



## **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.



# Table of Contents

(Each heading is a link)

<b>Section I</b>	<b>3</b>
Overview	3
Guiding Principles	3
General Measures	4
<b>Section II</b>	<b>5</b>
Healthy Hygiene Practices	5
Face Coverings	6
Supplies	7
Intensify Cleaning, Disinfection, and Ventilation	7
<b>Section III</b>	<b>8</b>
Implementing Distancing	8
Limit Sharing	9
Learning Plans	10
Check for Signs and Symptoms	14
<b>Section IV</b>	<b>15</b>
Risk Level in San Diego County	15
Training Staff and Educating Families	16
Maintaining Healthy Operations	16
Plan for When a Staff Member, Student or Visitor Becomes Sick	17
Considerations for Partial or Total Closures	19
Communication Plan	20



# Section I

## A. Overview

California Governor Gavin Newsom announced on Friday, July 17, 2020, that K-12 public and private schools could not hold in-person classes until San Diego County (“County”) is off the State of California (“State”) monitoring watch list for 14 consecutive days. On Tuesday, August 18, 2020, the State reviewed the County data and determined that the County’s three-day metric of fewer than 100 cases per every 100,000 residents had been met and the 14-day period for schools to reopen could begin. Since September 28, 2020, The Winston School (“School”) has been delivering 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 will 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 will 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 will 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 will survey student families about potential campus access issues--including health and safety, medical needs and digital access.
- The Winston School will provide accommodations such as physical barriers and digital learning to students who present a potentially higher risk for illness within the community. We will 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 why.

The Winston School complies with Cal-OSHA requirements as detailed in the [COVID-19 Industry Guidance: Schools and School-based Programs](#). 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. Face coverings may be removed during mealtime.

For students, face coverings must be used following CDPH guidelines unless they are exempt, as explained in the guidelines. All students will be required to wear a face-covering throughout the day, except during mealtimes and outdoors if physical distancing can be maintained. 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 by the School. 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 on 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
- 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 will frequently and thoroughly clean and disinfect 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.

To limit frequent touch surfaces, doors will be left open, staff will not have personal desks in classrooms, and students will not share any classroom supplies. Students will bring their own supplies (pencils, paper, binder, lunch, etc.).

Custodial staff utilizing Cal-OSHA recommended PPE and certified by the Global Biorisk Advisory Council will deep clean and sanitize surfaces and sanitize with disinfectant products approved for use against COVID-19, on the Environmental 2 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 will not be used.



All classrooms will 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.

## 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:** When students arrive on campus, they are screened by a staff member who will take their temperature and ask symptom screening questions at the set arrival location. Students will remain in their vehicles until the temperature check and health screening 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 in each classroom. 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 area.

- 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.

## **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 be able to 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 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 bring 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](#). Lunches, snacks, and water bottles/containers can also be placed in this box/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 are not allowed to 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 will follow 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.

While the county is at a high-risk level, The Winston School may follow a distance learning model.

#### Blended and Distance Learning Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Wake Up	8:00 - 8:30 Get organized for the day, Possible 1-1 meetings or services.				
1st period MS/HS Organization and Planning (50% of school)	8:30 - 9:00			8:30 - 9:00	
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.				
OPTIONAL Activity	1:05 - 1:30		Asynchro- usly complete weekly engagement form/ missing work/ preview upcoming assignments  2:00 - 3:00 (60 minutes	1:05 - 1:30	
8th Period MS/HS Organization and Planning (50% of school)	1:30 - 2:00			1:30 - 2:00	
9th Period	2nd Period IP 2:00–2:30	4th Period IP 2:00–2:30		5th Period IP 2:00–2:30	7th Period IP 2:00–2:30
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

When feasible, The Winston School will follow a blended-learning model until conditions permit all students to attend in person on campus. Students and families may opt for distance learning only if needed.

Students are grouped into grade-level cohorts with designated arrival times to support social distancing and screening protocols for entering campus.

### **Blended 50/50 On-Campus Schedule with Staggered Arrival/Departure Times**

The model chosen will outline the level of time spent in-person based on state and local health conditions.

	Monday 10/11/12	Tuesday 10/11/12	Thursday MS/9	Friday MS/9
Arrival:	10th: 8:10 11th: 8:20 12th: 8:30	10th: 8:10 11th: 8:20 12th: 8:30	6/7th: 8:10 8th: 8:20 9th: 8:30	6/7th: 8:10 8th: 8:20 9th: 8:30



Class Schedule:	8:00 - 9:00 Transportation, Teacher prep, 1-1 meetings, services, getting organized for the day, work time			
	9:00 - 9:30 Period 2			
	9:35 - 10:05 Period 3			
	10:10 - 10:40 Period 4			
	10:40 - 10:50 Break			
	10:55 - 11:25 Period 5			
	11:30 - 12:00 Period 6			
	12:05 - 12:35 Period 7			
	12:35 - 1:05 Lunch			
	1:05 - 1:45 Activity			
	1:50 - 3:00 1-1 Meetings, Additional Scheduled Independent Practice, Services - Online option			
Departure:	10th: 3:00	10th: 3:00	6/7th: 3:00	6/7th: 3:00
	11th: 3:10	11th: 3:10	8th: 3:10	8th: 3:10
	12th: 3:20	12th: 3:20	9th: 3:20	9th: 3:20

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.

