



New Horizon School

Covid-19 Protocols

2021-2022

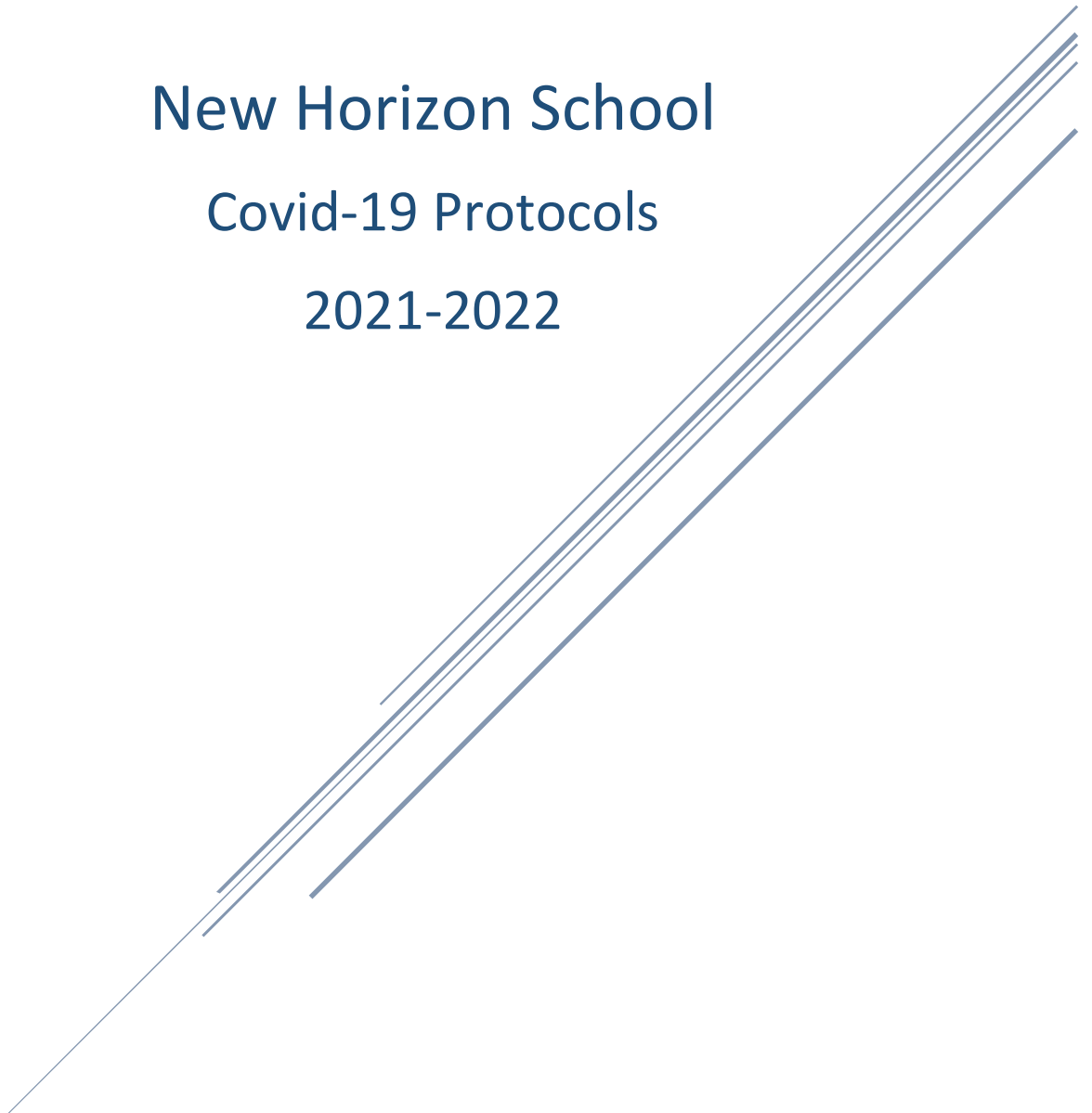


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New Horizon School Covid-19 Protocols 2021-2022

Institution Name: New Horizon School Pasadena

Addresses: Main Campus: 651 N. Orange Grove Blvd., Pasadena, CA 91103

Lower School: 626 E. Cypress Ave., Pasadena, CA 91103

Occupancy per Fire Code: Main Campus: 360 Lower School: 240

Approximate total square footage of space open to faculty and/or students:

Main Campus: 57,942 SFT.

