



## **The Winston School COVID-19 Safety Plan**

\*\*\*This is a living document and may be amended at any time. Implementation of the following plan depends on local public health conditions. The School may modify these policies, as necessary, to comply with changes to the California Department of Public Health, Centers for Disease Control, California Department of Education, San Diego County Office of Education, state and/or local guidance.



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# Section I

## A. Overview

**This plan has been updated to reflect the guidance from federal, state, and local health authorities.**

### Guiding Principles

Our guiding principle remains the same: having safe access to in-person instruction and as much instructional time as possible to all of our Winston students while mitigating the risk of viral transmission.

In addition, The Winston School leadership team has developed the following guiding principles to assist in decision-making and planning:

- **Safety**
  - Maintaining healthy practices
  - Limiting student and staff exposure
  - Adhering to orders from the San Diego County Health and Human Services Agency and following recommendations of federal, state, and local health authorities
- **Continuity**
  - Providing instruction and services to our students to continue IEP goals and progression toward graduation
- **Community**
  - Being aware of our community and providing a high level of support
  - Understanding that our students require both educational AND social-emotional support to develop into their best selves

## B. General Measures

The Winston School follows the [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#), issued by the California Department of Public Health.

All areas are described in our plans below.



The School will monitor ongoing COVID-19 guidance from the Centers for Disease Control (“CDC”), 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 communicates with local health authorities and complies with all reporting rules surrounding illness tracking, contact tracing, and reporting. Also, CDPH guidelines provide direction for school operational plans. And lastly, the School collaborates with other Districts and private schools as well as the SDCOE.

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. Vaccines**

Several vaccines have proven to be highly effective at preventing serious illness if an individual is exposed to the SARS-CoV-2 virus. At The Winston School, we highly encourage every community member who is eligible to receive the vaccine to do so. High vaccination rates are the single most effective way to reduce the incidence of COVID-19 in our community. Students age 12 and older are eligible to receive the two-dose Pfizer COVID-19 vaccine. You may find vaccine appointments [here](#).

When your student has received both doses of the Pfizer vaccine, please share your student’s vaccination card with the front office at [frontoffice@thewinstonschool.org](mailto:frontoffice@thewinstonschool.org).



## **B. Safety Measures - Mitigating the Risk of Transmission: Layered Approach**

Since it was first discovered in December 2019, the world has learned a lot about the virus that causes COVID-19. One of the most important lessons learned is that schools and businesses can safely remain open and not be sources of outbreaks by implementing a layered approach towards mitigating transmission. The goal of our School COVID-19 Safety Plan is to stay fully open for in-person learning while limiting the opportunity for viral transmission.

### **1. Masks**

The Winston School policy has been adjusted to fit the new face-covering [guidance](#) issued by the California Department of Public Health.

#### **Indoors:**

- When indoors, **masks are required for everyone**, regardless of vaccination status.

Neck gaiters are not permitted. Staff and students may remove face coverings during snack and mealtime. Students who inadvertently fail to bring a face covering to campus will be provided one. Individuals who cannot wear a face-covering due to medical reasons may speak with The Winston School Front Office Manager, Osiris Romero, designated as the COVID-19 School Liaison and is 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) or Kim Kanetis, Director of Business and Operations (staff), to explore accommodations. Ms. Kanetis may be reached at (858) 259-8155 or via email at [kim.kanetis@thewinstonschool.org](mailto:kim.kanetis@thewinstonschool.org).

#### **Outdoors:**

- In general, students and staff do not need to wear masks when outdoors. However, per [CDC recommendations](#), in areas of [substantial to high transmission](#), people who are not fully vaccinated are encouraged to wear a mask in outdoor settings or during activities involving sustained close contact with other people who are not fully vaccinated.



- Students and staff will need to have their masks “handy” as they travel throughout campus.

## 2. Physical Distancing Inside and Outside the Classroom

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

### Considerations:

While there is no specific requirement on physical distancing between students in classrooms, the [CDC has found](#) that the chance of transmission occurring between students wearing masks is significantly reduced for close contacts who were at least 3 feet apart.

## 3. Ventilation

For indoor spaces, ventilation is optimized by following the [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).

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 the CDPH guidance.

## 4. Staying Home When Sick

- Follow the strategy for [Staying Home when Sick and Getting Tested](#) from the CDC.
- Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent the possible spread at schools.

Before coming to campus each morning, all students, families, and staff must check for any signs or symptoms of COVID-19. If a student or staff member is experiencing any symptoms that are not attributed to a known documented underlying chronic condition



(e.g., allergies or asthma) OR a health care provider has confirmed an alternative named diagnosis (e.g., streptococcal pharyngitis, coxsackievirus), they must contact the COVID-19 School Liaison (students), Osiris Romero [osiris.romero@thewinstonschool.org](mailto:osiris.romero@thewinstonschool.org), or the Director of Business and Operations (staff), Kim Kanetis [kim.kanetis@thewinstonschool.org](mailto:kim.kanetis@thewinstonschool.org), for direction.

COVID-19 symptoms typically appear 2-14 days after exposure to the virus and include:

- Fever with or without chills (>100 degrees that does not resolve after 30 minutes without medication)
- Cough
- Shortness of breath
- Congestion or runny nose
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- New loss of taste or smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite

There are additional, more concerning symptoms that require immediate medical attention. Call 911 immediately if you are experiencing any of these symptoms:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone.

