



## COVID-19 SAFETY PLAN FOR KINDERGARTEN THROUGH 8TH GRADE

Updated August 2021

We confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Health and the local health department:

**Stable group structures (where applicable):** *How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.*

**Please provide specific information regarding:**

**How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)**

- As of August 25, 2021, the maximum number of students in a stable group will be 27 with up to 4 fully vaccinated teachers working with them. The minimum number will be 1 student and 1 staff. The Spring Hill School is prepared and able to fully follow all the cohort requirements by SCOE and Health Department at all times.

**If you have departmentalized classes, how will you organize staff and students in stable groups?**

- Due to the small sizes of our classes, we will be combining 1st grade with 2nd grade and 3rd grade with 4th grade to create two stable groups. All other grades will be stand-alone stable groups. Fully vaccinated staff may work with up to 6 stable groups, though most will interact with only 1 or 2.

**If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?**

- Electives will be offered in person with fully vaccinated staff joining stable groups of students.

**Spring Hill’s planning minimizes crossover between students and adults in school buildings:**

- Spring Hill, a small-by-design independent school, has a Kindergarten through 8th grade student population of 124 students. We have planned our classrooms carefully to provide more than ample space for students to work safely. With health and safety of students and staff in mind:
  - We have two campuses with a total of 10 classrooms available for creating stable groups/cohorts for our 124 K-8 students.
  - We have assigned the two campus locations as follows:
    - Grades K, 1, 2 (38) at campus #1: 211 Spring Hill Road, Petaluma
    - Grades 3-8 (85 students) at campus #2: 705 North Webster Street, Petaluma
- Students are assigned to a stable group/cohort that does not interact with other groups indoors.
  - Siblings in the same grade band will be in the same cohort.
  - Each stable group will have its own designated classroom.
  - Only fully vaccinated teachers will work with multiple stable groups.
- Recess and PE will be outdoors, and all students and staff will be masked. Students will only be permitted to eat with their stable group.

**Entrance, Egress, and Movement Within the School:** *How movement of students, staff, and parents will be managed to avoid mixing of stable groups.*

Arrival and dismissal procedures have been carefully planned with staggered schedules to ensure the best scenario for cohorts/students to avoid close contact and mixing of cohorts, as well as allow for physical distancing and Spring Hill’s required daily health screenings.

- Each stable group of students has been assigned an arrival and departure time. Upon arrival (all students are transported to school in parent vehicles), students will wait in

their parent's vehicle until supervising faculty/staff signals the student to exit the vehicle.

- Following a temperature check with a touchless thermometer, students will proceed directly to the stable group's classroom handwashing station and then enter the classroom, following the specific route for their stable group.
- Throughout the school day, each stable group will have a specific schedule of activities (arrival, recess, lunch, departure).
  - Restroom use is staggered so that only one student/staff will use the restroom at a time. Good ventilation and air circulation in the restrooms will be ensured through open windows and/or increasing air circulation through the school's HVAC system.
- Dismissal will follow the same process. Each stable group will be assigned a specific dismissal and pick-up time and these will be staggered for each stable group.
- Parents are not permitted on our campuses during this time. Only Spring Hill students and staff are permitted to be on campuses.

**Face Coverings and Other Essential Protective Gear:** *How CDPH's face covering requirements will be satisfied and enforced for staff and students.*

Spring Hill will adhere to research-based guidance from infectious disease experts. Students of all ages (K-grade 8) and staff will be required to wear face masks during the school day except when eating or drinking.

- All students and staff will be required to wear face masks to cover their nose and mouth at all times except while eating. Vented masks are not permitted.
- Face masks will be worn both indoors and also outdoors for additional precautionary safety (except when eating).
- Proper use, removal, and washing of face coverings has been shared with students, their families, and school staff and will continue to be shared throughout the school year.
- Approved types of face coverings have been and will continue to be communicated to students, families, and staff. (Approved: cloth masks with at least two layers and disposable medical face masks that are at least 3-ply only. Not approved: gaiters, bandanas, single layer cloth masks)
- Students keep 2 extra masks stored at school in a sealed bag labeled with the student's name.
- The school has a large supply of disposable face masks available for students or staff who forget their masks or if a mask becomes soiled.
- In the event a student refuses to wear a face mask at school and is not exempt from wearing a face covering, the student will be excluded from campus and will participate in independent study.

