



peaceterrace

Safety Plan for Reopening

This document describes practices the Peace Terrace Academy School will implement for any on-campus learning that happens under a waiver. These practices are grouped into 12 categories following [state guidelines for applicants for school reopening waivers](#), and sequenced to match those guidelines. These practices build on those already successfully adopted by our Early Childhood Center, which operates under the Community Care license, and have also been developed to align with the [COVID-19 Industry Guidance for Schools](#) from the California Department of Public Health and CalOSHA, as well as the [Stronger Together Guidebook](#) from the California Department of Education. These practices also embody the Pillars recognized by the [Alameda County School Reopening Plans](#) as key to reopening schools, and are “color coded” accordingly:

TABLE OF CONTENTS

HEALTH & HYGIENE PROTOCOLS

CLEANING AND DISINFECTION	4
Summary	4
Rooms and Surfaces	4
Materials	4
Food and Water	5
HEALTH SCREENINGS FOR STUDENTS AND STAFF	5
Summary	5
Screening	5
HEALTHY HYGIENE PRACTICES	6
Summary	6
Handwashing	6
Etiquette	7
IDENTIFICATION AND TRACING OF CONTACTS	7
Summary	7
TESTING OF STUDENTS AND STAFF	7
Summary	7
TRIGGERS FOR SWITCHING TO DISTANCE LEARNING	7
Summary	7
COMMUNICATION PLANS	7
Summary	7
FACE COVERINGS	
FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR	8
Summary	8
Face Coverings	8
Other Essential Protective Gear	8

PHYSICAL DISTANCING

PHYSICAL DISTANCING	9
Summary	9
Classrooms	9
Meals and Recess	9
Outdoor Spaces	9
Staff	10
Modified Activities	10
Transportation	10

COHORTING	10
Summary	10
Social Bubble Cohorts	10
Inclusion	11

ENTRANCE, EXIT, AND MOVEMENT WITHIN THE SCHOOL	11
Summary	11
Entrance and Exit	11
Movement Within the School	12

LIMITING GATHERINGS

ASSEMBLIES, WORKSHOPS, & FIELD TRIPS	12
Summary	12

SCHOOL CULTURE

STAFF TRAINING AND FAMILY EDUCATION	12
Summary	12
Staff	13
Families	13

Cleaning and Disinfection

Summary

Common surfaces, including bathrooms, will be cleaned throughout the day. Rooms will be deep cleaned daily. Student belongings will be stored individually. Students will have individual sets of classroom materials; when not feasible, materials will be sanitized between students. Ventilation with external air will be maximized, with consideration for air quality. The school closed the shared-use water fountains and students will only use non contact water refill stations throughout the buildings. Teachers will assist students with refilling their reusable water bottles to ensure best sanitary practices. Students will be asked to bring a labeled reusable water bottle to school each day. The school will maintain adequate stocks of cleaning supplies suitable for COVID-19 and safe for elementary school students.

Rooms and Surfaces

- Rooms will be deep cleaned at the end of each day, using cleaning agents that are recommended for use in elementary schools and are effective against COVID-19. Common surfaces, such as door handles, light switches, sink handles, bathroom surfaces, desks, tables, and chairs, will be wiped down throughout the day. Rooms will be ventilated with fresh, external air to the extent permitted by daily/hourly environmental conditions. We will continue to actively monitor outside air quality.
- Toilet handles and faucets will be cleaned after every use, and toilet seats will be kept down for flushing and in between uses. Students will additionally be taught to use tissues when touching toilet handles and faucets. The bathroom exhaust fan will run during the day to support bathroom ventilation. Hand sanitizer will be used in a supervised manner outside of the bathrooms, in addition to regular soap and water handwashing in the bathrooms.
- The school will ensure there is always a sufficient amount of hand sanitizer, tissues, wipes, etc. for classroom and bathroom use, as well as cleaning supplies for regular surface cleaning and daily sanitation.

Materials

- Students will have individually-labeled storage spaces for keeping their personal belongings separate from those of other students.
- Students will also have individual sets of classroom materials. Any equipment that needs to be shared will be sanitized thoroughly between uses, using cleaning agents that are recommended for use in elementary schools and effective against COVID-19. Cloth materials will be laundered between uses. Table and other

horizontal work surfaces will be wiped down after use. Materials that are harder to sanitize will be quarantined for three days between uses (books, etc.).

- Playground equipment will be limited to specific cohorts and/or cleaned/quarantined between cohorts.

Food and Water

- Students will bring their own lunch and snack in a disposable paper bag and will discard at the end of each day.
- Students will use non-contact water refill stations throughout the building. Teachers will assist students with refilling their reusable water to ensure best sanitary practices throughout the day. Students will provide/bring a labeled reusable water bottle daily.

