



Arroyo Pacific Academy

Spring Quarter II 2021

Return to Campus Plan



The California Department of Public Health (CDPH) issued a public health directive effective January 25, 2021, which requires every local educational agency (school district, county office of education, and charter school) and private school in California to notify CDPH whether it is serving students in-person.

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March 15, 2021

Dear Students, Parents, Faculty and Staff,

We are pleased to present this Reopening Guide for our anticipated return to campus. Since the closure of our school campus in March 2020, our COVID-19 Task Force Team worked diligently to proactively prepare and coordinate this plan with the objectives of ensuring the health and safety of our campus community.

This reopening plan has been guided by resources from the Centers for Disease Control, the County of Los Angeles Department of Public Health, the State Public Health Officer, and the Governor's Office. It includes preventative measures including new procedures and protocols, which will require everyone's cooperation, participation, and support. If done effectively, together, these measures should greatly reduce the risk of virus transmission with the elementary, middle, and high school. However, we need to be prepared for the likelihood of cases on campus and for everyone to know in advance how these will be managed.

We are excited to welcome our elementary, middle and high school students, faculty, and staff back on campus for Spring Quarter II on April 1, 2021. We appreciate everyone's cooperation, support, and flexibility as we continue to navigate these uncertain times together. We will continue to monitor scientific guidance and recommendations and will communicate to you any changes to this reopening plan on a regular basis.

This reopening guide: Return to Campus Plan, with protocols and policies are an addendum to the *School Handbook*.

If you have questions on anything contained in this campus reopening plan, or other aspects of our reopening guide, please contact Ms. K.C. Deagon at 626.294.0661.

Stay well,

Philip Clarke
President/Principal

Robert S. Walley
Assistant Principal

Investing in Healthy Teaching and Learning

Return to Campus

According to the Centers for Disease Control and Prevention (CDC), Corona virus disease (COVID-19) is a disease spread by respiratory droplets released when people talk, cough, and sneeze. It is believed that the virus is spread to hands from contaminated surfaces and then to the nose or mouth causing infection. Therefore, Arroyo Pacific Academy has utilized guidance from the CDC, California Department of Public Health (CDPH), and the County of Los Angeles Department of Public Health in development of this Return to Campus Plan.

Prevention Protocols

Arroyo Pacific Academy relies on the collective responsibility of all members to follow all protocols and thus keep all members of our teaching and learning community safe. We ask that all members continue to practice and maintain good health hygiene at all times: hand washing, sanitizing, social distancing of 6 feet apart, avoid crowds, and wearing a face mask. Maintaining physical health is important so we are asking you to remain home if you do not feel well. While on campus, if any student does not feel well, they should see Ms. Deagon who will contact parents to come to school to pick up the student.



Symptoms and Screening

Symptoms of COVID-19 include: fever defined as 100.4°, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, nausea, vomiting or diarrhea.

Arroyo Pacific Academy will employ passive screening for symptoms of COVID-19. Passive screening procedures for students will supersede any previous communications until further notice. Students, faculty, and staff should conduct passive screening at home prior to coming to school. Passive screening includes a survey for any symptoms and/or any recent exposures to a person with COVID-19. If a student has either symptoms or close contact with an infected person, the student is expected to stay at home. In addition to the Statement of Receipt for the *School Handbook*, both students and parents attest to completing passive screening at home. We encourage students to seek medical care from their healthcare providers for COVID-19 testing and COVID-19 vaccine.

While on campus, any student who has COVID-19 symptoms or fever will be immediately isolated in a designated area and parents will be contacted to come to school to pick up the student. Isolation areas will be utilized for students, faculty, and staff who have been assessed by screening and may have COVID-19 related symptoms. Isolation protocols will be followed to protect the student, faculty, and staff while expediting a safe transition off campus. Students will be encouraged to contact their health provider and be tested for COVID-19.

Positive Case

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, our exposure management protocol will be initiated, which includes notification to the Los Angeles County Department of Public Health. Those who have had close contact with a person diagnosed with COVID-19 will be required to stay home and self-monitor for symptoms along with consideration of being tested. Within the protocol, communication to students and parents will occur while maintaining confidentiality of all parties.

An exposure is defined as an encounter of less than 6 feet where neither parties are wearing a mask for more than 15 minutes. Students and parents are expected to immediately report to Ms. K.C. Deagon by calling 626-294-0661, texting or emailing kcdeagon@arroyopacific.org if they have a positive test for COVID-19 or exposure to any persons positive for COVID-19. Faculty and staff would also be expected to disclose if they have tested positive for COVID-19 or any household positive exposures.

