



SEA CREST SCHOOL
HALF MOON BAY, CA

Reopening Plan

2020-2021 School Year



Table of Contents

Table of Contents	2
Goals	4
Task Force Planning	5
Learning Options:	7
On-Campus Blended Learning Option*	7
Full Distance Learning Option*	8
Structure and Schedule for In-Person Learning	8
Staggered Drop-off and Pick-up	8
AM Student Arrival Schedule	8
PM Student Departure Schedule	10
Student Arrival Procedures	10
Health Screening	10
Hand-Washing	10
Classroom Access	11
Arrival Team	12
Staff Arrival Procedures	12
Schedule	12
Lower School	12
Middle School	13
Recess & Lunch	14
Playground Equipment	14
Physical Education & Athletics	14
Field Trips and School Assemblies	14
Outdoor Classroom Space	15
Structure and Schedule for Distance Learning	15
Access to Learning for All	15
Lower School	15
All Middle School Distance Learning	16
Middle School	16
Middle School Explorations	17
Guided by our Mission	17



Learning Outcomes	17
Health and Safety for All: The 4 Pillars	18
Facilities	30
Signage and Mapping	30
Eating and Play	31
Restrooms	31
Ventilation	31
Cleaning and Disinfection	32
Closed Campus	32
Guidelines and Procedures	33
Communication	33
Summer Communications Plan	33
Administration Points of Contact	35
Pandemic Response Team	36
COVID-19 Exposure Action Plan	37
Scenario 1 - Presentation of Symptoms	38
Scenario 2 - Close Contact with Positive COVID-19 Person	39
Scenario 3 - Positive COVID-19 Test	40
Scenario 4 - Negative COVID-19 Test	41
Message to School Community When a Student or Staff Member is a Case	42
Message to School Community When a Student or Staff Member is a Close Contact	43
Contact Tracing	44
Community Pledge COVID-19 Health & Safety	46



Goals



The Dedication of our Faculty, Staff, Students and Parents to navigate these ever changing and difficult times shows the true resilience of the Sea Crest Community. As we make plans for the various scenarios for the 2020-2021 school year, **Health and Safety** for all is our top priority. The following plans, protocols and procedures are all derived with guidance from the CDC, The State of California and the County of San Mateo.

Our mission is to provide a robust and meaningful **academic year of learning** for our students. We believe that one size does not fit all when it comes to learning. Small class size and a workshop model of instruction, allow teachers to take a more personalized approach to teaching and learning in the physical and virtual classroom. We believe that students' **social-emotional development and wellness** is just as important to their education and future success as their academic development.

Students work with teachers at the start of the school year to collaboratively set goals and guidelines for how they will learn, grow, and work together throughout the year to come. Each school day begins with a Morning Meeting that builds a sense of connection and community. Throughout the day, students engage in mindfulness exercises, "brain breaks", and quiet activities that support focus and emotional health. Community building will continue to be a priority for the school even if we are in distance learning.



Task Force Planning

- **COVID-19 Task Force**, which consisted of administrators, faculty, parents, and trustees, formed in early March to research and assess the state of the pandemic and inform school decisions. Members of the task force include:
 - Lauren Miller, Head of School
 - Jacquie Cuvelier, Director of Finance & Operations
 - Michelle Giacotto, Director of Lower School
 - Holly Weaver, Director of Middle School
 - Ambar Pina, Director of Advancement
 - Andrew Geller, Director of Facilities
 - Katie Moore, Director of Athletics & Dean of Students
 - Janicee Forchini, Director of Extended Day Program
 - Stephanie Hanepen, Director of Enrollment Management
 - Ellyn Kohrs, Technology & Computer Science Teacher
 - Kelli Swan, Lower School Teacher
 - Jeff Patovisti, Middle School Teacher
 - Natasha Loeffler-Little, Trustee & Lower School Parent
 - Amy Regan Morehouse, Trustee & Middle School Parent
- **Return to Campus Planning Committee**, which consisted of administrators and acted in consultation with the COVID-19 Task Force, started the re-opening planning process following the guidance of the San Mateo County Pandemic Recovery Framework for Schools. This framework is based on science and best practices and was developed by the San Mateo County Office of Education (SMCOE), along with the Coalition for Safe Schools and Communities, and in direct consultation with San Mateo County's Health Officer. Members of the Return to Campus Committee include:
 - Lauren Miller, Head of School
 - Jacquie Cuvelier, Director of Finance & Operations
 - Michelle Giacotto, Director of Lower School
 - Holly Weaver, Director of Middle School
 - Ambar Pina, Director of Advancement
 - Andrew Geller, Director of Facilities
- **Return to Campus Survey #1** sent to families on June 18th so they could provide their input (preliminary intentions for on-campus instruction in the fall), ask their questions and express particular needs or concerns.
 - 96% response rate



- 74% of families want to return to school, 21% need more information, 5% prefer continued distance learning
- **Return to Campus Plan** published on June 28th (Sunday Wave).
- **Town Hall Discussion** on July 1st to answer questions and address concerns.
- **Health & Wellness Committee**, which consists of a group of parents who volunteered their expertise, formed in mid July to inform our planning and provide support to the parent community. Members of the Health & Wellness Committee include:
 - Dr. Jessica Favreau, MD, Internal Medicine Physician at the Stanford Concierge Medicine clinic
 - Dr. Roxanna Irani, MD, PhD, UCSF OB/GYN Physician, Executive Medical Director for UCSF Women's Health Ambulatory Services, actively involved in UCSF's response to COVID
 - Dr. Keely Sikes Rollings, PsyD, MBA, Licensed Clinical Psychologist
 - Dr. Lee Swem, PhD, various executive management and research positions focused on novel treatments for infectious diseases
 - Hannah H. Walford, MD, Allergy/Immunology Physician at the Stanford-affiliated Menlo Medical Clinic, certified by the American Board of Pediatrics, Internal Medicine and Allergy/Immunology
 - Dr. Karen Wang, PhD, Director of the Collaborative on Health and the Environment, national non-profit organization
- **Health & Wellness Panel Discussion** on July 23rd facilitated by the Head of School, Lauren Miller, and presented by the Health & Wellness Committee. Members of the panel offered their views, thoughts and feelings, which do not represent the medical institutions where they practice. Topics discussed include:
 - Surface transmission, cleaning and disinfecting
 - Children getting COVID and transmission in different age groups
 - Recommendations after exposure or the presence of symptoms
 - Droplet transmission and need of wearing masks
 - Strategies to make kids wear their masks
 - Re-openings and the risks of transmission
 - California monitoring list and guidelines
 - Testing and the need for community support
- **Return to Campus Survey #2** sent to families on July 24th to gather information and continue the planning process.
 - 98% response rate



- 77% committing to on-campus all year to the extent possible, 22% distance learning at least for the first trimester, 1% distance learning all year
- **San Mateo County was put on the California Monitoring List** on July 29th and the school adjusted its planning for the new school year.

