



DESERT ADVENTIST ACADEMY

Academic Excellence with Character

WHAT DO I HAVE TO DO TO HELP KEEP THE CAMPUS SAFE FOR MY CHILD?

Desert Adventist Academy will adhere to strict health and safety guidelines issued by the Federal Government, State Government, local government and recommendations from the Southeastern California Conference. These laws and guidelines will apply to all parents, teachers, students and adults attending and working on the campus.

Parents will be expected to check the temperature of their child and to confirm student wellness before leaving home. Parents are expected to NOT bring their child to school should the child have a temperature at or above 100.4° F or 38° C. Strict cooperation with the following is required by the State of California:

1. In-home temperature check. (To be done by parent at home)
2. Temperature check when a student arrives at school. (To be conducted by school staff)
3. Mandatory student pick-up if student displays any of the CDC listed symptoms for COVID-19 including:
 - a Temperature is detected at or above 100.4° F or 38° C.
 - b Symptoms or illness issues are present:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - or having been in close contact with someone diagnosed with COVID-19 in the past 14 days.
 - c Child refuses to wear a face mask as required.

(Parent or designated adult must return as soon as possible to pick child up from school).

We will inform parents of sick students. Students are NOT to return to school until they have met the 10-day period of home isolation and have not displayed symptoms for 24-hours without the use of fever/symptom reducing medications.

WHAT WILL THE ADMINISTRATORS, STAFF AND TEACHERS DO TO KEEP THE CAMPUS SAFE FOR MY CHILD?

Before School for Students:

Our staff will interact with students arriving on campus conducting symptom screening checks, visual wellness checks and no-touch thermometer temperature checks. Screening will include verbal completion of a questionnaire in regard to fever in the last 24 hours, cough or shortness of breath that is getting worse in last 7 days, sore throat, muscle pain, vomiting, diarrhea, change in taste or smell, or having been in close contact with someone diagnosed with COVID-19 in the past 14 days.

Students with temperatures at or above 100.4 degrees will not be admitted on campus.

During School for Students:

Masks are required for all grades, for example:

- When arriving to school,
- While on school grounds and
- When leaving campus.

We will keep our students 6 feet apart while on campus, this includes inside the classroom while at desks, or outside while engaging in play activities. Children are to follow the markings on the campus that signify 6 ft distancing. There are signs on campus to reinforce the use of masks and 6 ft distancing. Additionally, when feasible, our teachers will attempt to have instructional time outdoors as much as possible to give our students lots of opportunities for fresh air intake.

WHAT HAPPENS IF MY STUDENT, A TEACHER OR STAFF MEMBER IS SICK?

In accordance with California Department of Public Health, Local Public Health office, and our Southeastern California Conference guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school, we will implement the following steps:

1. Our Administration will consider whether an entire school closure is necessary. If closed, we cannot reopen for a minimum of 14 days. Students will return to Distance Learning.
2. Areas of the school visited by the COVID-19-positive individual will be closed temporarily for 24 hours for cleaning and disinfecting.
3. Students or employees are to report a list of potential contacts of which they may have had close contact with following a COVID-19 positive test result. Personal accounting of social interactions will be used to establish contact tracing of the students. A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Forms for contact tracing can be obtained in the office and are to be returned in 24 hours via e-mail at info@desertadventistacademy.org.

| Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school | | | |
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| | Student or Staff with: | Action | Communication with school community |
| 1 | COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 . | <ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. | <ul style="list-style-type: none"> • No action needed |
| 2 | Close contact (†) with a confirmed COVID-19 case. | <ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. | <ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting. |
| 3 | Confirmed COVID19 case infection. | <p>Notify the LHD.</p> <ul style="list-style-type: none"> • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. | <ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with potential exposure if case was present in school while infectious |
| 4 | Symptomatic person tests negative or a | May return to school after 24 hours have passed without fever | Consider school community |

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| healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition. | and symptoms have started improving. • School/classroom remain open. | notification if prior awareness of testing. |
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(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. (††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

- **Staff/Student tests positive to COVID – 19:**
- All reports of positive COVID – 19 testing received from either the County of Riverside DPH or through our community members will be reported to and responded to by our COVID Designated Coordinator, Mr. Jay Emery.
- The County of Riverside Department of Public Health will be notified immediately, after receiving positive tests results, by our COVID Designated Coordinator.
- All individuals who test positive for COVID-19 are required to isolate for a 10 day period REGARDLESS if the individual(s) are symptomatic or asymptomatic, (10 days from symptom onset or 10 days from test date if the case had no symptoms or is unsure when symptoms first started). **After 10 days of isolation period, individual MUST BE without fever for 24 hours without the use of medication and show no symptoms for 24 hours without the use of medications for isolation period to be lifted.**
 - Staff member(s) or Student(s) will be sent home immediately if on campus.
 - Contact tracing will be conducted to determine who may have been exposed to the positive case. Personal accounting of social interactions will be used to establish contact tracing of the students. Forms for contact tracing can be obtained in the office and are to be returned within 24 hours via e-mail to info@desertadventistacademy.org.
- After an exposure event, stable groups will be evaluated to ensure that the integrity of each stable group remains intact. Administration will evaluate if the school has 5 percent of the total number of teachers/student/staff showing positive cases within a 14-day period, then school closure is warranted and students will need to return to distance learning.
- **Although a negative COVID-19 test is not required to return to school, we require that the individual receive a return to work/school note by their medical provider.**
- If the employee is a teacher, all students in the stable group will be notified and transitioned to Distance Learning for a period of no less than 14 days.