### **Testing**

- For those unvaccinated members of our School community, routine asymptomatic lab-based PCR or NAAT testing once each week will be required when transmission rates are moderate, substantial, or high. (San Diego County is currently well into the high range.)

## **5. Case Reporting, Contact Tracing, and Investigation**

- Per Assembly Bill 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.



- Our COVID-19 School Liaison will assist the local health department with contact tracing and investigation.

Absences due to quarantine represent the single biggest threat to the gains students should make this year. The ability of the School to limit the number of potential close contacts to as few as possible through accurate contact tracing will play a critical role in protecting students and staff from unnecessary absence.

The School will require the use of seating charts and logging systems to meticulously document the location, proximity to others, and duration of contact for every person in the School at all times throughout the day.

## 6. Quarantine (Asymptomatic Close Contacts)

San Diego County Office of Education and the County of San Diego have incorporated the following recommendations and clarifying information provided by the CDPH in the [COVID-19 Decision Tree](#).

**Below are quarantine recommendations for unvaccinated students for exposures when both parties were wearing masks, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.**

a. When both parties were wearing a mask in any School setting in which students are supervised by School staff (including indoor or outdoor School settings and School buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend School for in-person instruction if they:

- i. Are asymptomatic;
- ii. Continue to mask appropriately, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and
- iv. Continue to quarantine for all extracurricular activities at School, including sports and activities within the community setting.

**Quarantine recommendations for unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.**

a. For these contacts, those who remain asymptomatic (meaning they have NOT had any symptoms) may discontinue self-quarantine under the following conditions:



- i. Quarantine can end after day 10 from the date of last exposure without testing
- ii. Quarantine can end after day 7 if a diagnostic specimen is collected after day 5 from the student's last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through day 14 from the last known exposure

c. If any symptoms develop during these 14 days, the exposed person must immediately isolate, get tested, and contact their health care provider with any questions regarding their care.

## **7. Isolation**

For both vaccinated and unvaccinated persons, follow CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

San Diego County and the County of San Diego have incorporated this guidance and clarifying information provided by the CDPH in their [COVID-19 Decision Tree](#).

## **8. Hand Hygiene**

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.
- 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.
- Site staff ensures an adequate supply of soap, hand sanitizer, tissues.

## **9. Cleaning**

As practicable, The Winston School thoroughly cleans and disinfects surfaces with proper cleaning products after the school day.

All water fountains have been disabled for our staff and students' safety and healthy hygiene practices. Students should bring their own filled water bottles.

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, and students do not share any classroom supplies. Chromebooks are assigned to each student. Staff will supervise students while they clean and wipe all Chromebooks 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.

## **10. Food Service**

The School will maximize physical distance as much as possible by eating outdoors. We will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals. Given the very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single-use items and packaged meals.



## C. Plan for When a Student or Staff Member 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.

- Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible.
- Staff members exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other staff and report symptoms to the Director of Business and Operations by phone or text as soon as possible so that they can be relieved from work and sent home.
- The School will separate the student from others in a designated isolation room/area and notify the student's family.
- The School may seek emergency medical attention on behalf of a student or staff member if the COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, distress, or bluish lips or face.
- The student or staff member will be required to get tested for COVID-19 to help with rapid contact tracing and prevent a possible School outbreak.
- Students and staff members with symptoms of COVID-19 infection are NOT to return to campus until they have met the following CDPH criteria:
  - i. At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications; and
  - ii. Other symptoms have improved; and
  - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., streptococcal pharyngitis, coxsackievirus), OR at least 10 days have passed since symptom onset.
- Students and staff members may also refer to the San Diego County Office of Education [Decision Tree](#).
- Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments.
- Students will also be allowed to participate in classes through an Independent Study model.
- If a student or staff member tests positive for COVID-19, the School shall notify the School community without disclosing any personal information that identifies the student or staff member.
- The Staff Liaison will report positive cases to the Public Health Services Epidemiology Department at (619) 692-8499 and consult with the local county public health



department to determine the necessary next steps.

## **Section III**

### **A. On-Campus Visitors**

The School limits the use of School facilities by external community organizations. Until further notice, only School staff, students, district personnel, and service providers will use 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.

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. When an on-site visit is necessary, appointments will be required to enter campus. Proof of vaccination status or negative lab-based PCR or NAAT testing 72 hours beforehand will be required. No entry to classrooms will be permitted.

When District personnel must be present in a classroom, with prior approval, they are to maintain maximum distance from students and limit time in the classroom to 10 minutes.

### **B. Meals and Nutrition Services**

When eating indoors, unvaccinated individuals should maximize their physical distance from others as much as possible. All community members, but especially those who are not yet vaccinated, are encouraged to eat outdoors.

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 and additional resources for food-insecure students.



## **C. 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 occur during the pre-service week and staff meetings when required.

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

## **D. Maintaining Healthy Operations**

As a community, The Winston School values its staff. It is significantly invested in maintaining all staff's health and wellness. 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 must stay home if they do not meet the criteria to come to campus.

The COVID-19 Liaison will coordinate documentation and tracking of possible exposures and positive cases of COVID-19 and 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 discrimination.



## 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 consist of notifications for School updates, transportation changes, movement between in-person and independent study, and continued compliance with all parts of the Individualized Education Plan (IEP). District program specialists will communicate with the COVID-19 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 submitting changes to the safety plan to the Special Education Local Plan Area (SELPA) through the system set up through the county.