Learning Options:

<div>1</div> <div>On-Campus Blended Learning*</div> <ul style="list-style-type: none">● On campus 4 full days (M-Th) & Distance Learning 1 day (F)● Small, stable grade-level cohorts● Classrooms redesigned to support physical distancing● Staggered arrival & drop-off, morning wellness checks● Morning & afternoon recess breaks grouped by cohort● In-person instruction and social opportunities● Differentiated instruction and personalized attention● Daily enrichment classes (Spanish, Art, Tech/Design, and Gardening)● Daily Outdoor PE	<div>2</div> <div>Full Distance Learning Option*</div> <ul style="list-style-type: none">● Distance Learning coordinator to facilitate student learning in JK-2nd & provide tech support for students in 3rd-5th● Structured daily schedule for synchronous & asynchronous learning● Parallel program for students in 3rd-5th, stream lessons via Google Meet● Weekly Friday community meeting for connection, fun and share outs● Small group & individual check-in opportunities● Modified "at home" enrichment classes● Weekly faculty office hours for students and parents● Structured opportunities for social connection● Sports TBD
---	---

On-Campus Blended Learning Option*

- 4 days on campus, students in small, grade-level cohorts with personal classroom distance
- When possible to be on campus, Fridays will have some on-campus options and at-home options. On campus options may include outside



field trips and physically distanced sporting activities, such as cross country and golf.

- Time for students to learn outside on our campus in new outdoor spaces
- Ability to safely socialize with classmates in the school setting
- Continued individualized curriculum and instruction for students

Full Distance Learning Option*

- Families commit to a trimester at a time
- Guided online program following the grade level curriculum
- Regularly scheduled teacher check-ins for support
- Grading and report cards

*As we plan on what our 2020-21 school year will look like, we realize that we will need to be flexible with what our structure and program will look like. As the county guidelines and shelter in place orders change, the school is planning for the flexibility to navigate between on-campus, blended, and at-home learning for the safety of all.

For the first six weeks of school, we will begin our program on-campus with blended Friday learning, pared-down homework, and minimal after school options. As we get the school year up and running we will continue to evaluate our program and structure, take an active role in collecting feedback from students and parents, and make adjustments to hopefully continue to add to our program throughout the year.

Structure and Schedule for In-Person Learning

Staggered Drop-off and Pick-up

Our drop-off and pick-up, class, break and recess schedules have been staggered to allow for physical distancing practices and minimizing mixing of groups under the guidance of the CDC, California State Guidelines and San Mateo County.

Please note that carpooling will not be allowed to help support students remaining in their cohorts.

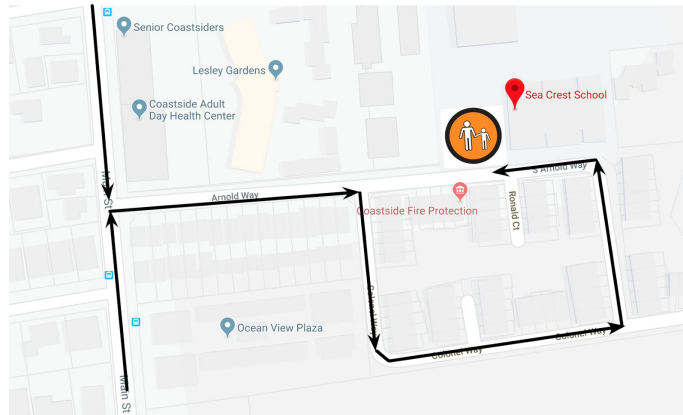
AM Student Arrival Schedule

- 10 min arrival windows from 7:50-9:30 am. Families with more than one child will drop-off their children together during their youngest child's drop-off window.

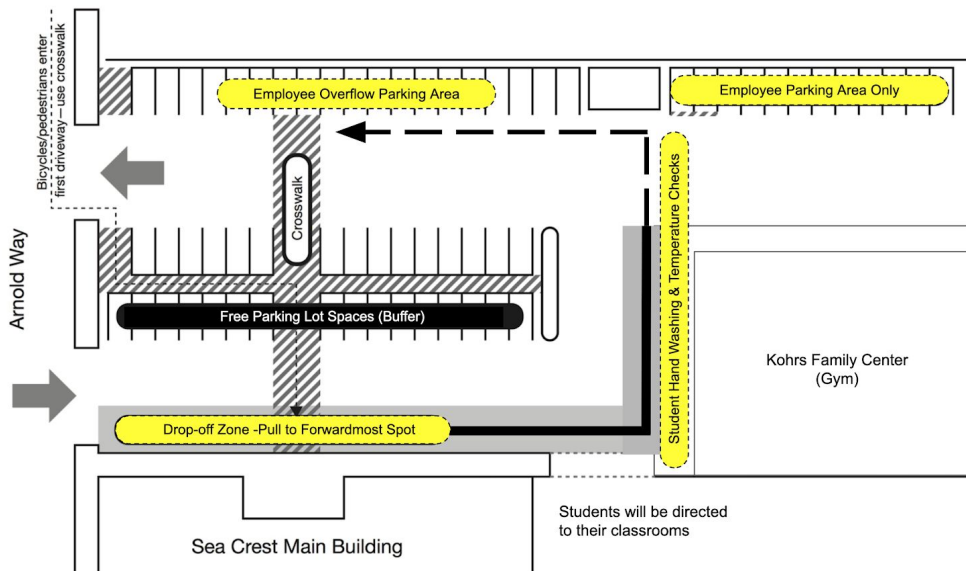


1st	7:50-8:00 am	3rd	8:30-8:40 am	6th	9:00-9:10 am
K	8:00-8:10 am	4th	8:40-8:50 am	7th	9:10-9:20 am
JK	8:10-8:20 am	5th	8:50-9:00 am	8th	9:20-9:30 am
2nd	8:20-8:30 am				

- Drive on Colonel and around vs. straight on Arnold



- Parking Lot Protocols
 - Families drive all the way to the end of the curb in front of the gym
 - Faculty park in back of the gym or along back fence
 - Have placards displayed in car to mark (1) assigned drop off times and (2) student(s) names





PM Student Departure Schedule

Parents will pick-up their children at the same curbside area at their assigned times and staff will direct students to their cars. Parents are not allowed to exit their vehicles during pick-up. Students will sanitize their hands prior to departure.

JK	2:20 - 2:30 pm	3rd	3:00 - 3:10 pm	6th	3:30 - 3:40 pm
K	2:30 - 2:40 pm	4th	3:10 - 3:20 pm	7th	3:40 - 3:50 pm
1st	2:40 - 2:50 pm	5th	3:20 - 3:30 pm	8th	3:50 - 4:00 pm
2nd	2:50 - 3:00 pm				

Student Arrival Procedures

Health Screening

- Every student will be required to participate in a health screening, that includes:
 - Curb-side touchless temperature check (approx 30-sec each, students must have a temperature read of 100.3 or lower)
 - Designated staff will scan and interview students for symptoms
- *We ask that everyone remain in their car with masks on during the symptom and temperature check process.*
- Once cleared children will be asked to exit cars and keep their face covering on at all times
 - Health screening information will be documented on a Form and kept confidential