Health Screenings for Students and Staff

Summary

Everyone must complete an at-home health screening questionnaire before entering campus. Everyone entering campus will also be screened by a contactless thermometer. Anyone exhibiting COVID-19 symptoms at school will be immediately isolated and sent home.

Screening

- Before leaving home, we ask all families to conduct a temperature check and symptom check as summarized on our daily health screening [questionnaire](#). If any symptoms or risk factors are present, students must stay home. Faculty and staff must complete a similar questionnaire prior to entrance each day, and similarly must stay off campus if showing COVID-19 symptoms.
- All people entering campus must be checked to confirm that they have completed the questionnaire showing no symptoms and actively screened for fever with a contactless thermometer.
- We hope that by having parents screen their children at home and by confirming the screening upon arrival, we can dramatically reduce chances that students will have symptoms at school. If they do, a team member or our nurse will support them in our isolation area. We will immediately contact parents and ask them to pick up their child right away. We will follow our [Covid-19 Case and Contact protocol](#) to determine next steps in terms of communication and our policy for when faculty and/or students can return to school.
- Similarly, faculty and staff will be instructed to immediately isolate and electronically notify a supervisor if they experience any COVID-19 symptoms. Any common household members of a symptomatic student or faculty/staff member will also be asked to go home to minimize the risk of asymptomatic transmission.

- As always, school staff will contact 911 for anyone displaying potentially life-threatening symptoms.
- There will be no academic penalty for students who need to go home or work remotely, and teachers will make every effort to support students who need to be off campus.

Healthy Hygiene Practices

Summary

All employees and students will use hand sanitizer upon entrance to campus and will follow up with soap and water when they reach their classrooms/offices. They will wash their hands with soap and water frequently throughout the day, including before and after critical activities such as eating, touching a mask, handling any shared items, and using the restroom. Hand sanitizers will be selected for their safety and efficacy against COVID-19.

Handwashing

- All employees and students will be given hand sanitizer when they arrive on campus and will wash their hands with soap and water upon entry to a classroom. We have an outdoor hand-washing station for use in primary outdoor learning areas. Teachers will teach and monitor proper and regular hand-washing techniques, and will reinforce with the use of hand sanitizer whenever hand-washing is not possible.
- Employees and students will wash their hands frequently throughout the day, including on entrance to a classroom, before and after eating, before and after touching their own masks, before and after handling any shared items (which are to be minimized), before and after using the restroom, before and after touching their face, wiping a nose or sneezing, and after touching any potentially contaminated surface.
- Students will be instructed and expected to wash their hands thoroughly before and after using the bathroom.
- Hand sanitizers will be selected for efficacy against COVID-19 (at least 60% ethanol) and safety for use by children (e.g. ethanol and not isopropanol, and ensuring it is off the [FDA's list of products to avoid](#)).

Etiquette

- Teachers will teach and monitor proper coughing and sneezing etiquette (into the elbow or a disposable tissue, the latter immediately discarded into a contact-free trash receptacle).

Identification and Tracing of Contacts

Summary

- The school administrator will supervise contact tracing within the school community, with support personnel trained as needed to assist with this work. Student and employee privacy will be maintained.
- Social Bubble cohorts will enable rapid generation of the short list of potentially exposed individuals for contact tracing.
- Information will be shared in compliance with the requirements of the Alameda County Department of Public Health.

Testing of Students and Staff

Summary

Peace Terrace Academy will implement the latest recommendations from the County of Alameda with regard to COVID-19 testing. Anyone with symptoms must remain off campus until they meet our [re-entry requirements](#), including waiting for test results. We will connect families and faculty/staff with [testing options](#). Once encouraged by the county, we will implement surveillance testing of faculty and staff to screen for asymptomatic infections.

Triggers for Switching to Distance Learning

Summary

Peace Terrace Academy will follow the most current guidelines from Alameda County with regard to the epidemiological and circumstantial triggers for returning to distance learning. We will separately track cases among both adults and students and will close campus if at least 5 percent of the total population tests positive within a rolling 14-day window. The school administrator will coordinate monitoring and communications to local health officials. The administrator will also notify school leadership if case counts reach the number triggering a return to distance learning.

Communication Plans

Summary

We will implement rigid cohort separation on campus, and thus exposures should be limited to within single cohorts. Our contact tracing protocol will involve notifying everyone in a cohort of their potential exposure to a case within their cohort, which can

be achieved without revealing information about the specific individual. All health information given to the school by families and faculty/staff will be treated confidentially, limited only by requirements for what must be shared with the county and to support contact tracing. In the event that cases reach the 5 percent trigger, we will notify all families as part of switching to full-time distance learning.

