

PCS RE-OPENING PLAN

2020-2021
SCHOOL YEAR

Revised Date 02.24.21

The entire PCS community is continually in our hearts and prayers from our beloved students to our parents and faculty and staff. We have specifically prayed for God's presence and wisdom as we journey through these turbulent times together.

At front and center is the continuation of our 2020-2021 school year, which we are sure is on your minds as well. Thank you for the extension of patience as we navigate through all matters related to reopening our school for in-person learning (with the option of distance learning for those that cannot immediately return).

We are devoted to determining any necessary guidelines, practices, and programs to support our return while prioritizing the health and safety of all members of the community.

CONTENT

COVID-19 Compliance Task Force:

Dr. Steven Gray – Head Of School
Mrs. Pauline Tcharkhoutian
Mrs. Suzie Allen
Mrs. Meline Babikian
Mrs. Suzy Burkhard
Mr. Dave Ekstrand
Mrs. Monica Smith
Mrs. Betty St. Peter

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HEALTHY HYGIENE

Per California and Los Angeles County Department of Health guidelines, our teachers will be teaching and reinforcing important hygiene protocols to reduce transmission of the virus, including regular hand washing, avoiding hand-to-face contact, and covering coughs and sneezes.

MEASURES INCLUDE:

- No touch hand sanitization for all staff and students before entering campus.
- Wash hands every time before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff will model and practice hand washing, especially for lower elementary grade levels, will use bathroom time as an opportunity to reinforce and monitor proper hand washing.
- Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- No touch hand sanitizing stations will be added throughout campus. Students and staff will use ethyl-based hand sanitizer when hand washing is not practicable.
- Teachers will implement a schedule for hand-washing routines by grade level at staggered intervals to avoid overcrowding.

02

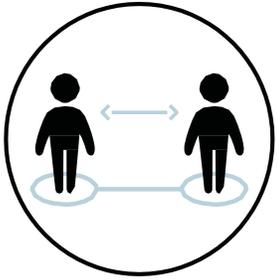


CLEANING PROTOCOLS

To reduce the transmission of the virus, PCS has taken the following cleaning measures:

- The school has implemented increased cleaning. Frequently touched surfaces will be cleaned and disinfected by trained custodial staff daily, and protocols for periodic disinfection throughout the day will be implemented in each classroom. Frequently touched surfaces to be disinfected include, but are not limited to door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs.
- Faculty, staff, and students are asked to bring either a full reusable water bottle or disposable single-use water bottles. Water bottles may be refilled at the water bottle filling station. Writing the name of the student or staff on the reusable or disposable bottle will assist in minimizing transmission.
- Hospital-grade filters installed in all classrooms.
- Air Purifiers with UV lights for every classroom.
- In classrooms, teachers will limit shared objects as much as possible. Students will have their own materials (crayons, scissors, pens, pencils, etc.), when shared objects are used, they will be cleaned and disinfected per established guidelines.
- All cleaning products are approved for use against COVID-19 by the Environmental Protection Agency (EPA).

03

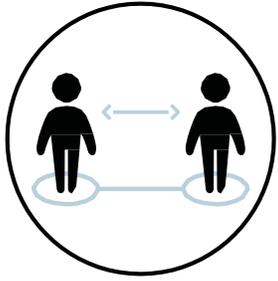


DISTANCING GUIDELINES

Our objective is to return to the normal social interactions of a connected learning environment while implementing reasonable measures to help stop the spread of the virus. To do that, we will follow distancing guidelines and reduce areas of congestion as much as possible.

- Each classroom will be treated as a family unit.
- More time outdoors will be added for each class.
- Morning drop off and afternoon pick ups will be staggered to minimize congestion
- Recess times and lunch schedules will be staggered to minimize congestion.
- Classes will not be intermingled with other classes.
- Computer room will be disinfected after every use.
- Middle school (6th-8th) will continue the block schedule in order to minimize exposure.
- Middle school schedules may be adjusted to avoid congestion in common areas at the beginning and end of the day, as well as at lunch and break times.
- Desks will be distanced according to current protocols
- Teachers will implement procedures to minimize contact when turning in assignments.

03



DISTANCING GUIDELINES (cont.)

- Boxed lunches will be made available through *The Only Place In Town*.
- Lunches, boxed and home-packed, will be eaten in the classroom.
- PCS Chromebooks will be issued to all on-campus students as needed.
- For TK and kindergarten **ONLY**, one designated adult may walk the child to the classroom for the first day of in-person learning.
- No parents/adults will be allowed on campus during school hours (with exception to the above)
- Teachers and staff will reinforce standards for students maintaining distance.

04

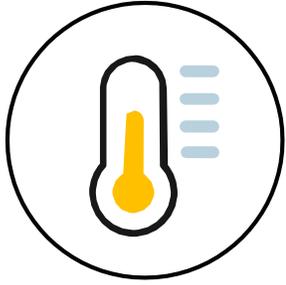


FACE COVERINGS

According to the *COVID-19 In Person Instruction Framework and Public Health Guidelines for K-12*, students in all grades are required to wear face coverings at all times while at school. The current exemptions to wearing a mask are when eating or drinking.