Hand-Washing

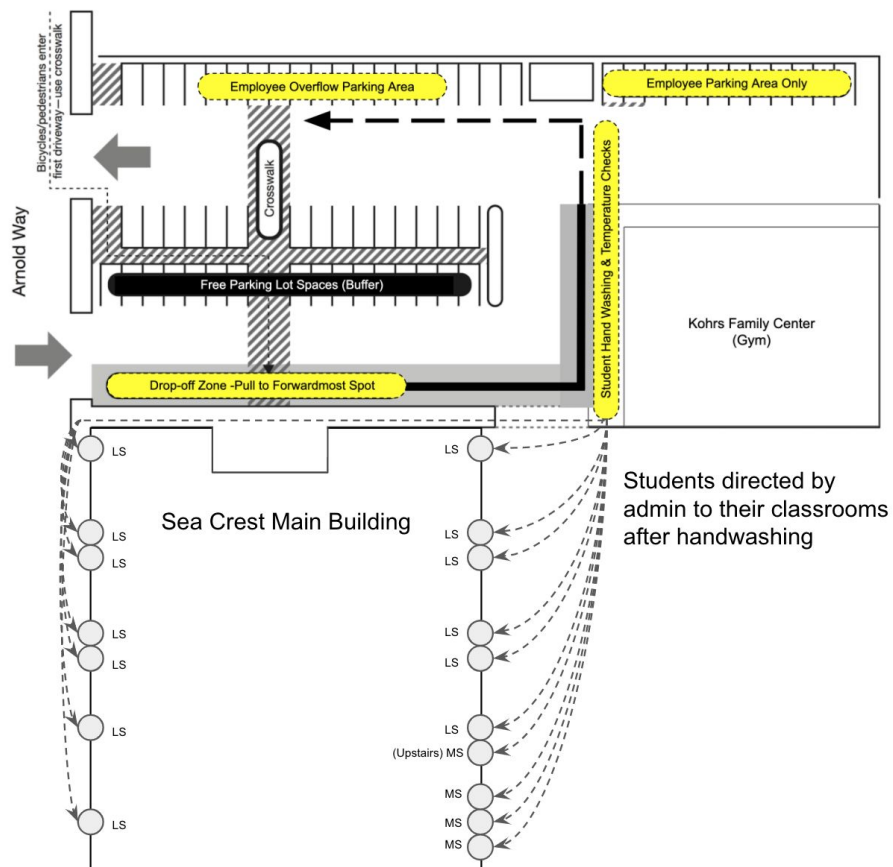
New sinks have been installed on the exterior of our campus buildings to allow students to sanitize prior to entering a building. Upon completion of the car scan and temperature check students will:

- Follow signage to safely get in line for sinks supporting 6' physical distance
- Students will be directed and guided by a designated staff member to wash their hands thoroughly for a minimum of 20 secs using soap and water
- Students will fully dry their hands
 - After washing, students will follow the signage to their path to their classrooms with direction from staff as needed.



Classroom Access

Once students have completed the symptoms check, touchless temperature check, and hand washing they will be guided to follow the signage to enter their classrooms from external access





Arrival Team

The Arrival Team will consist of 10 trained administrators who will all:

- staff provided with thorough training and screening guidance provided by a medical professional
- Arrival team will all be provided with PPE including, gloves, masks, and face shields
- required to complete the morning screening process (including symptom scan and temperature check) prior to working their assigned shift

Each day the Arrival Team will be comprised of:

- 1 crossing guard
- 3 health screeners and temperature takers
- 1 sink monitor
- 1 floater taking notes, directing students to classrooms, attendance

Staff Arrival Procedures

- All faculty and staff will go through a health screening prior to entry to campus. Every member of the Sea Crest community will be highly encouraged to check for symptoms and take their temperature prior to arrival to campus.

Schedule

Class schedules are designed with a focus towards maximizing student learning, health, and well being. Students are assigned to small stable, grade level cohorts, each with a separate designated homeroom space on campus. Throughout the day, transitions are staggered to minimize crossover between cohort groups. Academic learning is balanced with ample time for outdoor play, exercise, and social interaction. Schedules vary with each age group to meet the developmental needs of the students and outdoor learning spaces are leveraged throughout the day.

Lower School

On-campus learning will take place on Monday through Thursday each week. Lower School student cohort groups will start the day with a Morning Meeting that provides an opportunity for valuable social connection and a preview of the day's learning. Students engage in morning literacy and math learning blocks in their assigned homeroom, as well as afternoon time for reading and social studies & science investigations. Students have two daily scheduled outdoor recess times, one in the morning and one in the afternoon, connected with snack and lunch breaks. Recess will take place in separate student cohort groups that rotate through designated



outdoor play areas. Students will eat outside in separate outdoor table spaces designed to support physical distancing. In addition students will participate in daily outdoor Physical Education classes and a daily Enrichment class offering.

On Fridays, all Lower School students will meet via video conference with their teacher and class for a Morning Meeting to connect, build community, and plan for the day's learning. Teachers will provide a learning choice board for Friday that includes independent, differentiated practice on online math and literacy programs (such as LexiaCore 5, Splash Math, or MAP Accelerator) and engaging learning activities. Friday will offer students and families a more flexible schedule and the ability to personalize their learning path. Fridays will also offer important opportunities for reflection, planning, communication, and collaboration. In addition to grade level team planning meetings, division work, and updating class websites, Lower School teachers will meet with students and families on Fridays for a monthly check-in conference to discuss their individual child's learning progress and growth.

Middle School

The middle school schedules reflect and adapt to the best practices of on campus blended learning and fully online distance learning. On campus blended schedule students are grouped in grade level cohorts, with each cohort having a designated homeroom. Middle school teachers will rotate to each homeroom to minimize contact with other cohorts. Grade level cohorts will start and end the day with staggered drop offs and pickups to again keep cohorts apart. Full online distance learning schedule will be a combination of synchronous and asynchronous learning throughout the day. Friday's schedule is more asynchronous, with teacher office hours, explorations and whole middle school community share-out assemblies.

Students in Middle School will have a predictable, daily schedule Monday through Thursday of synchronous and asynchronous learning which will be posted in Alma. Students will access the links to their daily synchronous classes by going into each subject's Google classroom page. Synchronous and asynchronous learning will include:

- Grade level Morning Meeting
- Synchronous class time for all subjects
- Office hours for students to access teachers for support
- Enrichment class
- Asynchronous time for students to have flexibility and autonomy over their learning schedule.

On Fridays, Middle School students will also have a regularly structured schedule of synchronous and asynchronous learning which will include:



- Spanish
- Explorations
- Whole Middle School community share out meeting
- Office hours for students to access teachers for support
- Asynchronous time for Students to have flexibility and autonomy over their learning schedule.

Recess & Lunch

Student recess and lunch periods will be on a staggered schedule according to student cohort groups. Groups will be assigned to separate designated outdoor spaces for play activities and will not be allowed to mix with other student cohorts. Lunch will take place at designated outdoor tables. For the present time, outside lunch service will be suspended. Students are not permitted to touch or share others' food. Teachers will be expected to manage their student group within their assigned designated area of the campus during recess and lunch, and will not be permitted to leave their designated area.

Playground Equipment

Students will wash or sanitize their hands prior to using playground equipment, and equipment will be restricted to one student cohort at a time. Custodial staff will clean high-touch playground surfaces (e.g. railings) during and after the end of each school day.

Physical Education & Athletics

Student physical education and athletics will take place in the Sea Crest Event Center (gym) and outdoors in either the grass field or blacktop area. Teachers will develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate. Activities will not involve physical contact between students and will enable students to maintain a distance of at least 6 feet from each other.

Field Trips and School Assemblies

Teachers are encouraged to plan virtual activities and events in lieu of field trips, assemblies, and on-site performances. The School will stagger use of communal spaces such as the outdoor spaces to minimize gatherings.

Except as authorized in writing by the Head of School, all School facilities will remain closed for student assemblies, performances, or other large gatherings, until further notice.



Outdoor Classroom Space

The school will utilize the following outdoor classroom space for instruction, weather permitting:

- grass field
- mindfulness garden
- amphitheater
- school garden area
- nature play area
- blacktop (which will be divided up with barriers to physically separate cohorts)
- outdoor table areas.

Teachers should plan to have access to technology to broadcast instruction due to support physical distancing (e.g., megaphone or microphone).