- At no point will individual medical information be supplied with the exception of reporting requirements of the CDPH, in strict adherence to FERPA and HIPAA privacy laws.

Health Protocols for Staff:

According to Center for Disease Control criteria, staff members are always expected to wear masks. Teachers may utilize face shields; however face shields do not remove the requirement for face masks. (Please see Page 4 “FACE COVERINGS” for face shield policy) We will follow established guidelines for triaging students in the health area of the campus, recognizing not all symptoms are COVID-19 related. All staff will be required to submit a symptom checker and temperature reading prior to starting their work duties.

Health Protocols for both Students and Staff:

In addition to symptom checks and temperature checks, students and staff will be expected to wash their hands upon arrival at school, and regularly wash or use the hand sanitizer on their hands throughout the day following the routines set up by each teacher and or the administration.

ARRIVAL AND DEPARTURE PROTOCOLS

The following procedures and protocols have been put in place for implementation regarding arrival and departure from school on a regular day:

1. **Arrival at School:** When students arrive at school, Parents are to drive to their designated drop off location. Each stable group has a separate drop off location to keep the children in stable groups while on campus. If they do not have a fever, students can proceed into the classrooms after direction of the teacher. If the student has a fever (temperature at or above 100.4° F or 38° C), he or she will need to leave campus immediately. Parents must wait to see that their children are cleared before driving off.
2. **End of the Day:** Students must remain in the classroom until the teacher is alerted that their ride has arrived before they may leave.
3. **After 3:30 PM-Extended Care:** All students must leave campus by 3:30 pm. No students will be expected to be on campus after 3:30 PM, except for those students who have signed up for Extended Care. Extended Care procedures are intended to allow for stable groups to remain separated.
4. **Congregating:** Students are not to congregate in any location outdoors, they must maintain the 6-foot distancing guideline and use a face mask at all times.

WHAT ELSE WILL BE DONE TO KEEP THE CAMPUS SAFE FOR MY CHILD?

- We will discourage sharing of instructional items that are difficult to clean or disinfect.
- We will try to keep each child’s belongings separated and in designated and individual storage areas.

- We suggest families purchase a refillable water bottle and label it with their child's name. The water fountains will be disabled. Bottled water will be available on request.

FACE COVERINGS

Desert Adventist Academy requires facemasks for *ALL* students, staff, teachers and parents. Students must wear face coverings:

- Upon entering and exiting school and inside classrooms
- Moving throughout the campus and in all areas of the school (includes hallways, bathrooms, drop-off and pick-up points)

Students can remove face coverings:

- During the lunch period to eat but, must return to using a facemask after meals.
- While outside, students may temporarily remove engaging in exercise and distanced 6 feet or more from other individuals.

Children who refuse to wear face masks will be isolated from other students and require immediate parent/guardian pick-up.

FACE SHIELDS: "Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments. "In limited situations where 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."

Mask facial coverings are the rule for staff and students rather than the exception, especially indoors.

STABLE GROUPS

- Lower grade stable group (K-4, 11 students) will use the central portion of the school grounds and enter on the north side of the building, separately from the other stable group of students.
- Upper grade stable group (5-6, 12 students) will be entering/exiting the building in their own separate entrance on the east side of the building.
- During lunch, gymnasium and times of outdoor play, only one stable group will be allowed to utilize a space at a time. After using that space, the area will be wiped down and disinfected before allowing the other stable group to utilize the area.
- During after school care, the integrity of the stable groups will remain. Each stable group will have their own area for after-school care, and they will not be permitted to intermingle.

PHYSICAL DISTANCING

Children are always to maintain physical distancing of no less than 6 feet (at all times or when practicable). This includes, but is not limited to; using the restrooms, while in class for any activity, at

the lunch tables, during play activities in the gymnasium or outside, at the beginning of each day during check-in and end of each day for dismissal. There are signs on the walls that remind students and staff of the 6-foot distancing requirement and markings on the floor throughout the school that reinforce the 6-foot spacing requirement.

EXTENDED CARE

Extended Care will be available at an additional cost Monday—Thursday from 3:30 PM to 6:00 PM and Friday 1:00 PM to 4:30 PM. Children must remain in their stable groups, continue social distancing and wear a mask during extended care time.