- Students who may be exempt from wearing face masks due to a medical condition, as confirmed by a doctor and the student's 504 plan (section 504 of the Rehabilitation Act), must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative so the student can participate in in-person instruction. Alternatively, the student can participate in independent study.
- Additionally:
  - Plexiglass dividers are available for student and/or faculty use.
  - Spring Hill has purchased ample PPE for staff use or student use as needed, including disposable face masks, plastic face shields for teachers, disposable gloves for all staff.

**Health Screenings for Students and Staff:** *How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

**Students and staff will be screened for symptoms of COVID-19 each day in the following way:**

- All students and staff will be required to do a full health screening at home before coming to school. The screening will include:
  - temperature reading
  - assessment of whether or not they are or have in the past 24 hours experienced any COVID-19 related symptoms of illness or been exposed to anyone with COVID-19.
- Student temperature will be verified upon drop off by staff.
- Students with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department.

Spring Hill's protocols to respond to student COVID-19 symptoms follows the [Health Department and Sonoma County Office of Education guidelines](#) as well as the school's own sick policy:

- Students are not allowed to attend school if they are showing any symptoms of illness which could be passed on to another child or adult.
- Students who have experienced such symptoms must provide clearance from a doctor stating they are safe to return to school or a negative COVID-19 test before they are permitted to return to campus.

## **If a student becomes ill while at school:**

- Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.4 F (38 C) degrees while at school, parent/guardian will be contacted for an immediate pick-up.
- The student will be removed from class immediately. The student will be isolated (comfortably) in a designated room or outside (weather permitting), continue wearing a face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below if unable to maintain 6' distance) until the parent/guardian arrives to take the student home as soon as possible. Each of our campuses has a designated room for isolation of students who become ill at school.
- The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear the following personal protective equipment if unable to maintain 6' distance: N-95 face mask, face shield, disposable gown to cover clothing, and disposable gloves.
- The parent/guardian, or those authorized to pick up a student from school, will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick up.
- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with Health Department guidelines. The areas where the student was prior to reporting symptoms will be cleared of all students and staff and will be immediately cleaned and disinfected.
- The school owns two electrostatic disinfectant sprayers which are more effective at disinfecting than traditional cleaning methods. These would be used to clean and disinfect an area where a COVID-19 positive person has been.
- The Spring Hill School requires families to consult with the student's physician if a student is experiencing symptoms of COVID-19. In order to return to school, the student must provide a physician's release or a negative COVID-19 test and may return to school after 24 hours have passed without fever (without the use of fever reducing medication, e.g., Tylenol or Motrin) and with symptom improvement.

## **If a staff member becomes ill at school:**

- Staff members experiencing symptoms of illness will be asked to leave campus until they are fever-free for 24 hours without the aid of fever reducing medications and have improved symptoms. We will follow procedures outlined in the table below for diagnosis and return to school (see section below: **Actions to take if there is a confirmed or suspected case of COVID-19**).