Face Coverings and Other Essential Protective Gear

Summary

Everyone on campus must wear an appropriate face covering at all times. Masks may only be removed for eating, drinking, and designated mask breaks in designated spaces at designated times. Everyone will receive instruction on proper wearing and cleaning of masks. Other protective equipment will be used as appropriate.

Face Coverings

- In alignment with [our face covering policy](#), everyone who enters campus, including family members in cars during drop-off and pick-up, must wear a mask, covering their mouths and noses. Masks may only be removed when outdoors and in designated spaces that allow for increased distance (during snacks, lunch times, and designated mask breaks). During drop-off and pick-up, we require that all family members over the age of 2 wear masks. Students will change their masks during the day, usually at food breaks.
- Of course, young children often need adult assistance with wearing masks. If masks fall off, get wet or dirty, adults will wash their hands before and after they assist children with their masks. Students will be reminded throughout the day about proper mask etiquette. If they are unable to maintain mask use, they will be unable to stay onsite. We will ask families to pick them up from campus, and we will continue to work with families to consider strategies that might help with mask wearing. Our remote program will also be available to these students.
- Families, students, and faculty/staff will be instructed in donning, use, taking off, and washing of face coverings, including the need to wash hands before and after adjusting face coverings and the importance of trying multiple face coverings in advance of returning to school to find a type that fits well.
- The school will maintain sufficient disposable masks for those who forget to bring their own.

Other Essential Protective Gear

- The school will provide gloves whenever needed (assisting students with food).
- The school will provide face shields for added protection for closer contact should it be needed.

Physical Distancing

Summary

To the greatest extent, everyone will maintain six feet of space between themselves and everyone one else. We will modify our classrooms and instructional methodology to facilitate this distancing. We will also use outdoor spaces to the greatest extent permitted by weather and air quality.

Classrooms

- Teachers will maintain six-foot distancing with and among students as often as possible. Walkways will be marked to support this distancing and learning stations will have at least six feet of distance. We will use classrooms and other learning spaces that allow students to maintain distance throughout the day and still feel a sense of freedom to move. While distancing is a priority, there might be times when a student needs support from a teacher or staff member who might need to interact at a closer distance. In this case, the teacher/staff member will wash/sanitize hands and might additionally wear a shield.
- Extensive changes to the classroom have been made in order to follow physical distancing requirements. Over the summer we made modifications to our classroom to ensure that we would have room for social distancing. Being a very small private school allows us to create A and B cohorts for a hybrid model of learning. We expect there to be changes in the manner in which we deliver teaching.
- If a student is unable to generally maintain physical distance, we will ask parents to pick them up from campus.

Meals and Recess

- We plan to eat all meals outside (weather and air quality permitting) while teaching the students how to maintain physical distance. Each student and teacher will have a designated physical space for eating to maintain adequate distancing.
- Every cohort will have a dedicated outdoor recess area with ample space for students to move and play while remaining six feet apart.

Outdoor Spaces

- We will maximize use of outdoor space, weather and air quality permitting. We have tents available to provide protection from sun and rain, and many additional outdoor campus areas, each assigned to a different cohort.

- During windy and rainy weather, we will make use of the outdoor tented space as much as possible for each cohort and will utilize indoor spaces as needed.

Staff

- Physical distancing will also be enforced for faculty and staff, with every effort made to minimize adult-to-adult contact. There will be no spaces for a significant number of adults to congregate (i.e. a “teacher break room”) and all meetings among adults not in the same cohort will be held over remote platforms.
- Common resources (e.g. photocopier machines) will not be allowed to become congregation points and a schedule can be developed if needed to spread out use of these resources. Signage and floor markings will remind faculty about physical distancing around these resources.

Modified Activities

- When on campus, students will not engage in group activities associated with significant aerosol generation, such as singing, reciting, etc.
- Physical education and athletics activities will be limited to those that can be performed with significant distance. No activities will be conducted that bring students of different cohorts into physical proximity.
- As with indoor activities, outdoor activities will avoid the use of hand-held shared materials and surfaces.

Transportation

- Currently parents provide transportation to their children and we will be conducting all field trips virtually.

Cohorting

Summary

Students will be in fixed cohorts of no more than 14 students. Adults will remain with the same cohort throughout the school year. Each cohort will have a dedicated space. Students unable to participate on campus will be included academically and socially through remote learning opportunities. Students will be split into A and B cohorts with different weekly schedules to allow us to maintain social distancing in classrooms. Remote learning will take place on alternate days.