Lower School: 24,318 SFT

WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS

New Horizon School has created a School Compliance Task Force which consists of the School Nurse/Compliance Officer and Administration. This team is established in managing compliance and educating all constituents for all COVID-19 safety protocols for in-person instruction and any on-campus activities.

The Head of School, Amira Al-Sarraf and School Nurse/Compliance Officer, Hannah Buckland are the designated liaisons to DPH in the event of an outbreak on campus.

In the event of a case or cases of COVID-19 is reported on campus, the school has developed an [Exposure Management Plan](#)(put new link) which outlines how the school will: 1) isolate cases, 2) identify persons exposed to cases at school, 3) immediately quarantine exposed staff and/or students, and 4) facilitate testing options and reporting obligations.

The Contingency Plan for full or partial closure of in-person school operations are as follows:

1- case in cohort = Entire cohort will be asked to quarantine for 10 days from exposure and take a COVID-19 test on or after 5 days from exposure.

2- cases on same campus = All cohorts on campus will be asked to quarantine for 10 days and take a COVID-19 test on or after the 5th day of quarantine.

3- cases on any campus = Entire school will be asked to quarantine for 10 days and take a COVID-19 test on or after the 5th day of quarantine.

COVID-19 Testing

NHS will hold mandatory COVID-19 testing for all students, family members and staff prior to the start of school. All students, family members and staff must get tested before returning to campus. Once school begins, NHS will implement surveillance testing every week for all students and staff regardless of vaccination status. Surveillance testing can be used to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission.

NHS will have a nurse on site to administer testing. We are working with OmniPathology Lab to provide the PCR tests with its own personnel administering the test, with the cost billed to the families' insurance. If families and students miss the scheduled test dates on campus, they will be responsible for making their own testing appointment through other testing facilities and providing the school with results no later than the Saturday prior to the next week of school. Without test results, the student will not be permitted to be back on campus.

The school will also require symptomatic testing. This testing is used for individuals with symptoms of COVID-19, either at home or at school. In this situation, the school guidance requires that these individuals stay home. The guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improved.

Response testing will also be used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Testing will be a tool the school uses to mitigate risk and exposure to others. A negative test provides information only for the moment in time when the sample is collected. The school will not rely solely on test results.

OmniPathology Lab
11 West Del Mar Boulevard, Suite 203
Pasadena, California 91105
Phone: (626) 744-5339
Email: info@omnipathology.com

On-site Workplace Guidance and Protocols for Employees, Students, Parents

PROTOCOLS

Individuals must stay home if they are sick with symptoms related to COVID-19.

Parents are required to sign an attestation acknowledging the risk of on-campus instruction and procedures that must be followed prior to arriving on campus. While on campus, students must wear masks at all times and wash their hands frequently.

The employees are required to sign the [Health and Safety Protocol Document](#) to acknowledge daily screening protocols, requirement to wear masks at all times while on campus and disinfecting individual desk areas on a daily basis.

FACEMASKS

All students, parents and staff are informed of the requirement for face coverings prior to the start of school and on a regular basis throughout the year. If someone chooses not to comply, they are not allowed on campus.

The school will provide each employee with a washable facemask. Employees must wear their facemasks at work and wash them daily. Should someone forget, disposable facemasks are available at no cost to the employee.

Each child is to arrive at school with a clean face mask. We recommend parents sending 2-3 additional facemasks with the child daily, he/she can switch them out throughout the day. Parents are to wash

used facemasks daily. The school has an additional supply on campus should the child need one during the day.

