



GPS COVID 19 SAFETY PROTOCOLS

Revised 1/15/2021

A: POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS

GPS has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

1. Designated COVID-19 Compliance Team: This team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. The team is made up of Peter Metzger, Carol Shibel and Kaila Akbaroff. Kaila is designated as a liaison to DPH in the event of an outbreak on campus.
2. Immediate steps that will be taken upon notification that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan includes:
 - self-isolation at home in accordance with DPH guidelines
 - if notification occurs while the case is on-site, temporary on-site isolation of the case will be in the Red Room until arrangements are made for the person's return to their home.
 - The school will follow DPH guidance on Decision Pathways for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school and for their contacts at school.
 - informational materials will be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
3. School Exposure Management Plan: The plan is consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s).
 - Identification of persons exposed to cases at school.
 - Immediate quarantine of exposed employees and/or students.
 - Testing for all exposed individuals either through private health insurance or through free testing sites provided by the DPH.
 - Reporting all COVID-19 cases and exposures at the school to the Department of Public Health.
 - Immediately reporting a cluster of cases (3 or more cases within 14 days) to the Department of Public Health to determine whether the cluster is an outbreak that will require a public health outbreak response.
4. Full or partial closure of in-person school operations: The school plans for full or partial closure if that should become necessary based on positive cases in the school or community and consultation with the DPH.
5. Testing: Testing for all school personnel will be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school. To access testing, school personnel will be directed to utilize private health insurance or if that is not possible the free testing sites provided by the DPH. All surveillance testing results will be reported to the Department of Public Health

6. Provisions for Vulnerable Employees: Those above age 65, and those with chronic health conditions that would place them at high risk if infected will be assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions.
7. Work From Home: To the extent consistent with academic requirements and student needs, opportunities for employees to work from home will be considered.
8. Modified Work Schedules: In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules may be instituted to maximize physical distancing where possible.
9. Provision for Illness or Exposure: No employee should to come to work if sick or if they have been exposed to a person who has COVID-19. Information regarding employer or government sponsored leave benefits, including the right to paid sick leave, as guaranteed by the Families First Coronavirus Response Act is available at www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave.
10. Facilities Usage: Use of school only designated facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted. This does not include shared facilities.
11. Employee screenings: These are conducted before employees may enter the workspace. Checks will include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. A temperature check will also be done at the worksite.
12. Face Coverings: Anyone entering school property who has contact with others (students, parents or other employees) is required to wear a cloth face covering. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or room or while eating or drinking. A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
13. Social Distancing: All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s). Breaks are staggered to ensure that physical distancing can be maintained in break rooms. All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
14. Cleaning/Disinfecting: Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

- Breakroom: Daily
- Restrooms: Daily
- Classrooms: Daily
- Front office: Daily
- Other (auditorium, gymnasium, library): Daily

High touch areas in staff breakrooms will be frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, will be thoroughly cleaned after each use by a different person.

15. Disinfectant: Disinfectant, hand sanitizers and related supplies are available to employees at the following location(s):

- All classrooms
- Break room
- Front Office

16. Hand Washing Locations: Employees are encouraged to frequently wash their hands. Soap and water are available to all employees at the following location(s):

- Main Office Restroom
- Faculty Restroom
- Outdoor wash station
- Classrooms with sinks

17. Supplies: Each employee will be assigned their own supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items will be minimized or eliminated.

18. Communication: Copies of this Protocol have been distributed to all employees.

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

1. Staggered school start times.
2. Availability of early opening with staff presence, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
3. Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school campus. These include:
 - Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
 - The creation of a one-way movement plan.
4. Measures are in place to ensure physical distancing within classrooms. These include:
 - A cohorting approach has been adopted school-wide, maintaining a stable group in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.
 - In-person class size has been limited to 12 students in elementary grades.
 - In-person class size has been limited to 14 students in middle school grades.
 - Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible.

Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.

- Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
 - Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.
5. Measures are in place to maintain physical distancing during school meals. These include:
 - Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
 - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
 - Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
 - If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
 6. Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
 7. Measures are in place to permit physical distancing in administrative areas of the school. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel. Tape or other markings are used to define a 6-foot radius around reception desks or counters. Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL

1. Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry.
2. Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020. Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
3. The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives.
4. Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.

5. Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.
6. Screening of adults and of middle school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID-19.
7. Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
8. Any middle school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
9. Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These include:
 - Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
 - Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
 - Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
 - Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
 - Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
10. Measures are in place to promote optimal ventilation in the school. These may include:
 - At least 50% of class room learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - The school HVAC system is in good, working order.

- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
 - Portable, high-efficiency air cleaners have been installed if feasible.
 - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
 - Air filters have been upgraded to the highest efficiency possible.
11. Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These include:
- A cleaning and disinfecting schedule has been established in order to avoid both under- and over- use of cleaning products.
 - Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products.
 - Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
 - Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
 - Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N” are used according to product instructions.
 - To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
 - Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
 - All cleaning products are kept out of children’s reach and stored in a space with restricted access.
 - Ventilation is maximized during cleaning and disinfecting to the extent feasible When using air conditioning, we will use the setting that brings in fresh air. We will replace and check air filters and filtration systems to ensure optimal air quality.
 - Enhanced cleaning of school premises will be done when students are not at school with adequate time to let spaces air out before the start of the school day.
 - Steps will be taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

- Restrooms, break rooms, and other common areas will be disinfected frequently, on the following schedule:
 - Restrooms: daily
 - Teacher/staff break rooms: daily
 - Class rooms: daily
 - Cafeteria dining area: daily
 - Front office: daily
 - Other offices: daily

12. Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These include:

- Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
- All students age 2 and older are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings.
- Alternative protective strategies may be adopted to accommodate students who cannot use or tolerate cloth face coverings.
- Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and that depicts proper use of cloth face coverings.
- As needed, two cloth face coverings will be provided to each student at the start of the school year. Parents and students will be given information concerning methods for making their own cloth face coverings.
- Parents of younger children will be encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- Staff taking care of a sick student will be provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.
- Staff and students who are alone in closed offices or rooms are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable. Teachers in the early grades can use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

13. Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include:

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom, a color-coded system will be used to

minimize students from different cohorts using the bathroom at the same time.

- Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

1. Information is sent to parents and students prior to the start of school concerning school policies related to:
 - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
 - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
 - Who to contact at the school if student has symptoms or may have been exposed.
 - How to conduct a symptom check before student leaves home.
 - Required use of face coverings.
 - Importance of student compliance with physical distancing and infection control policies.
 - Changes in academic and extra-curricular programming in order to avert risk.
 - Changes in school meals in order to avert risk.
 - School policies concerning parent visits to school and advisability of contacting the school remotely.
 - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options
2. A copy of this protocol is posted at all public entrances to the school.
3. Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
4. Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.

5. The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
6. Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
7. Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

1. If needed, a plan will be developed for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
 - This plan would include a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
 - Modifications to individual IEPs and 504 plans could involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
 - Any steps taken to modify IEPs and 504 plans to assure student safety will comply with relevant provisions of state and federal law.
2. Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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