Social Bubble Cohorts

- Students will be grouped into cohorts of 14 or fewer students, each with a distinct, dedicated space. Students in one cohort will not mix with students in other

cohorts, and students will not change cohorts except possibly after a sufficient time off campus to quarantine, e.g. after the December break.

- Teachers will join each cohort and work in person exclusively with that cohort throughout the year.
- Additional teachers and staff may work remotely with students in a cohort.

Inclusion

- Students who are unable to be on campus for medical, family, or personal reasons will be remotely included in on-campus learning activities through blended instruction.

Entrance, Exits, and Movement Within the School

Summary

Only students, teachers, staff, and critical service providers will be permitted on campus, and only after completing a daily health check questionnaire, passing a temperature scan, and wearing a proper face covering. Drop-off and pick-up times will be staggered to prevent crowding and movement on campus will be clearly marked and directed to prevent congregation of students from different cohorts. Adults from different cohorts will be strictly separated.

Entrance and Exit

- In alignment with [our campus access safety plan](#), only students, faculty/staff, and contracted service providers will be allowed on campus. Visitors will not be allowed on campus until restrictions change. Parents and family members need to stay in their vehicles in our designated areas for drop-off and pick-up. If there is an emergency and a family member needs to enter campus on foot, he or she must wear a mask, apply hand sanitizer, and maintain a six-foot distance from all students and adults except his or her child.
- Anyone entering campus will be required to submit a daily health questionnaire. Once on campus, a team member will ensure the questionnaire is complete and entrants will receive a confirmatory contactless-temperature check. All entrants will also be visually inspected to ensure they are wearing appropriate face coverings. Extra masks will be available at every entrance for students and adults who forget their own. All entrants must appropriately apply hand sanitizer at the entrance and commit to following up with soap and water when they arrive in their classrooms/ work spaces.
- Pick-up and drop-off will be separated in time to prevent students from different cohorts gathering in proximity to each other. After arrival, students will immediately move to screening and then on to their classrooms. Everyone at

pick-up and drop-off will be required to wear appropriate face coverings. Drop-off and pick-up will be outdoors and contactless, i.e. no pen-and-paper sign-outs.

- A daily record will be maintained of everyone onsite, separated by cohort, to facilitate any contact tracing that might be required. Campus hours will be posted and enforced.

Movement Within the School

- Students will move as needed throughout campus along designated routes to minimize mixing between students in different cohorts. Movements around campus will also be coordinated to prevent groups from intersecting en route and teachers will be sure to keep cohorts appropriately separated at all times. Hallway movements will be coordinated so members of different cohorts do not pass each other.
- Faculty will generally move along the same routes as students. Faculty who need to access other parts of campus will maintain six feet of distance from others and will not congregate around shared equipment, e.g. photocopy machines. Everyone is expected to wear a face covering everywhere on campus, except in single-occupancy personal offices.
- All faculty and staff meetings outside of a cohort will happen remotely—faculty from one cohort will not be in the same space as faculty from another cohort.

LIMITING GATHERINGS

ASSEMBLIES, WORKSHOPS, & FIELD TRIPS

Summary

For the time being we have ceased all school-wide assemblies, and workshops. All field trips and parents gatherings such as open-houses and school tours will take place virtually. Students and faculty will only stay in assigned cohorts.

Staff Training and Family Education

Summary

Faculty and staff will receive formal training in all relevant aspects of the reopening safety plan. Faculty and staff compliance with the provisions of the plan will be regarded as a requirement for continued employment. Families will be trained in the safety plan and confirm both understanding and compliance before their children return to school. The school administration will regularly evaluate compliance of all parties with these

safety protocols and both enforce their implementation and revise operational aspects to enhance implementation.

Staff

- Faculty and staff will be trained in the deep importance of implementing every aspect of this safety plan to hold the trust of our families and to protect everyone connected with the school.
- The school administration will regularly evaluate compliance with this plan and document and correct any deficiencies identified. This will include improving systems and structures to ease implementation of these safety protocols.
- The school will also have a designated staff liaison (our school nurse) for COVID concerns among faculty and staff.
- We want our teachers to know they are supported in being just as vigilant about our health policies as our families. If they have any symptoms, even if mild, they must stay home. We have built additional staffing into our team. If, on a given day, we do not have the faculty to provide a safe and successful learning environment, we will notify parents that we will need to have a remote-only learning day.

Families

- We will hold remote training sessions for families on all of the relevant aspects of this safety plan. In addition, this reopening plan with all of its provisions will be posted on our school website for families to review. All families must sign a confirmation that they have read the document in its entirety and will comply with its procedures.