LUNCH TIME

Lunch may be eaten outdoors with 2-3 students at a table, depending on grade level. Student must maintain 6-foot distancing. Please contact the school offices if your child forgets their lunch or lunch money so we can make the appropriate arrangements to assist them.

PLAYGROUNDS AND OUTDOOR ACTIVITIES

- We will provide bottled water to encourage adequate hydration in our desert environment.
- We will limit use of shared playground equipment and engage in physical activities that require less contact with surfaces.
- We will be limiting the number of students using playground equipment to one at a time.
- We have been informed that school playground equipment is considered safe and can be open for students to use. There will be a limited number of students on the various sections of the playground at any one time and equipment will be sanitized daily and after each use. We are suspending use of drinking fountains and instead encourage the use of reusable water bottles.

CLEANING AND SANITATION

- We will have a daily, upgraded and organized cleaning and disinfecting protocol. This will include frequent cleaning and disinfecting of surfaces following guidance from the Center for Disease Control criteria, along with any local laws and regulations.
- We will acquire adequate supplies to minimize sharing of high-touch materials and objects and to the extent possible, limit the sharing of art supplies, books, learning aids, electronic devices, toys, and games, but where allowed, we will disinfect between use and have students wash hands before and after use.
- We will disinfect surfaces between uses, such as: desks, tables, chairs, dividers, keyboards, etc.
- We will disinfect frequently touched surfaces that include but are not limited to door handles and light switches
- All classrooms, bathrooms, halls, play equipment, and door handles will be cleaned and sanitized every day.

WHAT ABOUT FIELD TRIPS?

The Southeastern California Conference is allowing only virtual activities in lieu of field trips and intergroup activities through December 31, 2020. Tentative plans for activities and trips beginning in 2021 may begin, but no monetary deposits or payments are to be made unless full refunds are possible. Further directives on what will be allowed in 2021 will come from the Southeastern California Conference Office of Education in the fall of 2020.

TRIGGERS FOR RETURNING TO DISTANCE LEARNING

| Factors to consider | Triggers for Action to Close School | Required Communication |
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| <p>In the event that we see multiple positive cases for COVID-19 occur in our school, we will specifically look at three (3) factors to determine if school closure is recommended:</p> <ul style="list-style-type: none"> A. The number of active cases in our campus population B. The percentage of the teacher/students/staff that are positive for COVID-19 C. Recommendations after consultation with the Riverside County Department of Public Health Officer | <ul style="list-style-type: none"> • The school has at least 5 percent of the total number of teachers/student/staff showing positive cases within a 14-day period. | <p>County of Riverside Public Health Department will be consulted, and the Community will be notified.</p> |

A SHORT SUMMARY OF WHAT WILL BE DONE ON CAMPUS:

- **Cleaning and Disinfecting:** Desert Adventist Academy employs custodians that have provided a deep cleaning and will continue a regimented cleaning protocol campus wide. Our teachers will wipe down all frequently touched areas.
- **Stable grouping:** Small groups such as reading groups or study groups will be conducted via zoom. We will rotate the K-4, stable group to lunch before the 5-6 stable group to keep the integrity of stable groups intact. Teachers and aides will wipe down areas in between groups.
- **Entrance, Egress, and Movement Within the School:** We have designated two entrances for students to enter the campus. Wide sidewalks/hallways will aid in social distancing for students and staff. We will limit visitors on campus. We will stay in stable groups throughout the day in all activities, including after-school care and school release.
- **Face Coverings and Other Essential Protective Gear:** Masks are required for everyone while on campus.
- **Health Screenings for Students and Staff:** Students will be screened prior to the start of each school day. Staff will submit daily symptom checker and practice proper hygiene protocols. Parents will pick up child(ren) immediately upon notification of illness and or fever.
- **Healthy Hygiene Practices:** Increased hand washing routines, the use of masks for your children, following of 6 foot social distancing recommendations.
- **Identification and Tracing of Contacts:** Persons exposed or who have positive results will fill out proper paperwork with the Health Office. Health Officer will report to appropriate county public health official(s).
- **Physical Distancing:** Students are not to congregate in any location outdoors, and they must maintain the 6-foot distancing guideline and use a face mask at all times. We are distancing desks and/or providing partitions/shields.
- **Staff Training and Family Education:** Staff training to begin before returning to school. Zoom training for families prior to returning to school is required for on-school instruction. We will continue to offer training and education to staff and families.
- **Testing of Students and Staff:** Staff will be required to test if exposed to individuals with positive results and/or experiencing COVID-19 symptoms. Staff will be required to submit results from COVID-19 testing prior to returning to in person learning and every two months throughout the school year. Students who are sent home will be asked to test for COVID-19 while in home quarantine.
- **Triggers for Switching to Distance Learning:** Administration will consult with local public health department. If 5% of the
- **Communication Plans:** We have a text and email communication system to alert parents through our FACTs/RenWeb portal. Our Health Officer will also communicate with families if a student becomes ill. We will utilize our website for general information.