Structure and Schedule for Distance Learning

Access to Learning for All

Sea Crest school has committed to providing access to distance learning for all students. Each Sea Crest student will be issued a school device prior to the first day of instruction. Parents and students will be guided through a digital orientation by teachers and administrators. Technical support will be provided throughout the school year for all.

Lower School

Students in Lower School will have a predictable, daily schedule Monday through Thursday of synchronous and asynchronous learning that is developmentally appropriate and designed to meet student learning needs.

In grades K-2, the daily Monday through Thursday schedule will include:

- Class Morning Meeting
- Small group academic instruction and guided practice in Math, Reading, and Language Arts
- Small group storytime and learning explorations in Science and Social Studies
- Morning movement break and PE class
- Enrichment class
- Afternoon class shares time and closing circles.

In grades 3-5, the daily Monday through Thursday schedule will include:



- Class Morning Meeting
- Whole group academic instruction in Math, Reading, Science and Social Studies and Language Arts
- Small group guided learning support for Language Arts, Math, and Book Club Groups
- Morning movement break and PE Class
- Afternoon enrichment class
- Independent work time with teacher help desk
- Afternoon check-in and closing circle.

On Fridays, all Lower School students will meet with their teacher and class for a Morning Meeting to connect, build community, and plan for the day's learning. Teachers will provide a learning choice board for Friday that includes independent, differentiated practice on online math and literacy programs (such as LexiaCore 5, Splash Math, or MAP Accelerator) and engaging learning activities. Friday will offer students and families a more flexible schedule and the ability to personalize their learning path. Fridays will also offer important opportunities for reflection, planning, communication, and collaboration. In addition to grade level team planning meetings, division work, and updating class websites, Lower School teachers will meet with students and families on Fridays for a monthly check-in conference to discuss their individual child's learning progress and growth.

All Middle School Distance Learning

Middle School

Students in Middle School will have a predictable, daily schedule Monday through Thursday of synchronous and asynchronous learning which will be posted in Alma, as well on each grade levels google site. Students will access the links to their daily synchronous classes by going into each subject's Google classroom page. Synchronous and asynchronous learning will include:

- Grade level Morning Meeting
- Synchronous class time for all core subjects throughout the week
- Daily Mathematics and language instructions
- Enrichment class
- Asynchronous time for students.

On Fridays all students will be in Distance Learning throughout the year. Middle School students will have a regularly structured schedule of synchronous and asynchronous learning which will include:

- Health and Wellness class



- Explorations
- Whole Middle School community share out meeting
- Office hours for students to access teachers for support
- Asynchronous time for Students to have flexibility and autonomy over their learning schedule.

Middle School Explorations

Friday's explorations are a one hour synchronous class facilitated by a faculty member where multi age students in the middle school meet to delve deeper topics of interest to them. Explorations will include different areas of interest such as space, nature, cooking. Students will choose a new exploration each trimester. Explorations will have a narrative comment on a students report.

Guided by our Mission

Sea Crest School is dedicated to providing the best in innovative education to inspire and empower our learners to engage curiosity, express creativity, act with compassion, and lead with courage.

Learning Outcomes

In an unprecedented time we feel the responsibility to educate the future generations to navigate the ever changing world around them. We are guided by our student learner outcomes in our program and planning.

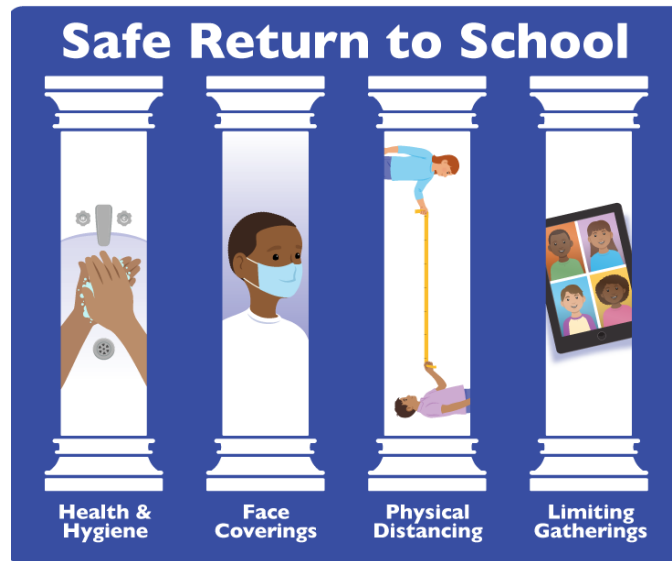
A Sea Crest graduate is:

- An innovative problem-solver who is not afraid to take risks
- An ethical leader with the courage to do what is right
- A critical thinker who is prepared to meet intellectual challenges
- A thoughtful collaborator who strives to improve the community



Health and Safety for All: The 4 Pillars

Sea Crest School is committed to following the 4 Pillars Provided by the San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework to guide our school in helping to reduce community spread so that in-person learning can be sustained with integrity.




**SAN MATEO
COUNTY HEALTH**
All together better.



**Coalition for
Safe Schools &
Communities**





 <p>Pillar One Health and Hygiene Protocols</p>	San Mateo County Coalition Framework	Sea Crest School	Notes
Daily Hygiene Routines Ensure campus signage and other messages reinforce daily hygiene routines and are widely posted, disseminated, and encouraged through various methods of communication.	Requires	Exceeds	Photos of signage, Communication models, Orientation and Practice day, education videos
Teach all students and staff to be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.	Requires	Meets	Faculty and Staff Professional Development session taught by board certified MDs
All members of the school community, students and staff alike, must stay at home if experiencing flu-like symptoms or fever.	Requires	Exceeds	Employee Handbook, Family Handbook, Good Faith agreement
School staff must explicitly teach and frequently reinforce prevention behaviors of handwashing and cough/sneeze etiquette as important strategies in slowing the spread of COVID-19 and other infectious diseases.	Requires	Meets	Staff training at Professional Development Ideas
Because washing with soap and water is preferred over hand sanitizers, consider investing in portable hand washing stations as necessary and strategically placing them around campus.	Encourages	Exceeds	New Sinks, soap dispensers, etc. Handbook protocol
Activate all hot water sinks in case they have been turned off. Use warm water for handwashing whenever possible. Although cold water is acceptable per CDC guidelines, it is less comfortable and may deter frequent handwashing.	Encourages	Meets	Warm water turned on at every school sink
Without access to sinks with water, including portable hand washing stations, consider installing hand sanitizer dispensers inside and outside school buildings.	Encourages	Meets	Multi Hand Sanitizing Stations Purchased and placed around campus



Teachers should build classroom routines for handwashing upon entering and leaving the classroom and create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.	Encourages	Exceeds	Employee Handbook
Provide incentives (e.g., classroom recognition or special responsibilities) for proper and thorough handwashing and other healthy practices to reinforce good hand hygiene. Consider adding recognition of safe and healthy hygiene practices within the school's positive behavior and intervention (PBIS) matrix. Be sure to empower and involve students to help lead these efforts.	Encourages	Exceeds	Employee Handbook, Programing
Check for Signs and Symptoms			
Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.	Encourages	Exceeds	Family Handbook, Good faith agreement
Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.	Encourages	Exceeds	Employee Handbook, Good faith agreement
Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students, and students' families are aware of these policies.	Encourages	Exceeds	Employee Handbook, Good faith agreement
Implement screening and other procedures for all staff and students entering the facility.	Requires	Exceeds	Family Handbook (Appendix A), Employment Handbook (Appendix A)
Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.	Requires	Exceeds	Family Handbook (Appendix A), Employment Handbook (Appendix A)
Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under	Requires	Meets	Family Handbook (Appendix A), Employment Handbook (Appendix A)




