



OVERVIEW

On March 13, 2020, the staff of Pine Hills Adventist Academy (PHAA) dismissed classes for spring break. Then, on April 2, classes resumed via distance learning for our enrollment of 136 students and continued through June 5. On August 17, 2021 All students began the year with virtual instruction with the following phased approach to transitioning to onsite instruction: Tk-6th began on September 2; 7th & 8th grades followed on September 8; with grades 9-12 beginning onsite instruction on September 14.

In preparation for resuming in-person instruction, the following plans have been developed using the California Department of Public Health (CDPH) COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California dated January 14.

This plan has been drafted through the cooperation of a committee comprised of the principal, school board members, parents, community volunteers from constituent churches, and three teachers representing our ten full-time faculty members. The team includes those with employment experience (present and past) in education, business, law enforcement, fire response, and medicine. Our original plan was also reviewed by the Placer County Public Health Director, Aimee Sisson.

PHAA's main concern is for the overall wellbeing of our students. With this consideration, the goal is to provide in-person instruction for the full school day, five days per week. This type of education is preferred for the social, emotional, academic, and physical needs of our students. The following safety measures have been selected based on developmental appropriateness, practicality, and, hopefully, effectiveness in allowing in-person instruction to begin and continue as long as possible.

1. General Measures

Campus/Facility Benefits:

- The school is located on ten private acres near The Ridge golf course in a sparsely populated area of North Auburn.
- While our building does have interior hallways, each of our classrooms has at least one door which opens to the outdoors.

Plan for Possibility of Repeated Closures:

- The school's small enrollment contributed to the successful nine weeks of distance learning from April to June. Small class sizes made it possible for teachers to give personal attention to students. In addition, the school was able to loan electronic devices to students such as laptops and tablets to facilitate remote instruction.
- Based on the previous experience, a smooth transition to distance learning would be expected if closures of classrooms would be warranted due to sickness.

Support for Students with Increased Risk:

- Because of our limited resources, particularly with regard to special education staffing, we do not currently have any students enrolled who would require special accommodations due to limited mobility or communication skills.
- For any students with decreased immune systems or household family members with compromised health, the school is unable to provide distance learning for those students, for the entire year.

Communication:

- The principal will monitor the current local data for the county and will regularly review updated guidance from state agencies, including the CDPH and California Department of Education, as well as the Northern California Conference of Seventh-day Adventists Office of Education.

Community Use of Site:

- At this time, use of the campus by outside groups will be suspended.
- In the future, in consultation with the county health department, in order to use the campus, groups must sign an agreement and comply with all safety guidelines established by the school.
 - A health screening form must be completed by each person attending the group event on campus. The attendees will be asked if they or any household members have been symptomatic within a 10-day time period and these forms will be kept at the school.
 - The self-screening forms and the group agreement will also include the expectation that the leader/group will provide immediate notification to the school if any attendee becomes sick.
 - At the end of each use of the campus, the leader will ensure a checklist of duties for sanitation is completed.

2. Promote Healthy Hygiene Practices

KEEPING HANDS CLEAN

Students will be trained, and staff reminded to do the following:

- Avoid contact with one's eyes, nose, and mouth.
- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. **Note: frequent handwashing is more effective than the use of hand sanitizers.**

Teachers will:

- Model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Provide ethyl alcohol-based hand sanitizers when there is the potential of unsupervised use by children. (Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.)
- Carefully supervise children under age 9 using hand sanitizer. Call Poison Control if consumed: 1-800-222-1222.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals, utilizing the classroom sinks.

FACE COVERINGS & OTHER PROTECTIVE MATERIALS

Teachers will:

- Require all students to use cloth face masks (or a face shield with drape for conditions such as severe asthma). Students who are not willing to comply with this regulation will be given the option to attend class virtually from home. Students may remove masks during meals, snacks, outdoor recreation where physical distancing can be maintained. In these situations, when students remove their facemask, it will be temporarily placed in a clean paper bag by the student, with the student's name & date written on the bag, until it needs to be put back on again. Face shields will be worn while eating indoors.
- Teach and reinforce use of cloth face coverings, masks, or face shields. A supply of extra facemasks will be available for teachers to distribute as needed.
- Wear a cloth face mask. It is recommended that teachers use disposable 3-ply surgical masks.
- Frequently remind students and themselves not to touch the face covering and to wash their hands frequently.
- Wear gloves and facial coverings if distributing any food or drinks.

Office/Administrative staff will:

- Use facial coverings.
- Provide information to all staff and families in the school community on proper use, removal and washing of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, paper towels, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Provide and ensure staff use face coverings and all required protective equipment.

3. Intensify Cleaning, Disinfection, and Ventilation

Surfaces:

- Only the touchless feature of the water bottle refilling stations will be kept available. The drinking fountain feature will be modified so that its use is suspended.
- The school's custodian will clean and disinfect daily frequently touched surfaces within common areas of the school including, but not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
- Classroom teachers will clean and disinfect daily frequently touched surfaces within the classroom including:
 - Door handles
 - Light switches
 - Sink handles
 - Tables
 - Student desks
 - Chairs
- Playground equipment will be used on a daily rotational basis between lower elementary classes/cohorts. The equipment will be sanitized at the end of each day.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.