**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 and staff remain in the same space and with their assigned cohort groups (most likely their grade level). Class groups do not exceed 12 students.
- b. Students receive services using a cohort-based model. Service providers work in-person with a cohort for four weeks with all other students receiving services



online. At the end of the four weeks, the service providers rotate to a new cohort.

- 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 cohort-based model. Service providers work in-person with a cohort for four weeks with all other students receiving services online. At the end of the four weeks, the service providers rotate to a new cohort.

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 has developed a daily health screening and 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 health screening and 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 who has 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 throughout 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, 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 3 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 red tier representing 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, NO VISITORS are allowed on campus at any time, including parents. During drop off and pick up, parents and guardians must remain in the car. The goal of this is to reduce the number of people interacting on campus and to 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 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.

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**

The Winston School plan for responding when a staff member, student or visitor becomes ill is as follows:

- 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 CDC criteria to discontinue home isolation, including three days with no fever, symptoms have improved and ten days since symptoms first appeared.
- 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 were 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

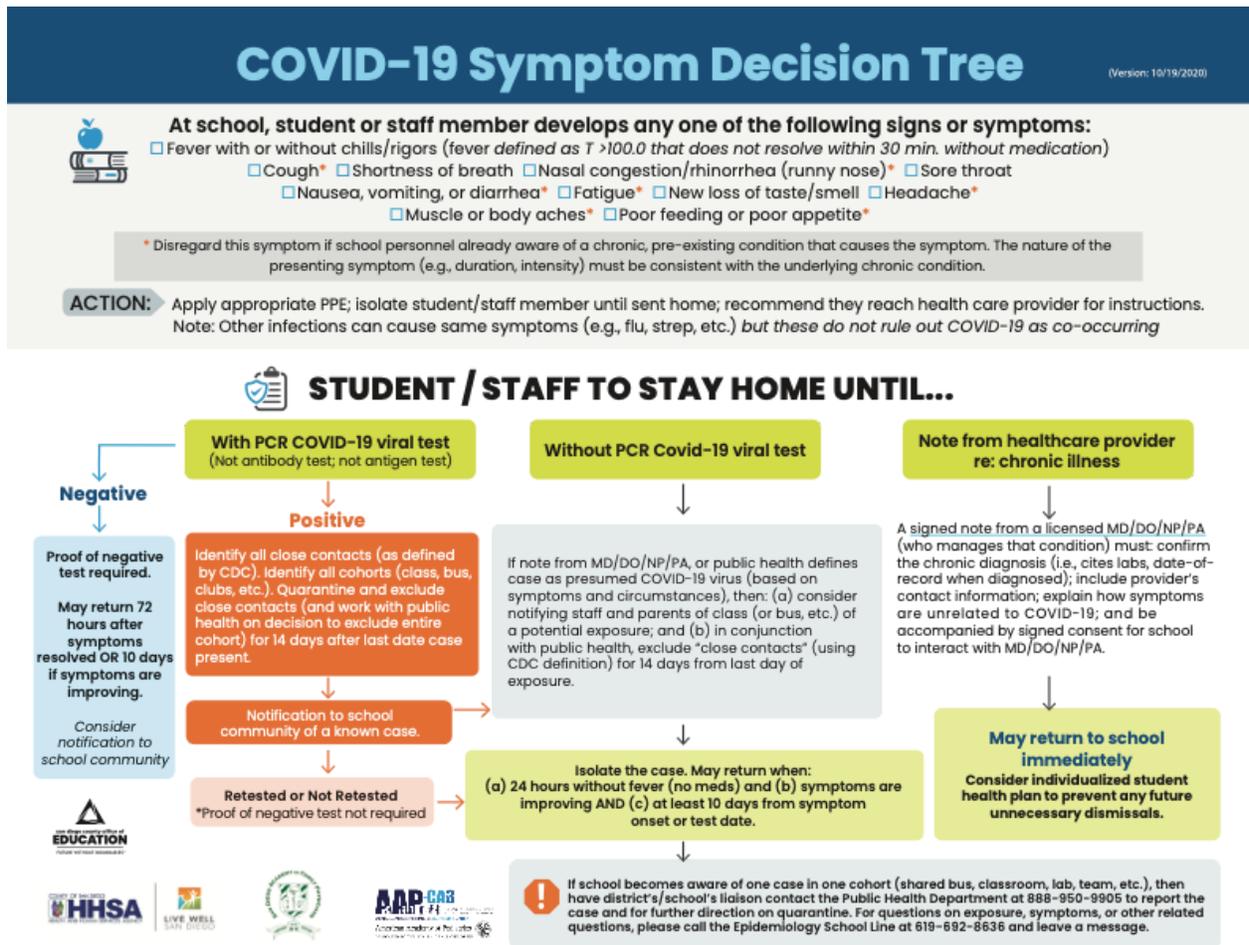


equipment and ventilation recommended for cleaning while keeping disinfectant products away from students.

- The Staff Liaison will report positive cases to the Public Health Services Epidemiology Department at (619) 692-8499.

### Potential School Exposure Action Plan

Below is a detailed action and communication plan if a student or staff member becomes ill, per the California Department of Public Health, dated October 9, 2020.



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.



## **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.

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

- 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 risk level within the specific community 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. This 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.

## **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 the following link for more information.

<https://covid19.ca.gov/stay-home-except-for-essential-needs/#:~:text=Those%20types%20of%20gatherings%20are,is%20held%2C%20whichever%20is%20lower.>