FERPA and state law related to privacy of educational records.			
Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms.	Requires	Meets	Family Handbook (Appendix B), Employment Handbook (Appendix A)
Educate families about COVID-19 related health protocols to conduct at home, including keeping students home when showing signs of illness.	Encourages	Meets	Family Handbook (Appendix A), Employment Handbook (Appendix A)
If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver immediately and isolate the student away from others while awaiting parent/caregiver pickup.	Requires	Meets	Our Roadmap and letters, Family Handbook (Appendix B), Employment Handbook (Appendix A)
Health and Hygiene Protocols: Temperature Taking			
Schools should implement policies and guidelines for health checks, including temperature taking for students, staff, and visitors utilizing no-touch thermometers.	Requires	Meets	Family Handbook (Appendix A), Employment Handbook (Appendix A), Policies
County Health officials recommend conducting temperature screenings at the start of each day once students are on campus and inside their assigned classrooms. Schools may develop other ways to organize the morning health protocol as long as all students are participating daily. Consider using wristbands or other markers that students/staff may wear or display to designate that each person has completed the health screening at the start of each day.	Encourages	Exceeds	Family Handbook (Appendix A), Employment Handbook (Appendix A), Plan
For students who use district-provided transportation, consider having a bus aide conduct temperature screenings when students load onto the bus at the start of the day. This may be especially applicable and effective for students with special needs and would deter this more vulnerable population from entering the school environment while sick.	Encourages	NA	No transportation is provided to and from Sea Crest School. A new policy is in place to restrict carpooling



Identify lead staff who can train others on proper health and hygiene techniques and provide support when questions arise.	Encourages	Exceeds	The entire Administration team will go through the training of protocols and procedures to guide the faculty, staff and students
Any regularly employed staff may conduct temperature screenings according to district guidelines.	Encourages	Meets	Plan
Temperature data does not need to be recorded. If an individual registers a temperature reading outside the recommended range (above 100.4 degrees) that individual will be asked to go home. The school must maintain an isolation room for transitioning individuals from school to home.	Requires	Exceeds	Plan, Map of the Theatre Room and Plan, Family Handbook (Appendix B), Employment Handbook (Appendix A)
Develop a process to regularly conduct temperature checks for parent volunteers and all campus visitors.	Requires	NA	Appendix A of Family contemplates visitors (if and when the time comes)
Health and Hygiene:			
Limit Sharing of Material and Equipment Consider suspending or modifying the use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.	Encourages	Exceeds	Personal Supplies, Water Bottle Refill Stations, Disabling of all school drinking fountains
Limit the use of shared playground equipment in favor of physical activities that require less contact with surfaces. Limit sharing of objects and equipment, such as toys, games, and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.	Encourages	Meets	Plan, Map, Protocols, Family Handbook, Employment Handbook



 Pillar Two: Face Coverings	San Mateo County Coalition Framework	Sea Crest School	Notes
According to the CDPH, the following individuals are exempt from wearing a face covering: persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance.	Requires	NA	No student under 2 years of age will be on Sea Crest Campus
A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.	Requires	Meets	See Family Handbook
In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.	Requires	Meets	Handbook indicates that accommodations are available if needed and that otherwise face masks are required. Added a sentence to specify exclusion from school for non-compliance.
All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.	Requires	Meets	Various Masks (gators, clear masks, face shields) all purchased and provided to faculty and staff. Faculty and Staff Handbook




In limited situations where a face coverings cannot be used for pedagogical or developmental reasons (i.e. communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. A cloth drape attached across the bottom of the face shield and tucked into the shirt can offer greater protection to both staff and students. Staff must return to wearing a face covering outside of the classroom.	Requires	Meets	Clear Masks (Photo-ordered) for teachers
Staff who work in close proximity with students whose special needs require feeding, toileting, and performing nebulizer treatments are recommended to wear a face shield for additional protection. Otherwise, there should be no substitutions or alternative equipment used for face coverings.	Requires	NA	Sea Crest currently does not have any students that would require such assistance
Teachers are encouraged to develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings. Teachers are also encouraged to follow an incremental implementation for wearing face coverings during class time. The suggested implementation is below: <ul style="list-style-type: none">○ 25% of instructional time: TK/Kindergarten students○ 50% of instructional time: First grade students○ 75% of instructional time: Second grade students	Encouraged	Meets	Employment Handbook, Professional Development Support
Students in Transitional Kindergarten (TK) should wear face coverings outdoors while entering and exiting campus. TK students wear face coverings indoors only if they are in a combination TK/K class, otherwise there is no expectation that TK students wear face coverings while indoors.	Requires	Exceeds	Our cohort size. teacher ratio, own bathrooms



For instructional purposes, teachers may work with students side by side as necessary, as long as both student and teacher are wearing a face covering.	Encouraged	Meets	Family Handbook, Employment Handbook
---	------------	-------	---



 Pillar Three: Physical Distancing	San Mateo County Coalition Framework	Sea Crest School	Notes
Physical distancing reduces the number of in-person contacts per teacher and is an essential practice in ensuring a safe school environment.			
All activities, instructional or otherwise, must support physical distancing and be implemented across the campus at all times.	Requires	Meets	Schedule, School Map, No large groups, classes offered, Family Handbook, Employment Handbook
School planning teams should identify all locations and times of day where students are in close contact and develop strategies to reorganize those locations and activities to maintain students at six feet apart. School modifications may include altering bell schedules, staggering start times, implementing a block schedule, creating multiple recess and lunch periods, and creating multiple meal distribution points to reduce student movement during the day and cross contamination of classrooms.	Requires	Exceeds	Schedule and Map, Family Handbook, Employment Handbook
Preschoolers and early elementary grade students will need extra support to learn and follow physical distancing protocols	Encouraged	Meets	Orientation days, videos
Consider assigning restrooms to specific classes in alignment with campus layout.	Encouraged	Meets	Map of restrooms
The Bubble Cohort provides for a smaller group of young children or students (up to 16), plus classroom teachers and assistants, to exist within a defined location with no mixing between any other groups or individuals for a period of three weeks. Teachers and staff must remain solely with their Bubble Cohort, and if a child is absent, their space may not be filled by another child new to the cohort. An additional staff member certified to serve as a substitute should	Encouraged	Meets	See Class List of Stable Cohorts




be included as part of the Bubble.			
A Stable Cohort refers to a defined group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. Like a Bubble Cohort, a Stable Cohort aims to minimize mixing of the group members with others, but allows for necessary and practical considerations in a student's educational program. For example, a Stable Cohort may have more than one teacher during the instructional day, and students, though assigned to a particular area of campus, may move to classrooms as necessary to access required courses. The intent of the Stable Cohort is to create as stable an environment as is practicable by reducing numbers of students and the movement of students across campus.	Encouraged	Meets	See Class List and Reopening Plan for details
Physical Distancing: Review and Restructure Activities			
Establish the criteria that will be used to evaluate and restructure activities, including those before, after, and during school hours.	Encouraged	Meets	Faculty Meeting, Surveys, staggered opening
Analyze all aspects (athletic practices, locker rooms, transportation, contests/performances) of each program to determine where/when physical distancing will be a problem.	Encouraged	Meets	Plan
Where possible, develop adaptations to include physical distancing.	Encouraged	Meets	Plan
Consider marking off designated space for the teacher in the classroom and do not allow students in this teacher area.	Encouraged	Meets	Teachers spaces will be marked off and designated in each room
When necessary, develop alternative practices and contests using components of the original activity.	Encouraged	Exceeds	All practices and contests are put on hold during this time
Where possible, consider virtual contests/performances as an alternative to events that require travel.	Encouraged	Exceeds	All contests and performances are put on hold during this time
Consider adding digital or electronic extracurricular programs to engage more	Encouraged	Exceeds	See Program in Plan



