in their home or another residence. They may end quarantine and return to school/work after:

- **10 days** (e.g., on the 11th day) after the last contact with a COVID-19 patient **as long as they can self-monitor for COVID-19 symptoms and consistently use face covering and distance at least 6 feet** from all others through Day 14.
- **14 days** (e.g., on the 15th day) after the date of last exposure if they **cannot** self-monitor for **COVID-19 symptoms** nor consistently use face covering and distance at least 6 feet from all others after a 10-day quarantine or work with severely immunosuppressed persons (e.g., bone marrow or solid organ transplants, chemotherapy).
- Negative COVID-19 test results will not shorten the time for these individuals.
- **If symptoms occur during quarantine**, individuals should immediately self-isolate and contact their healthcare provider or San Diego County Public Health Services and seek testing.

**Quarantine Guidelines Based on Recently Acquired Immunity Status**  
According to the CDC, quarantine is not required for people who have been in close contact with someone who has COVID-19 under the following scenarios:

- People who have tested positive for COVID-19 within the past three months and recovered and are not now experiencing another onset of any COVID-19 symptom.
- People who have been fully vaccinated (i.e., two weeks past final dose of a COVID-19 vaccine) within the last three months and are not now experiencing an onset of any COVID-19 symptom.

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**!** NOTE: 7-day quarantine rarely applies in the K-12 school setting and only applies to healthcare workers; for further guidance see this [memo](#).

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This Decision Tree reflects guidance in the current San Diego County Public Health Order and CDPH industry guidelines.

## E. Considerations for Partial or Total Closures

The Winston School will check state and local orders and the health department notices daily about transmission in the area or closures and adjusts its operations accordingly. Decisions are driven by the County of San Diego Public Health Order in effect at the time. The following guidance is from the California Department of Public Health: **COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year** effective January 14, 2021.



	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication with school community</b>
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening.	<ul style="list-style-type: none"> <li>• Send home if at school.</li> <li>• Recommend testing (If positive, see #3, if negative, see #4).</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed.</li> </ul>
2.	Close contact <b>(†)</b> with a confirmed COVID-19 case.	<ul style="list-style-type: none"> <li>• Send home if at school.</li> <li>• Exclude from school for 10 days from last exposure.</li> <li>• Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.</li> </ul>
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> <li>• Notify the LHD.</li> <li>• Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</li> <li>• Identify school contacts <b>(†)</b>, inform the LHD of identified contacts, and exclude</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case.</li> <li>• Notification of persons with</li> </ul>

**(†)** A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

**(††)** See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

When a student, teacher, or staff member tests positive for COVID-19 and exposes others at the School, we will implement the following steps:



- In consultation with the local public health department, the appropriate School official may decide whether partial or full School closure is warranted, including the length of time necessary, based on the specific community's risk level as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at School outside a classroom should also isolate at home.
- Additional areas of the School visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.
- Implement communication plans for School closure to include outreach to students, parents, teachers, staff, and the community.
- Information will be given to staff regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance.
- Guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Maintain regular communications with the local public health department.

The Winston School will provide continuity of education through a distance learning model if a student tests positive and can work at home and/or during school closure.

The Winston School has developed schedules that allow for flexibility ranging from students on campus to partial or total closures. These schedules would allow students who would need to participate in the learning 100% online if required. In the event of extreme weather, classes may be switched to distance learning for that school day. Families will be notified via our emergency alert system.

## **F. Communication Plan**

The Winston School will maintain effective communication with all stakeholders. The School Liaison will manage a system of staff and family self-reported symptoms and exposures. The School will notify all families and staff should an urgent update be warranted, such as potential exposure or school closure via our emergency alert system. Translation services will be provided for non-English speakers. All information will be communicated with appropriate confidentiality as required by FERPA, HIPAA, and state laws.



Communication between The Winston School and the Local Educational Agency (LEAs) will be ongoing and will consist of notifications for school reopenings, transportation changes, movement between in-person and distance learning, and continued compliance with all parts of the Individualized Education Plan (IEP). District program specialists will communicate with the COVID liaison or the Director of Special Education, depending on the subject. Transportation through the district will be contacted for any changes required for student transport for on-campus learning. Communication will also consist of the submission of changes to the reopening plan to the Special Education Local Plan Area (SELPA) through the system set up through the county.

### **G. Community Collaboration**

The Winston School highly encourages students, parents, teachers, and staff to practice community physical distancing at all times (while School is in session and during school closures). To stop the spread of COVID-19, students, parents, teachers, and staff should not attend gatherings of more than ten people. Please visit this [link](#) for more information.