Arroyo Pacific Academy has designated Ms. K.C. Deagon to be responsible for responding to all COVID-19 concerns. This individual has been trained in contact tracing and will coordinate the documentation, tracking of possible exposures, in order to work with local health officials, faculty, staff, and students in a prompt and responsible manner.

In consultation with the Los Angeles County Department of Public Health, the President/Principal may decide whether school closure is warranted, including the length of time necessary based on the risk level within in school community as determined by the Los Angeles County Department of Public Health Officer.

Promoting Healthy Hygiene Practices

Arroyo Pacific Academy will support healthy hygiene behaviors by providing adequate supplies, including, hand sanitizer with at least 60% alcohol, tissues, and disinfecting supplies. Students, faculty, and staff will be encouraged to practice hand hygiene along with respiratory etiquette. The practice of frequent hand washing and the use of hand sanitizer will be encouraged throughout campus. Routines for hand sanitizing as students, faculty, and staff enter and exit all classrooms, dining hall, and the resource library will be expected.

Face Coverings: Masks

Masks are intended to protect other people, in the event that the wearer is unknowingly infected but does not have symptoms. Masks are to be worn by students, faculty, staff, and visitors at all times on campus. Reasonable accommodations, such a face shield will be allowed for those who are medically unable to wear a mask. Medical documentation must be on file prior to arrival on campus. Accommodations requested should be made to Ms. K.C. Deagon. Masks are most essential when physical distancing cannot be easily maintained. Students will be expected to bring their own masks consistent with the dress code policy as stated in the *School Handbook*. Students must have clean face masks daily. Cloth face masks need to be washed after each day's use. In the event a student does not have a mask, one will be provided to them as they enter campus for that day.

Cleaning and Disinfecting

Frequently touched surfaces, such as but not limited to door handles, tables, student desks will be cleaned and disinfected within the school daily or between use as much as possible. Cleaning and disinfecting practices have been enhanced with an increase in frequency and scope. Students will be expected to utilize hand sanitizer as they enter and exit the classroom.

Physical Distancing: 6 Feet Apart

Efforts will be made in all areas of campus to promote physical distancing of 6 feet apart. Signage will provide visual cues for students to support distancing.

Space between seating and desks will be in place with the goal of at least 6 feet of physical distance. Teachers will provide students assigned seats to ensure adequate distance and students are expected to

follow instructions. Teaching methods have been modified to avoid close contact between students for any class that may usually involve group activities.

Physical distancing will be reinforced during arrival to campus prior to the screening process. In order to further maximize physical distancing, staggered dismissals will be implemented and all classrooms will be dismissed according to the color designated to them as indicated on the campus map. Under the staggered dismissal system, we anticipate that all students will be dismissed from their classrooms in approximately 5-10 minutes. Accordingly, parents who are waiting for their student in the parent pick-up area can expect to wait approximately 10-15 minutes for their student to arrive after the end of their school day.

Investing in Campus Upgrades

Investments

As we navigate the current health crisis and its related financial impact, Arroyo Pacific Academy is committed to providing safe, in person instruction for all students. This requires that we make financial investments across a broad range of efforts, including:

Personal Protective Equipment (PPE)

All classrooms have been supplied with appropriate PPE and sanitation supplies in order to sanitize touch areas and surfaces. All disinfecting products are on the Environmental Protection Agency (EPA) approved list “N” for efficiency of COVID-19 and we follow product instructions.

Plexiglass

Plexiglass has been installed in high traffic offices that require interpersonal interaction.

Air Filters

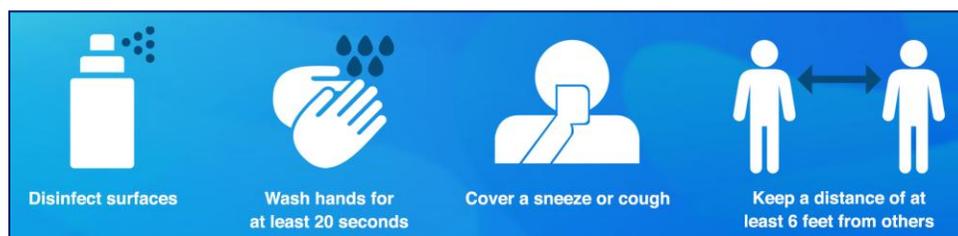
Indoor classroom spaces will be necessary. The HAVC system has been upgraded schoolwide to include MERV 13 filters (Minimal Efficiency Reporting Value). According to the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) the MERV 13 filtration improves the health of the indoor air quality.