students.			
Physical Distancing: Logistical Considerations			
Lower the student/teacher ratio as much as possible.	Encouraged	Meets	Class Lists
Use floor markings or visual cues to demonstrate physical spacing	Encouraged	Exceeds	See Handbooks
Consider closing off common spaces like the library, technology lab, or cafeteria, or developing a cleaning protocol between rotating classes.	Encouraged	Meets	All shared indoor spaces will not be used during this time
Organize common areas for staff gathering that meet physical distancing guidelines.	Encouraged	Meets	Employment Handbook
Utilize outdoor space for instructional purposes whenever possible	Encouraged	Exceeds	Map of Campus
Use multiple entrances into the school to avoid crowding at a single point of entry; ensure that daily health screenings occur inside the classroom or at each entry point.	Encouraged	Exceeds	Map of Campus, Family Handbook, Employment Handbook
Consider delivering meals to classrooms or to designated outdoor areas on campus for each class where students will be eating in order to reduce mixing of students.	Encouraged	NA	No hot lunch program will be provided, Sea Crest students will all be required to bring their own personal lunch from home (Family Handbook)
Consider using privacy boards or clear screens	Encouraged	NA	The school does not feel it necessary to use privacy boards at this time



 <p>Pillar Four: Limiting Gatherings</p>	San Mateo County Coalition Framework	Sea Crest School	Notes
Identify “Required” vs “Not Required” school activities and develop policies that align with a step-by-step approach.	Encouraged	Exceeds	Through the handbook and the PA we will not have any gatherings or large school activities
Acknowledge that activities deemed “Not Required” also play an important role in serving the social, emotional, and mental health needs of students and may be supported through virtual strategies.	Encouraged	Meets	Virtual activities and access for all
Consider ways that technology can be utilized to support drama, music, and other performance-based activities.	Encouraged	Exceeds	Exploration and enrichment classes as well as clubs will all be held virtually
Plan for staff and other meetings to be held remotely.	Encouraged	Meets	Faculty Handbook, Employment Handbook - all faculty meetings will be held virtually
Until a vaccine is introduced, large-scale events that bring together crowds of people will not be possible.	Encouraged	Exceeds	Sea Crest School will not host or organize any events larger than 10
Establish policies for extracurricular and athletic activities that follow the step-by-step approach to allowing close-contact sports, equipment sterilization, and the allowance of spectators based on CDC and local health department guidance and the determinations of state agencies like the California Interscholastic Federation (CIF).	Encouraged	Meets	All organized league sponsored sports are put on hold for this time period. PE equipment will be personalize for students and classes
Limit Physical Education to noncontact activities that do not require shared equipment and can be conducted with recommended physical distancing.	Encouraged	Meets	PE program has been redesigned with personal equipment and social distancing



Facilities

Sea Crest School has used this summer to invest in its campus to create a safe and nurturing learning environment that allows us to follow the CDC and San Mateo County guidelines.

Signage and Mapping

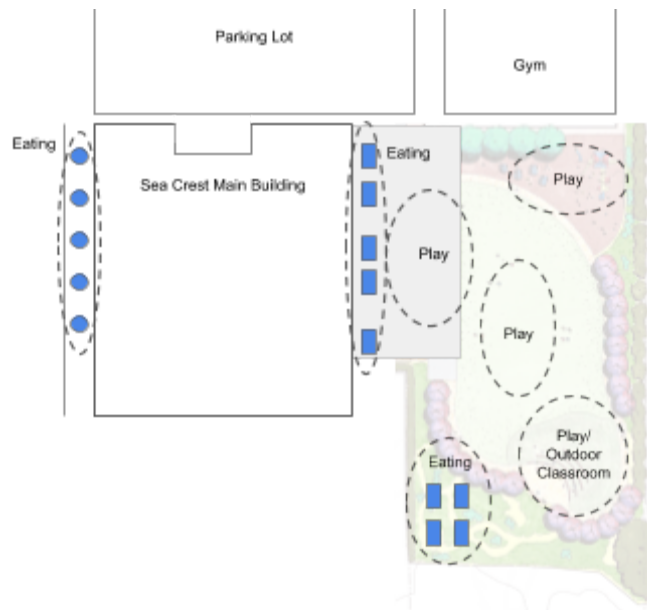
The school has worked at creating a new campus flow to allow students and teachers access to classrooms primarily from external doors, clear and open walkways and designated spaces for student and teacher learning, breaks and play while keeping to social distancing.





Eating and Play

The school has created a schedule (see above) and invested in additional outdoor play and eating spaces to allow students to safely eat and play and will maintain a 6 foot social distance from each other.



Restrooms

Every grade level will be assigned restrooms throughout the campus to minimize cross cohort interaction. Faculty and staff will be assigned specific restrooms to use. All members of the community will be encouraged to take precaution when using the restroom, avoid touching surfaces and practice proper hygiene. Touchless sinks and soap dispensers have been installed throughout the campus.

Ventilation

Sea Crest School has no HVAC system in our Lower School and relies on fresh air from windows and exterior doors for ventilation, and radiant heating in the floor when the weather gets cooler.



Our first floor Middle School classrooms all have large banks of windows and two-thirds also have exterior doors which will both be used for ventilation. When the weather gets cooler we use an HVAC system for heat. We have upgraded the HVAC filters to MERV 13 and increased the filter replacement schedule.

Cleaning and Disinfection

Sea Crest School has updated its custodial contract to clearly specify the protocols required of the service provider to clean our campus in accordance with CDC and San Mateo County Department of Public Health guidelines. Procedures include:

- Cleaning: washing/rinsing/wiping methods, use of color-coded microfiber cloths to reduce the crossover contamination risk of using the same cloths to clean multiple spaces.
- Disinfecting: perform after cleaning, ensure ventilation, following manufacture instructions including PPE required, dilution rates, application methods, contact times and residue removal.

The service provider may only use cleaning products approved by the School and must store products securely away from students. In addition, the service provider must train all of their staff on these procedures. The contract also specifies all high-touch items that require daily disinfection on campus.

The School has also increased the frequency of cleaning. In addition to the regular nightly cleaning schedule, the School will have a custodial staff person on campus during the day to regularly clean and disinfect high-touch surfaces in common areas (e.g. door handles, railings, sink handles and restrooms).

The school consulted with Karen Wang, PhD and Director of Collaborative on Health and the Environment (CHE) to ensure school cleaning and disinfecting supplies are both safe and effective for students and staff. We are using Hydrogen Peroxide based products as they are effective disinfectants and safer than Quat or bleach based solutions.

<https://www.waxie.com/pdf/spec-sheets/170059-WAXIE-spec-sheet.pdf>.

We have placed Hydrogen Peroxide based disinfecting cleaner in each room to facilitate regular disinfection by staff throughout the day.

Closed Campus

Sea Crest School will be closed to all visitors and parents throughout the operating hours of the school day. If a parent needs to come onto campus for an emergency reason, they must get



clearance from Administration and complete the symptom scan and temperature check. All deliveries and outside vendors have been rescheduled to service the school outside of student hours.