- Face coverings should cover the nose and mouth, go under the chin and does not have significant gaps around the nose or other parts of the face.
- Face coverings should preferably have three layers, have ear loops or ties that are tight enough to keep the face covering from sliding down the nose.
- Students, faculty and staff will be told to wear a face covering if they are found not doing so. They will also be instructed to wear the face covering in the proper manner; over the nose and chin, not under the nose or under the chin.

05



CHECKING FOR SIGNS & SYMPTOMS

Being vigilant about stopping the spread of the virus is critical to our ability to continue operations in an uninterrupted manner. PCS plans to begin in-person learning with the following protocols in place:

SYMPTOM-FREE DECLARATION

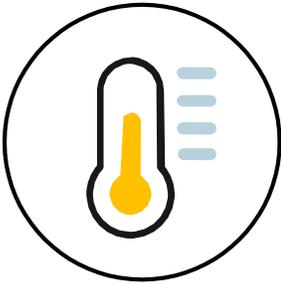
All parents will utilize the Magnus app every morning before 7:30 am in order to answer a Covid-19 questionnaire and declare if the student has displayed any of the following symptoms within the past 24 hours:

- Fever above 100.4° F or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If the symptoms indicate that the student cannot attend school that day, the student will stay home until symptom-free for 24 hours without the aid of medication.

Parents must contact Mrs. Monica Smith at msmith@pcs.school if the student has symptoms or may have been exposed.

05



CHECKING FOR SIGNS & SYMPTOMS (continued)

TEMPERATURE CHECKS

School personnel will be stationed at entrances and will conduct temperature checks with a no-touch thermometer. Per health department guidelines, anyone with a fever of 100 or higher, a cough, or any COVID-19 symptoms will not be allowed to attend school until symptom free for 24 hours without the aid of medication.

STAY-AT-HOME POLICY

- We will be informing anyone who is sick or has been in close contact with someone diagnosed with COVID-19 to stay at home.
- Students showing signs of illness will be sent home. This includes, but is not limited to, fever, cough, congestion, and runny nose.
- If a student is sent home due to illness, that student's class will move to an "outdoor safety classroom" until the classroom is disinfected and sanitized.

HEALTH RESOURCES

If you are experiencing any of these COVID-19 symptoms, call your primary doctor to schedule a COVID-19 test or you can call 211, or 626-744-6068 for testing information. You can also visit www.cityofpasadena.net/public-health

06

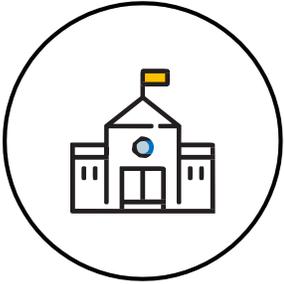


PROTOCOLS FOR POSITIVE TESTS

In the event a faculty member, staff member, or student tests positive for COVID-19, the following measures will be taken:

- In the event of a laboratory confirmed COVID-19 case, (student or employee), the Task Force will inform Pasadena Public Health Department (PPHD) and they will contact the case directly to collect additional information.
- Any person testing positive for COVID-19 will be required to stay home for 14 days and test negative at the end of that time period. No person will be allowed to return to school without official verification of a negative test result.
- If a member of our community becomes ill with COVID-19 that class will be quarantined for 14 days and moved into distance learning.
- The privacy of any individual testing positive will be maintained in accordance with FERPA requirements.
- Any person in close proximity to the person who tested positive will be notified that they may have been exposed and instructed to monitor themselves closely for the development of symptoms.
- If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school will report the cluster to PPHD within one business day.
- In the event of a student and/or staff exhibiting symptoms of illness that person will be placed in an isolation room with a monitor and the class will be relocated to the outside pergola or an empty classroom to allow time for the classroom to be cleaned and disinfected.

07



PARTIAL OR TOTAL CLOSURE

PCS intends to reopen for in-person learning as soon as possible. This re-opening plan is subject to change at any time depending on state or federal mandates. Be assured that we are prepared to educate our students without interruption in any circumstance.

In the event of a moderate outbreak of COVID-19 cases at PCS, we are prepared to follow CDC guidelines for a short term (2-5 day) closure of the school facility. If this occurs, we will continue to deliver content using our distance learning model and return to the classroom promptly when we have assessed the situation and have taken appropriate measures to halt the spread. Best practices, developed with student and parent input from this past year in mind, will be implemented.

We have an incredible team of teachers and staff who are ready to make this year a truly excellent experience for our entire community. We look forward to partnering with you in “Shaping Hearts and Minds For Life,” and we will continue to update you on details as we monitor developments over the course of the school year.

When instructed by the Department of Public Health, the school staff will participate in periodical testing based on the disease trends and/or after resolution of an outbreak at the school. All surveillance testing results will be reported to the Department of Public Health.

We are praying for your family and we cannot wait to be together again soon.