Signage

Signage will be placed throughout the campus to remind students and adults alike to abide by mask wearing, physical distancing guidelines, and to practice frequent hand hygiene.

Outdoor Spaces

The benches near the Roly Place entrance and the picnic tables near the Santa Anita Avenue exit gate create open-air, ventilated areas for students to utilize for break and lunch time. Adult supervision will be present to ensure that students are abiding by health and safety guidelines. Cleaning and disinfecting practices have been enhanced with an increase in frequency and scope.



Investing in Student Return

Student Drop Off: Arrival and Entry Procedures for Building A

Elementary and middle school parents should enter the parking lot through the Rolyn Place entrance. After exiting the vehicle, students will be directed to enter Building B at the Rolyn Place entrance for screening. Masks are to be worn by students at all times on campus.

High school parents/students should enter the parking lot through the North Santa Anita Avenue entrance. After exiting the vehicle, students will be directed to enter Building B at the Santa Anita entrance for screening. Masks are to be worn by students at all times on campus.

Student Pick Up: Departure and Exit Procedures For Building A

At the end of the school day, the elementary and middle school students will exit campus through the Rolyn Place exit. All students will proceed to the parent pick-up area. Staff will be present to monitor pedestrian traffic. Parents are expected to remain in their vehicles and wait for their student to arrive.

High school students will exit campus through the North Santa Anita Avenue exit. All students will proceed to the parent pick-up area or to their individual vehicle. Staff will be present to monitor pedestrian traffic. Parents are expected to remain in their vehicles and wait for their student to arrive.

Visitor Policies

Visits to the school by individuals other than faculty, staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Parents will be encouraged to utilize virtual meeting options by reaching out via email or phone to the appropriate administrator, faculty or staff members. If it is necessary to be on campus, parents are to schedule an appointment. Please do not come on campus without an appointment so that we can limit the exposure risk. All visitors will be screened at the time of entry to the campus and will be required to wear a mask while on campus.

Attendance and Communication Policies

While on the distance learning model, classes will be held synchronously and also recorded for students in their home country following the *Guidelines for Students During Virtual Instruction*, previously distributed. Students are expected to attend their classes virtually or on campus as scheduled and be in attendance for the entire duration of the class. Teachers will submit attendance and the school will follow up with families in the event of a student absence. As stated in the *School Handbook*, if a student is unable to attend his or her class, parents should notify the attendance office at 626.294.0661, texting or emailing kcdeagon@arroyopacific.org by 9:00am on the day of the absence.

Food Service

Meals are eaten in stable group classrooms or outdoors, without any mingling of stable groups from different classrooms. All meals will be individually packaged and will not be opened by anyone other than the student purchasing the meal. Students will practice social distancing waiting in line 6 feet apart. Students are welcome to bring their own lunches.

Drinking fountains will not be available. Students are encouraged to bring their own water. Bottled water is available for purchase in the dining hall.

In order to support physical distancing, students will be assigned either outdoor or indoor settings to utilize for meals and break. Students will be seated 6 feet apart. Once the snack or meal is finished, a student will replace his or her mask.

Investing in Student Life

Emotional and Social Wellness

Keeping our students physically healthy is a priority of Arroyo Pacific Academy. Emotional and social wellness is equally important. We offer learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. Students are encouraged to talk with administrators, faculty, and staff who offer support during this stressful time.

Student Involvement

Arroyo Pacific Academy continues its commitment to the safe return of our students with guidelines designed to ensure the well-being of everyone in our teaching and learning community. At the present time, the school is not able to host large gatherings; we will continue to keep you informed about Graduation in May 2021.

Notes:

Though Arroyo Pacific Academy will work hard to implement and abide by these guidelines, neither the guidelines themselves nor even guidance from the Centers for Disease Control and Prevention (CDC) would allow the school to guarantee an environment that is entirely free of COVID-19 related risks. The general information resource should not be treated as medical advice. These ideas are meant to supplement consideration by state and local governing bodies and Health Department, NOT meant to replace them.

Arroyo Pacific Academy has completed and filed with the State Safe Schools for All Team and the Los Angeles County Department of Public Health:

- our COVID-19 Safety Plan (CSP):
 - 2021 COVID-19 School Guidance Checklist
 - TK to Grade 12 Reopening Checklist: Appendix T1
 - Cal/OSHA COVID-19 Prevention Program (CPP)

Arroyo Pacific Academy has completed:

- our Return to Campus Plan: Spring Quarter II
- our COVID-19 Safety Plan & Waiver

All of these documents are available online at www.arroyopacific.org, select the COVID-19 Update tab.