Guidelines and Procedures

Sea Crest is committed to helping to reduce the spread of COVID 19 in our community while providing a safe environment for our students and teachers. Guidelines and procedures outlined in this document, our **Family Handbook and COVID-19 Addendum** and **employment Handbook and COVID-19 Addendum** are to be strictly adhered. The school will be providing a copy of Handbooks to our parents and employees who will be required to sign acknowledgement that they have been read and understood. Sea Crest families, faculty and staff will all be required to sign a Community Pledge that is included in both of these Handbook Addenda to ensure we have a community commitment to follow the CDC guidelines on reducing the spread. *As testing methods evolve, county guidelines are updated or vaccines become available, Sea Crest school will update our processes to best protect our community.

Testing

Sea Crest is contracting with Eurofins Scientific (“Eurofins”) to conduct periodic COVID-19 testing of our employees. Eurofins will send test kits to our school and tests will be administered by registered nurses. Samples will be couriered to Eurofins’ local lab in Fremont, CA and they have committed to a 24-48 hour turn-around for test results. Employees will be tested prior to working with students on campus, and will be tested at least every other month thereafter.

Communication

Sea Crest School is committed to providing our community with the most up to date information, guidance and policies throughout this school year. As we publish plans we have and will continue to remind families that as conditions and public health orders change, the content and guidance in this plan may change as well.

Summer Communications Plan

- [6/18 Return to Campus Planning Update & Survey](#)
- [6/28 Sunday Wave](#): Reopening & Communications Plan, Town Hall Invitation



- [7/5 Sunday Wave](#): Reopening Updates (Staggered Drop-off & Pick-up Schedule), Town Hall Recording, Parent Resources
- [7/12 Sunday Wave](#): Reopening Updates, Health & Wellness Interview Video with Dr. Jessica Favreau, Save the Date: Back-to-School Events, Parent Resources
- [7/19 Sunday Wave](#): Reopening Updates, Health & Wellness Panel Discussion Invitation, Parent Resources
- [7/24 Learning Model Survey](#): On-Campus vs. Distance Learning, Distance Learning Plan
- [7/26 Sunday Wave](#): Reopening Updates (Monitoring List Expected, Waiver Possibility) Health & Wellness Panel Discussion Recording, Parent Resources
- [7/30 Message from the HOS](#): San Mateo County put on the Monitoring List
- [8/2 Sunday Wave](#): Reopening Updates (Monitoring List & Mandated Distance Learning, Waiver Possibility & Information), Adjusted Back-to-School Calendar
- [8/9 Sunday Wave](#): Reopening Updates (Waiver Process, Distance Learning Plan), Back-to-School Events, School News
- 8/16 Sunday Wave
- 8/23 Sunday Wave
- 8/30 Sunday Wave
- 9/6 Sunday Wave
- 9/13 Sunday Wave: Three week check-in survey to students and parents



Administration Points of Contact

I have a general question about COVID and Reopening	Ambar Pina Director of Advancement	apina@seacrestschool.org 917.297.5668
I (or my child) was/may have been exposed to COVID	Lauren Miller Head of School	lmiller@seacrestschool.org 415.309.0215
I have a question about my child's learning (Lower School)	Michelle Giacotto Director of Lower School	mgiacotto@seacrestschool.org 650.773.3060
I have a question about my child's learning (Middle School)	Holly Weaver Director of Middle School	hweaver@seacrestschool.org 650.790.7099
I need technical support	Ellyn Kohrs Technology & Computer Science Teacher	ekohrs@seacrestschool.org 650.576.5165
I know someone interested in learning more about Sea Crest for their child	Stephanie Hanepen Director of Enrollment Management	shanepen@seacrestschool.org 650.255.0502
I have a billing question	Jacque Cuvelier Director of Finance & Operations	jcuvelier@seacrestschool.org 415.699.5528



Pandemic Response Team

Name	Roles & Responsibilities in Pandemic Response
Lauren Miller Head of School	<ul style="list-style-type: none">• Communication with parents regarding students presenting symptoms• Communication with San Mateo County Health on• Notifying school community regarding potential exposure
Jacque Cuvelier Director of Finance & Operations	<ul style="list-style-type: none">• Manage confidentiality of student and medical information• Monitor compliance with Protocols
Andrew Geller Director of Facilities	<ul style="list-style-type: none">• Coordinate cleaning and disinfection of potentially contaminated campus spaces
Lee Ann Tarling Pandemic Response Coordinator	<ul style="list-style-type: none">• Manage isolation room and care for students and employees presenting symptoms until departure from campus• Gather data on student and employee school cases



COVID-19 Exposure Action Plan

COVID-19 Response Chart

When a Student, Teacher, or Staff member Has Symptoms, Is a Close Contact of Someone Infected, or Is Diagnosed with COVID-19

Student or Staff Who:	Action	Communication
1. Presents with COVID-19 Symptoms Symptom Screening: CDPH, p. 14	<ul style="list-style-type: none"> • Send home • Recommend testing <ul style="list-style-type: none"> ◦ if positive, see #3 ◦ if negative, see #4 • School/classroom remain open 	No action needed
2. Is a close contact ¹ with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<p>Sample message to larger school community</p> <p>Sample message to community member who may be a contact</p>
3. Has a confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts¹, quarantine, and exclude exposed contacts (likely entire cohort²) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	Sample message to whole school community
4. Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	No action needed

From California Department of Public Health



Scenario 1 - Presentation of Symptoms

- a. To be used when a **student presents symptoms of COVID-19** either during screening or throughout the school day.

Actions and Communications

- The cohort remains open.
- The teacher or other adult identifying symptoms reports it to the Pandemic Coordinator and Director of Facilities, and brings the class outside (if applicable) so that the classroom may be cleaned and disinfected.
- The Pandemic Coordinator escorts the child to the isolation room (room 24 in the gym building) and notifies the Head of School who contacts their parents for pick-up. Pandemic Coordinator fills out a Google form to capture detailed information about the student.
- Pandemic Coordinator may seek emergency medical attention if student symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Head of School advises the parent to:
 - Exclude student from the in-person cohort on our campus for 10 days and quarantine household members
 - Help the student access distance learning if they are well enough to do so
 - Monitor student's symptoms and other household members and contact their health provider for advice. Notify Head of School of changes
 - Consider scheduling COVID-19 test and notify the Head of School of a positive test result.
- Director of Facilities coordinates cleaning and disinfection of the classroom and other spaces the student visited that day.
- The Head of School notifies San Mateo County Department of Public Health
- The San Mateo Department of Public Health advises of any applicable next steps and potential notification requirements.

- b. To be used when an **employee presents symptoms of COVID-19** either during screening or throughout the school day.

Actions and Communications

- The cohort remains open.
- The employee immediately reports it to their Supervisor.
- The employee's Supervisor notifies the Head of School and determines an immediate substitute / student supervision plan.



- Substitute brings the class outside (if applicable) so that the classroom may be cleaned and disinfected.
- Pandemic Coordinator meets the employee in the isolation room (room 24 in the gym building) and fills out a Google form to capture detailed information about the employee.
- If the employee is well enough to drive, they leave campus as soon as possible.
 - If not, Pandemic Coordinator notifies their emergency contact to arrange for transport home.
 - Pandemic Coordinator may seek emergency medical attention if employee symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Director of Facilities coordinates cleaning and disinfection of the classroom/office and other spaces the employee visited that day.
- The Head of School notifies San Mateo County Department of Public Health
- The San Mateo Department of Public Health advises of any applicable next steps and potential notification requirements.

Scenario 2 - Close Contact with Positive COVID-19 Person

To be utilized when a student or employee lives with a person or has been in **close contact** with a person who has **tested positive** for COVID-19.