Students and staff will be able to remove masks outdoors if physical distancing of at least 6 feet can be ensured. Masks can also be removed while eating, napping, and during Physical Education when supervision can ensure students remain 6 feet apart.

Note: Staff who are alone in closed offices, walled cubicles, or other private enclosed spaces are not required to wear face coverings.

VULNERABLE Staff or Students

We encourage employees to discuss any concerns with their healthcare provider to make the appropriate decision on returning to the workplace.

Vulnerable students with compromised immune systems or other chronic health conditions that would place them at high risk if infected should discuss concerns with their healthcare provider to make the appropriate decision on coming to school.

FACILITY RENTALS

Facility usage for non-school purposes is permitted and must follow specific guidelines.

VISITORS

Anyone entering school property who will have contact with others are required to wear a face mask at all times. Any individual that will be on campus must go through the following screening protocols: 1) Health Screening Questionnaire, 2) Temperature Check, and 3) Sanitizing Hands. All visitors are required to have an appointment.

All entrances of campus have posters instructing employees, on-site contractors, vendors and delivery personnel to wear a face covering.

The school will limit non-essential visitors, volunteers and activities involving external groups or organizations. Parents of enrolled students are encouraged to conduct business with school personnel remotely.

CLEANING and DISINFECTING

All breakrooms, restrooms, classrooms and other common areas used or visited by staff and students will be disinfected daily.

Each classroom is equipped with disinfecting wipes that staff and students can use to wipe down desks, countertops and classroom equipment throughout the day.

Disinfectants are located on both campuses in the janitorial closets.

HANDWASHING and HAND SANITIZER

All staff and students are encouraged to wash their hands frequently throughout the day. In order to promote healthy hygiene habits, the school has placed handwashing stations and hand sanitizer dispensers on campus. Hand sanitizer dispensers are in every classroom and office areas. There are three outdoor handwashing stations on both campuses. Some classrooms are equipped with sinks and will be utilized throughout the day to promote healthy handwashing habits.

SUPPLIES

All employees are encouraged to use their own supplies at their workstations and avoid sharing with others. The use of electronic documents and records are encouraged versus making copies.

Students should have their own set of supplies following the supply list requirements for each grade level. Lower school student supplies are kept on campus in individual containers that do not leave campus. Middle school students need to bring their supplies to school every day. Extra supplies will be available should a student forget their own supplies.

MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

Cohorts have been established at each grade level with at least one supervising adult maintaining a stable group. Cohorts will stay together for the entirety of the day and will have minimal interaction with other cohorts. After school programs may allow for students of more than one cohort following all Covid-19 safety protocols (wearing masks, physical distancing, and handwashing). In order to minimize interactions among different cohorts, we have taken the following additional measures:

- Staggering school start times to give time for screenings and to lessen the amount of students accessing campus at the same time.
- Adjusting students' on-campus schedules to minimize the number of cohorts moving through common spaces at a given time.
- Deploying faculty and staff in hallways to assure students enter and go through symptom checks and proceed to classrooms.
- Limiting elevator capacity to one individual.
- The following measures are in place to avoid crowding on stairways:
 - Staggering of breaks between classes
 - Staff is monitoring stairways
- Limiting a shared space to one to two cohorts at a time, preferably outside.
- Physically distancing and limiting the time of any activity that involves more than two cohorts.

Physical Distancing within Learning Spaces

Classrooms will be configured with physical distancing as much as possible with masks being worn. Nap or rest areas in classrooms have students placed at least 3 feet apart and alternating feet to head.

Teaching methods have been modified to avoid close contact between students of different cohorts for any classes that involve group activities. Additional indoor and outdoor spaces throughout both campuses will add flexibility to learning spaces to be used to conduct various learning activities. This includes the library, auditorium, fields, and school garden. Any gym classes will take place outdoors on the fields or basketball courts if the weather permits.

NHS will not allow the middle school students to access outdoor lockers. Spaces within the classrooms will be used as individual storage of student clothing, books and other items.