**Healthy Hygiene Practices:** *The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.*

- Routine handwashing is built into the daily schedule and emphasized by staff. Students will wash hands upon arrival, before and after eating, after using the restroom, after being outside the classroom (e.g., PE or recess), before leaving to go home, and as needed throughout the day.
- Handwashing stations have been added to outdoor areas at our campuses to provide ample indoor and outdoor handwashing stations.
- Handwashing by younger students is supervised by staff to ensure proper handwashing practice.
- Classrooms have sinks located in multiple indoor and outdoor areas for students and staff to use for handwashing.
- Each classroom has access to restroom facilities that are equipped with sinks and soap. (Restroom visits by students/staff will be staggered so that one person is using the restroom at a time.) Ventilation in restrooms will be increased by opening windows and/or use of the HVAC ventilation system.
- Students and staff are encouraged to bring their own personal water bottles labeled with names to school instead of using drinking fountains.
- Hand sanitizers are distributed in multiple locations in all classrooms and outdoor areas that will be used by students and staff.
- Staff supervises frequent handwashing and reinforces with students the practice of frequent handwashing.
- Posters reminding students and faculty to wash hands and how to wash hands are prominently displayed in classrooms and at handwashing stations.
- Additional healthy hygiene practices:
  - Students bring lunches and snacks from home. No sharing of food is allowed. Spring Hill does not provide any food service. (Spring Hill has a “no waste” policy and any lunch wrapper or other disposables from lunch are returned home in the lunch box.)
  - Outdoor areas are used as outdoor classrooms as much as possible for all grade levels. We are fortunate to have large, beautiful campuses that allow us to implement this plan.
  - Students have individual student-assigned desks, chairs, school supplies, and electronic devices (no sharing).
  - Classrooms are equipped with no-touch trash cans.

- Spring Hill keeps in stock ample supplies of soap, tissue, disposable face masks, hand sanitizer, face shields, and cleaning and disinfecting products.

**Identification and Tracing of Contacts:** *Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

### **Contact Tracing:**

The Spring Hill School has designated two full-time staff members, Loryn Hatten and Karen Tarver, as primary contact tracers in the event of exposure to COVID-19, and a third full-time staff member, Tracy Walthard, is a back-up contact tracer. These individuals have completed contact tracing training either through Johns Hopkins Bloomberg School of Public Health or through training offered by Sonoma County Office of Education (SCOE)/Sonoma County Health Department.

Through the contact tracing training, we have created a detailed and extensive contact tracing resource and reference book/binder containing documents from the Johns Hopkins training program and contact tracing procedures and scripts.

### **Contact tracers at Spring Hill:**

- Karen Tarver, Assistant to the Head of School, [karen@thespringhillschool.org](mailto:karen@thespringhillschool.org), 707-763-9222 (office) or 707-695-5885 (mobile),
- Loryn Hatten, Operations Manager & Registrar, [loryn@thespringhillschool.org](mailto:loryn@thespringhillschool.org), 707-763-9222 (office) or 408-688-7071 (mobile)
- Tracy Walthard, Associate Head of School, [tracy@thespringhillschool.org](mailto:tracy@thespringhillschool.org), 707-763-9222 (office) or 707-888-2868 (mobile) - designated as a back-up contact tracer who has completed the same training.

These employees will begin immediate contact tracing procedures when notified of a confirmed case of COVID-19 among staff or students. Contact tracers at Spring Hill will also immediately notify the Sonoma County Health Department and follow contact tracing procedures such as creation and submission of lists of exposed students and staff to the Health Department via the completed SCOE "Site Information Gathering Tool."

## **Designated staff person(s) for public health to contact about COVID-19:**

- Karen Tarver, Assistant to the Head of School, [karen@thespringhillschool.org](mailto:karen@thespringhillschool.org), 707-763-9222 (office) or 707-695-5885 (mobile),
- Loryn Hatten, Operations Manager & Registrar, 707-763-9222 (office) or 408-688-7071 (mobile)

## **Contact tracers' actions if there is a confirmed case:**

If there is a confirmed case of COVID-19 among staff or students, Spring Hill will follow protocols in accordance with the Health Department and Sonoma County Office of Education and the school's policies:

- Notify the Sonoma County Department of Health.
  - If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, we will initiate contact with Sonoma County Public Health at 707-565-4566 and/or email: [Phnurse@sonoma-county.org](mailto:Phnurse@sonoma-county.org). We will ensure that Family Educational Rights and Privacy Act (FERPA) protocols are being followed in any communications.
  - We will notify the Sonoma County Health Department of any known case of COVID-19 among students or employees within 24 hours from the time Spring Hill staff is first made aware of a new case. We will supply the following information:
    - full name, address, telephone number, and date of birth of the individual who tested positive;
    - date the individual tested positive, the campus location(s) at which the individual was present on-site within the 2 days preceding symptom onset or the positive test, and the date the individual was last on-site at any of our campuses;
    - the full name, address, and telephone number of the person making the report.
- Advise infected individual to isolate at home and exclude from school for at least 14 days from symptom onset date or, if asymptomatic, 14 days from the date of when the test was taken.
- Advise individual to isolate and stay out of school for 14 days from symptom onset date and at least 24 hours have passed since resolution of fever without the use of fever-



reducing medications, and other symptoms have improved. If asymptomatic, individual should isolate for 14 days from specimen (test) collection date.

- Begin **immediate** contact tracing:
  - identify contacts who may have been exposed starting from 2 days before case's symptom onset or from the date of positive test result if case is asymptomatic;
  - recommend exposed contacts be tested 8-10 days after last exposure;
  - if tests of exposed contacts are negative when tested on day 8 from exposure, may return to school on day 11 following test date;
  - if the exposed contact refuses testing, the individual must quarantine for-14 days and may return to school on the 15th day.
- In consultation with public health, we will decide whether a class or entire school closure is warranted, using guidance provided by CDPH.
  - Our COVID-19 Liaison will work with public health to conduct contact tracing and notify exposed students/staff following FERPA protocols for student information.
  - We will follow public health determination as to whether quarantine and testing is necessary based on the length of exposure, number of people exposed, and closeness of contact.
- Notify the school community pursuant to guidelines we have established in our communication plan:
  - Spring Hill will communicate information about quarantine of affected class/es and cohorts to the affected groups.
  - Spring Hill will notify the general school community without disclosing personally identifiable information of students or staff.
- Spring Hill will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire school campus before reopening.
- We will work with public health and await notification from them for when it is safe to reopen the classroom or school. Spring Hill will then make the final determination when to reopen based on CDPH guidance.

### **Actions to take if there is a confirmed or suspected case of COVID-19**

- Spring Hill will follow all Health Department protocols for closing a class or the entire school in the event of any COVID-19 cases of students or staff. The protocols we will follow in the event of a confirmed case of COVID-19 at The Spring Hill School are guided by this document from the Sonoma County Health Department: [When to Close a School / COVID Notification Process.](#)

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. <b>Cohort<sup>1</sup> remains OPEN.</b>	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact <sup>2</sup> with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10-14 days <sup>4</sup> starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). <sup>3</sup> <b>Cohort remains OPEN.</b>	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): <i>E-mail to: SoCo.Schools@sonoma-county.org to report Case.</i> <ul style="list-style-type: none"> <li>• Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for &gt;24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> <li>• If no symptoms, keep home for 10 days since the day they were tested.</li> </ul> </li> <li>• Identify close contacts, which may include the entire exposed cohort if specific individuals cannot be identified. <ul style="list-style-type: none"> <li>• Instruct to quarantine for 10-14 days after their last exposure.</li> <li>• It is strongly recommended<sup>4</sup> that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.</li> </ul> </li> <li>• Clean and disinfect spaces where the person with COVID-19 spent significant time.</li> </ul> <p><b>Contacts should quarantine for 10-14 days after last exposure.</b> Non-exposed individuals may continue to return.</p>	Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.  Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> <li>• No fever for 24-72 hours without use of fever-reducing medication</li> <li>• No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication</li> <li>• Well enough to participate in routine activities</li> <li>• Other criteria as determined by site</li> </ul> <p>Follow any additional criteria determined by the patient's healthcare provider, if applicable</p>
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> </ul>
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
Child or staff had a positive test/ confirmed COVID-19 (with or without symptoms)	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> <li>• If no symptoms, stay home until 10 days have passed since the date of the test.</li> </ul> <p>A doctor's note does <u>not</u> override these criteria.</p>
Child or staff had close contact with someone with confirmed COVID-19.	<p>Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and test negative on/after Day 8</u>. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.</p> <p>If the person has ongoing close contact with the person with COVID-19 (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

Adapted from San Francisco Department of Public Health

- When a student or a group of students are required to quarantine because of exposure to COVID-19, Spring Hill will provide instruction through our 1st Grade -8th Grade Distance Learning program. Kindergarteners will be assigned work to complete at home with guidance from members of their household as needed.