Actions and Communications:

- The cohort remains open
- The employee or student's parent is expected to:
 - Report this to the Head of School immediately
 - Be excluded from the in-person cohort on our campus for 14 days
 - Access their learning and/or teaching through distance learning
 - Quarantine (themselves and all household members) should quarantine, monitor symptoms, and contact their health providers and/or Public Health Officials for additional steps and to schedule testing.
- The Head of School gathers any additional information regarding the details of known contact and forwards this information to the San Mateo County Department of Public Health
- The San Mateo Department of Public Health will advise of any additional next steps



- All families of students and staff members are notified that a student or staff member has a household member or was in close contact with someone that has tested positive for COVID-19
- If the student or staff member has siblings, family or household members at other school sites with possible exposure, they should be excused from school and The San Mateo Department of Public Health contacted to assess exposure risk and determine next steps

Scenario 3 - Positive COVID-19 Test

To be utilized when a student or staff member **tests positive** for COVID-19

Actions and Communications

- Any cohort with which the student or staff member interacted will be closed for 14 days from that last known exposure.
- All families of students and staff members of the cohort or shared common space will be notified with a phone call by the Head of School
- A letter will be sent following the phone call notification stating that a student or staff member in the cohort has tested positive for COVID-19
- Students and staff should be quarantined for 14 days from the date of last known contact.
- During 14 days of quarantine, students will be able to access their learning through distance learning.
- The Head of School should gather any additional information regarding the details of known contact and forward this information to the San Mateo County Department of Public Health
- The San Mateo Department of Public Health will advise of any additional next steps
- If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and The



San Mateo Department of Public Health contacted to assess exposure risk and determine next steps

- The entire cohort of staff and students should be tested working with their health care providers and the school/San Mateo County of public health
- Further testing of family members may be advised based on cohort test member results.

Scenario 4 - Negative COVID-19 Test

To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested and **tests negative**.

- Student or Employee complete “Return to School” or “Return to Work” as applicable.

Actions and Communications

- The cohort remains open.
- Even through the student or staff member has tested negative, if the student or staff member has had close contact with an individual who has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual
- Letter: All families of students and staff of the cohort will be notified that the student or staff member tested negative via a letter.



Message to School Community When a Student or Staff Member is a Case

This letter goes to the whole school community

Dear [Sea Crest School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a member of our school community has tested positive for COVID-19.

Consistent with Centers for Disease Control and Prevention (CDC), California Department of Public Health, and our protocols, the community member is self-quarantining, monitoring symptoms, and working with their healthcare provider to identify additional steps.

We will also reach out to staff members and families who might be considered a *close contact*. (Close contacts are individuals who were in proximity to the person who tested positive, less than 6 feet, for more than 15 minutes). If you do not receive a separate notice, you can consider your [self/child] an indirect contact, and no further action is required on your part.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Finally, there are concrete things we all can do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings, practice physical distancing when outside of the home, and avoid public gatherings.

Thank you for your continued support.

Sincerely,

Lauren Miller- Head of School

COVID-19 Resources:

- [San Mateo County Health's website includes information about COVID-19](#)
- [Testing sites in San Mateo County](#)
- [CDC Exposure Risk](#)
- [CDC Symptoms](#)



Message to School Community When a Student or Staff Member is a **Close Contact**

This letter goes to the whole school community

Dear [Sea Crest School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a member of your child's [class/cohort] has been in close contact with a person who has tested positive for COVID-19.

Consistent with the California Department of Public Health's and our protocols, the community member is in quarantine, monitoring symptoms, and working with their healthcare provider to identify additional steps, including testing if advised. We have also conducted a thorough cleaning of the [school/classroom]. [School/the program] will be open on [Monday?] as planned.

As part of its contact tracing, you should be notified by Public Health. In the meantime, San Mateo County Health advises that [you/your child] immediately quarantine to the greatest extent possible, even if [you/they] are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that [you/your child] has had a direct exposure through this cohort. Information and [links to testing sites](#) are available from the County of San Mateo.

At this point in time, there is no laboratory-confirmed case in your child's [class/cohort]. We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Finally, there are concrete things we all can do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings and practice social distancing when outside of your home, and avoid public gatherings.

Thank you for your continued support.

Sincerely, Lauren Miller- Head of School

COVID-19 Resources:

- [San Mateo County Health's website includes information about COVID-19](#)



- [Testing sites in San Mateo County](#)
- [CDC Exposure Risk](#)
- [CDC Symptoms](#)

Contact Tracing

Sea Crest School is prepared to follow Contact Tracing guidelines as outlined in by the CDC to help reduce the spread of COVID-19. We have a contract tracing coordinator that will be using the following guidelines for our school community:

Contact Tracing for COVID-19

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- Notifying contacts of their potential exposure;
- Referring contacts for testing;
- Monitoring contacts for signs and symptoms of COVID-19; and
- Connecting contacts with services they might need during the self-quarantine period.

All communication related to contact tracing is private and confidential.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Chills



- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Symptom Checker

Use the [CDC online tool](#) to help you make decisions and seek appropriate medical care.



Community Pledge | COVID-19 Health & Safety

“We are each other’s keepers” Never before has this Sea Crest Guiding Principle been more critical than during this global pandemic. Our school community includes not only our students and employees, but all of their family members as well. Old and young, each and every one of us has an important role to play to support the health and safety of our entire community during this time.

Our School has instituted a COVID-19 Addendum for both our Family Handbook and Employment Handbook to communicate all of the important safety Protocols we have implemented for the 2020-2021 school year. To provide our community members with greater assurances as to what they can expect from each other in terms of a commitment to these Protocols, both on and off campus, all employees, parents and students are required to acknowledge their agreement with this Community Pledge as a condition to returning to our physical campus this school year.

The Pledge

To do my part in preventing the spread of COVID-19 and support the health of myself, my family and our community, I pledge to, and (as applicable) will help my child to:

- ☐ **Follow the Protocols outlined in the Family and/or Employment COVID-19 Handbook Addendum**
- ☐ **Maintain physical distance** (at least 6 feet) from people outside my home
- ☐ **Wear face covering** when outside my home
- ☐ **Practice respiratory etiquette** by sneezing and coughing into my elbow or cover my mouth and nose with a tissue
- ☐ **Frequently wash my hands** with soap and warm water for at least 20 seconds (or if soap and warm water are not available, use an alcohol-based hand gel with at least 60% alcohol)
- ☐ **Practice self care** to support my overall wellness
- ☐ **Not share personal items with others**, such as food, beverages, utensils and water bottles
- ☐ **Refrain from non-essential travel** and not travel if sick
- ☐ **Avoid large gatherings** (groups more than 10)
- ☐ **Perform self-screening** (temperature check and identification of symptoms associated with COVID-19) prior to coming on campus



- ☐ **Stay home when I am sick** or exhibiting symptoms associated with COVID-19, and avoid close contact with people who are sick
- ☐ **Read all School communications regarding COVID-19** which could include changes to our Protocols or guidance about potential exposure
- ☐ **Notify the School immediately** if a student or employee has:
 - Symptoms associated with COVID-19
 - A positive COVID-19 test result
 - Had close contact (within 6' for more than 15 minutes) with a person that has tested positive for COVID-19
- ☐ **Abide by School guidance for quarantine or isolation**

Name

Signature

Date



SEA CREST SCHOOL
HALF MOON BAY, CA

[Sea Crest School COVID-19 Family Handbook Addendum](#)
[Sea Crest School COVID-19 Employment Handbook Addendum](#)