Physical Distancing during Mealtimes

In order to maintain physical distancing during school snack and mealtimes, NHS will implement the following measures:

- All meals are eaten outdoors (weather permitting) or in classrooms without mingling of cohorts from different classrooms.
- There will be no school lunch program at the start of the school year; students will need to bring their own snack and lunch from home.
- Staff per cohort will be assigned lunch duty to prevent any mixing of students and assure there is physical distancing during meals.
- Outdoor tables and chairs are marked off to maintain distance and capacity of people at each table.

Student Support Services (Nurse, ESL staff, therapists and guidance counselors)

Furniture in health offices is arranged to promote distance between any two students and/or between students and staff.

We suggest that any therapeutic and other support activities be conducted virtually, if possible.

Sharing of equipment and supplies is avoided where possible. All staff offering student support services will be provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

Administrative Areas of the School

Workstations of administrative personnel have been arranged to permit distance between individuals sharing a space or between office personnel and students or other staff required to visit the space.

MEASURES THAT ENSURE INFECTION CONTROL

Screening

Screening is conducted before students, staff and visitors may enter the school. The screening checks for the symptoms (new cough, shortness of breath or difficulty breathing, fever of 100.4 or above, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea), exposure to anyone with COVID-19 within the last 10 days, and current isolation or quarantine orders. This screening will be done remotely through the Family Portal prior to arrival.

Upon arrival, a staff member will verify that screening was conducted prior to entrance and individual is clear to come on to campus. The person will also have their temperature checked with a no-touch thermometer.

Any individual who has **answered “yes”** to the screening questions or has a temperature higher than 100.4 will not be allowed on campus.

Screening of Students and Staff

Students and staff who screen positive for COVID-19 symptoms or who have had close contact with an individual who has screened positive for COVID-19 at entry will be sent home. Students and staff who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space on the appropriate campus where they can remain while arrangements are made for their return home.

The School Compliance Task Force is informed of any positive screening result in the school and initiates the Exposure Management Plan consistent with DPH directives.

Note: All students and staff who screen positive for COVID-19 must quarantine for 10 days after symptom onset or, if asymptomatic, specimen collection date. Exposed individuals must quarantine for 10 days following exposure and take a COVID-19 test no sooner than 5 days from exposure.

Screening of Visitors

Visitors are allowed on campus by appointment only and are pre-registered in a Visitor Log. The log includes the visitor's name, phone number, and email address. All visitors are instructed to come to appointments alone.

Any visitor arriving at the school with non-enrolled children must ensure that these children stay next to the visitor/parent, avoid touching any other person and or items that do not belong to them, are masked, if 2 or older, and are not at risk due to a respiratory condition.

All visitors must fill out the pre-screening questionnaire and have their temperature checked upon entering the campus. Should a visitor need a mask, the school will provide one to them.

Measures for Optimal Ventilation on School Grounds

In order to promote optimal ventilation on school grounds, the following measures have been taken:

- Outdoor spaces may be used for learning, meals and activities whenever feasible and weather-permitting.
- All classroom windows and doors are to be open when students are in the classroom if weather permits.
- The school HVAC system is in good working order and up to date with Merv 13 Filters.
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor air quality is poor due to fires, high temperatures etc.
- HEPA filters have been placed in each classroom.

Measures to Ensure Appropriate Cleaning and Disinfecting of Space, Surfaces and Objects

New Horizon School will follow the state guidelines regarding cleaning and disinfecting. The section below provides recommendations for cleaning and disinfection. “Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator's office if an administrator) will be disinfected and cleaned.

Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

A cleaning and disinfecting schedule has been established in order to avoid both under- and over-use of cleaning products. Restrooms, lobbies, break rooms, and lounges and other common areas are to be cleaned daily.

Cleaning products that are effective against COVID-19 are used according to product instructions. To reduce asthma risk, disinfectant products 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. If using air conditioning, we will use the setting that brings in fresh air as well as replace and check air filters and filtration systems to ensure optimal air quality.

Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.

Steps are 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.

Use of shared objects is eliminated wherever possible. For example, water fountains are shut down, and students are encouraged to use the newly installed hydration stations on each campus to fill their individual water bottles.

High-touch playground equipment will be allowed with small cohorts wearing masks. Students will wash hands before and after use. Additional no-touch playground games will be encouraged in other areas.

Measures to Ensure Appropriate FACE COVERINGS

E-flyers, videos, weekly health updates, and parent alerts are 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.

There is signage at the entry of each school campus, entry of the school office, and throughout the school buildings to reinforce this requirement and depicts proper use of face coverings.

Staff who will be monitoring hallways, lunch and break times and outdoor play will be enforcing face covering usage as well.

Measures to Ensure Hand Washing

Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application and using paper towels (or single-use cloth towels) to dry hands thoroughly at various outdoor hand-washing stations, classroom sinks and restrooms. Restrooms are to be used one student at a time and at the lower school with no more than two cohorts using the same restroom.

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.

Handwashing stations have been placed to minimize movement and congregations in bathrooms to the extent practicable.

Ethyl alcohol-based hand sanitizer is made available to students and staff in all classrooms throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided and art rooms).

Hand sanitizer with isopropyl alcohol is not used in the school given its potential toxicity, and hand sanitizer is not out in the open for classrooms with 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 the reception area, and anywhere else inside the workplace or immediately outside where people have direct interactions.

Travel

NHS strongly recommends that individuals avoid nonessential travel. Unvaccinated individuals who travel domestically or internationally must get a viral test 3-5 days after travel and self-quarantine for a full 7 days. Fully vaccinated individuals who travel domestically or internationally must get a viral test 3-5 days after travel but do not need to quarantine.

Vaccines for K-12 Schools

State Guidelines

CDPH strongly recommends that all students eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 12 are not eligible for the vaccine since trials for that group are still underway. CDPH is also requiring all teachers and employees to show proof of vaccination. CDPH also strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.

- Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.

New Horizon Position on Vaccines

Employees

New Horizon School Pasadena will follow the State of California’s policy in requiring the vaccination of all teachers and employees. If an employee has a documented medical condition, feels uncomfortable taking the vaccine and/or for religious beliefs; the school will work with the employee to accommodate them.

Students

New Horizon School strongly recommends that students who are eligible to receive a vaccine do so.

Communication

Protocol Communication

New Horizon School provides all information regarding COVID-19 Protocols, Attestations, and other information on our website at <https://newhorizonschool.org/covid-19/>, Family Portal and Schoology accounts. Copies of all protocols are posted at all public entrances to the school.

Should anyone have questions regarding these protocols, please contact:

Hannah Buckland, RN
School Nurse
School Compliance Officer

Communication Plans

Exposure at School

In-person instruction poses a risk for potential COVID-19 cases on campus. Should a student or staff be exposed on campus, the following communications will be utilized:

1. The COVID-19 Compliance Officer will contact City of Pasadena (626) 744-6089 or email nursing@citypasadena.net.
2. School will notify possible contacts staff and employees via email and notification through the school’s information system.
3. School will notify entire school community of confirmed case. The School Compliance Task Force will review the situation to see if the greater community needs to be notified.

All cohorts or individuals exposed will be able to continue teaching or learning from home for the duration of their quarantine period or until the school allows the cohort or individuals to come back on to campus.

Potential School Closures

In the event there is an outbreak on campus and the school needs to close the campus to research potential exposures or mandated closure by government, all students and teachers will resume remote

learning. The communication email will detail the reason for closure and an estimated timeline of closure. The following communications will be put in place:

1. Students, parents, and employees will be notified through email, Schoology (the school's information platform), text alert and the school's website. The school will provide updates every Monday afternoon through the weekly bulletin and on Fridays with the Head of School Message.

The greater community will be notified by updated phone message on the school-wide parent alert system and on our website.