**Staff Training and Family Education:** *How staff will be trained and families will be educated on the application and enforcement of the plan.*

Spring Hill has already trained and continues to train faculty/staff and school families and reinforce the application and enforcement of the safe reopening plan during faculty/staff meetings. Training will continue and be ongoing throughout the school year.

Spring Hill's COVID Safety Plan has been updated and updates will continue to be shared with school families through ongoing publication of information in the school's school-wide digital newsletter. Additionally, the COVID Safety Plan will be posted to the [school's website home page \(thespringhillschool.org\)](https://thespringhillschool.org) and is available for the public to view.

**The following training of staff and family education is implemented:**

- Enhanced sanitation practices
- Proper use, removal, and washing of face masks/coverings
- Daily health screening practices and protocols
- COVID-19 specific symptom identification
- How COVID-19 is spread
- When to seek medical attention
- Preventing the spread of COVID-19 if sick, including employees not coming to work if symptomatic or if they or someone they live with has been diagnosed with COVID-19.
- Importance of students and staff not to come to school/work if they have symptoms, live with someone who has been diagnosed with COVID-19, or had close contact with someone diagnosed with COVID-19
- Plan and procedure to follow when children/adults become sick at school
- Plan and procedure to follow if students, their families, and faculty/staff travel
- Plan and procedure to protect employees from illness

Spring Hill's practices and procedures to ensure our safe and healthy school community for our teachers, our students, and our parents, are only effective if the families in the Spring Hill community are aware of and responsive to public health guidance as they conduct their lives outside of school. For this reason, **Spring Hill asks that all members of our community of teachers, staff, and parents sign a "Safe Behavior Agreement"** and take actions that

demonstrate their responsibility to their own wellness and the wellness of others, including but not limited to:

- Continue to practice social distancing, wear face masks, and stay in the habit of frequent handwashing when outside of school.
- Get tested if they experience symptoms of COVID-19 or if they believe they have been exposed to the virus.
- Self-quarantine if there has been contact with someone who has or is likely to have the virus.
- Avoid unnecessary travel and self-quarantine if this travel cannot be avoided in accordance with the school's travel policy.
- Avoid large group gatherings and crowds where face covering guidance is being disregarded.
- Observe routine medical practices, including annual check-ups and flu vaccines.
- Communicate with the school if there has been travel, families (parents/students) have come in contact with anyone testing positive, or if a family member has tested positive.
- Encourage families and students over the age of 12 to get vaccinated.

**Testing of Staff:** *How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.*

**Staff asymptomatic testing cadence.** *How frequently Spring Hill plans to test and monitor for asymptomatic spread among staff.*

Spring Hill currently tests all students in grades Kindergarten through 8th and staff once a week.

We are contracted with Avellino Labs for weekly surveillance testing of staff and students in grades Kindergarten through 8th. Test results are typically returned within 24-48 hours.

- In the event of a positive COVID-19 case on our campuses, Avellino's testing team can be on site for testing within 24 hours.

**Testing of Students:** *How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.*

### **If a student has symptoms of COVID-19:**

- If a student exhibits any symptoms of COVID-19, they will be prohibited from attending in-person instruction.
- The student will be required to consult their personal physician for clearance to return to school. A physician's clearance indicating that symptoms are typical of an individual's underlying chronic condition is acceptable for returning to school. Individual may return to school after 24 hours have passed without fever (and without the aid of fever reducing medications like Tylenol and Motrin) and symptoms have started improving.
- Immediate testing will be recommended if a physician's clearance is not obtained. If the results of the test indicate a positive COVID-19 diagnosis, the student must stay out of school for 14 days from symptom onset date or, if asymptomatic, for 14 days from specimen collection date. (See protocols above for when a student or staff member tests positive for COVID-19.)
- The school requires notification of test results as soon as received by the family.
- During this time that the student is awaiting test results, the student will participate in independent study.

### **If a student has been exposed to COVID-19:**

- Students and their family members are advised to obtain a PCR COVID-19 test on day 8 following exposure. Student and their parents need to provide a copy of the COVID-19 test with negative results to be able to return to school (see below for testing recommendation timelines), or quarantine for 14 days without taking a test.
- The student will be referred to their primary care provider for COVID-19 testing.
- Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative).
- Students are excluded from school for 10 days from last exposure per CDPH quarantine recommendations.
- If a student has been exposed to COVID-19 as a result of an at-school case, the student's parents/guardians will be notified through contact tracing procedures (see details in Contact Tracing section). Spring Hill will follow all requirements indicated by Health Department protocols and the school policies.

- In the event that a student must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the student will continue to have access to instruction through independent study.

**Planned student testing cadence.** *How frequently Spring Hill plans to test and monitor for asymptomatic spread among students.*

### **Asymptomatic testing:**

Asymptomatic/surveillance testing of students in grade Kindergarten through 8th takes place weekly.

### **Outbreak testing:**

In the event of an exposure due to an outbreak at school:

- Rapid testing of the entire student and staff population will be administered at our campus locations by our contracted testing company.
- Test results will be returned in most instances within 24-48 hours by the contracted testing organization.
- While awaiting test results in the case of an outbreak, students will be required to quarantine and participate in Distance Learning.

**Identification and Reporting of Cases:** *At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.*

Spring Hill will follow all reporting requirements and guidelines should there be a confirmed positive case of COVID-19 among students and/or employees:

- Notify the Sonoma County Health Department:
  - If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, we will contact public health at 707-565-4566 and/or email: [Phnurse@sonoma-county.org](mailto:Phnurse@sonoma-county.org).
  - We will ensure that FERPA protocols are being followed in any communications.
  - We will notify the Sonoma County Health Department of any known case of COVID-19 among students or employees who were present on our campuses within the 10 days preceding a positive test for COVID-19. Notification of the health department will be within 24 hours from the time Spring Hill staff is first made aware of a new case. We will supply the following information:

- Full name, address, telephone number, and date of birth of the individual who tested positive;
    - Date the individual tested positive;
    - Symptom onset date or positive test date
    - Dates and campus locations at which the individual was present on-site from 2 days before symptom onset or date of positive test result; and
    - The full name, address, and telephone number of the person making the report.
  - Spring Hill staff and contact tracers are aware that schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to our local health department regarding COVID-19 testing and cases.
- If a case of COVID-19 is confirmed among students or employees
  - Spring Hill contact tracers will work with the Sonoma County Health Department to conduct contact tracing;
  - Spring Hill will work with the Sonoma County Health Department to notify the school community, including specification notifications of stable groups/classrooms regarding their exclusion status and instructions;
  - Spring Hill will work with the Sonoma County Health Department to determine whether a specific stable group/classroom or the entire school needs to be closed.
- Spring Hill will continue to consult with the Sonoma County Health Department for guidance during any closure of a classroom or school.

**Communication Plans:** *How the Head of School will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).*

In the event that an individual at Spring Hill has a confirmed case of COVID-19, Spring Hill will:

- Contact Sonoma County Health Department at 707-565-4566 and/or email: Phnurse@sonoma-county.org.
- In consultation with the Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required (we are a single-school entity as opposed to a district).
  - in consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19



- in consultation with public health, we will close our entire school (two campuses) if multiple cohorts or classes have confirmed cases of COVID-19 or 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
  - we have cleaned and disinfected all classrooms
  - had a public health investigation
  - consulted with Sonoma County Health Department

We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

We have sample letters for communicating with parents/guardians of a class or school closure as well as notification when a student or staff member has been exposed to COVID-19.