Cleaning Agents:

- Cleaning products will include those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved "N" list, and product instructions will be followed.
- Cleaning products will be kept away from elementary students.
- Furthermore, the school administrative/office staff will work with the school custodian and maintenance person to:
 - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions.

Disinfecting Procedures:

- The school administrative/office staff will work with the school custodian and classroom teachers to:
 - Provide proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions.
 - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Ventilation:

- The classroom teachers and school custodian will:
 - Ensure proper ventilation during cleaning and disinfecting, by opening windows in all classrooms/bathrooms, and opening outside doors to ventilate hallways.

- When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present.
- If using air conditioning, use the setting that brings in fresh air.
- The school administrative/office staff will work with the maintenance person to:
 - Develop a schedule to replace and check air filters and filtration systems to ensure optimal air quality.
 - Air purifiers were installed in each HVAC unit in November 2021 that purify classroom air every 2 hours.
- If it becomes known that opening windows poses a health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, the school will consider alternatives. For example, maximize central air filtration for HVAC systems (filter rating of MERV 13).

Water Sanitation:

- The school will take steps to ensure that all water systems and features (for example, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

4. Implementing Distancing Inside and Outside the Classroom

Arrival & Departure:

- Designated staff, wearing facemasks, face shield & gloves, will conduct health screening for each student as they arrive on campus. The driver & students will remain in vehicle. With windows rolled down, the designated member will do the following:
 - Take students' temperatures with a touchless thermometer
 - Ask and record if the student or any household members have symptoms
 - Ensure face coverings are worn
- Students will utilize designated entrances to the building during drop-off with modifications to minimize contact with others.
 - Spots will be marked on the pavement/walkways to facilitate physical distancing for students who may be waiting to enter the building.
 - The exterior doors of each classroom will be propped open by teachers, wearing facemasks who will be stationed there during arrival to:
 - Monitor who is entering
 - Ensure face coverings are worn
 - Require physical distancing of students waiting to enter
- Parents of TK-K students, wearing facemasks, will be allowed to park vehicles and escort their child to classroom's outside entrance (for their Forest Kindergarten program). Parents of students in other grade levels will not accompany students into the building but will remain in their vehicles during drop-off.
- Any parents who have business in the front office must wear a facemask and will maintain physical distancing by utilizing the spots marked on the pavement outside the school office, and inside the office on the carpet. No more than two guests from the same household will be allowed in the office at a time.
- For pick-up at the end of the school day, the school will continue to utilize the existing practices with the addition of a few modifications to facilitate physical distancing:
 - Parents will use curbside pick-up at designated locations while remaining in vehicles.
 - Staff members call on the two-way radios to classrooms to announce the names of students as rides arrive.
 - Students will exit the building through their classroom's exterior exit, waiting in the spots marked on the pavement as needed to maintain physical distancing.
- All students will be expected to wear face masks during arrival and dismissal, including before-care. For drop-off, students will put on masks before exiting their vehicles.

Classroom Space:

Elementary Classrooms TK-8 th	High School Classrooms 9 th -12 th
<ul style="list-style-type: none"> ➤ Elementary stable groups will be divided as follows, will remain together throughout the day, and use their use designated classrooms/spaces: TK-K, 1-2, 3, 4, 5, 6, 7-8 ➤ Class sizes for these stable groups will be twenty students or less and will allow the students to be spaced at least 5 feet apart. In addition, the classroom teachers will be able to arrange the furniture and play spaces in a way to maintain separation. (Furthermore, the TK-K students will be spending three-fourths of their day outdoors as part of the school's Forest Kindergarten program.) ➤ In addition, these stable groups will utilize outdoor covered spaces as much as possible for instruction, guided practice, and independent work. Students will remain with their stable group for the entire day. ➤ Teachers will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. ➤ The work schedules for teacher's aides for the elementary grades will be arranged so that each aide remains with the same group of students as much as practicable. For those elementary grade levels with separate art and music teachers, the teachers will go to the students' classroom/space rather than have the students go to a shared room. 	<ul style="list-style-type: none"> ➤ Grades 9-12 have small class sizes of 16 students or less. The whole high school (38 students) will be considered one stable group. ➤ Each classroom has sufficient room to space the students' tables/desks at least 5 feet apart. ➤ For partner work during science lab, students will wear goggles and gloves in addition to face masks. ➤ Student tables/desks/chairs will be sanitized between classes. ➤ To minimize congregate movement through hallways as much as practicable, the passing times will be staggered slightly with certain classes passing outside, while other classes pass in inside corridors. ➤ Students will not be allowed to use lockers and will need to take their books and materials with them from class to class. ➤ In-person extra-curricular social and spiritual activities will be implemented when Placer County is in the orange & yellow tiers with guidelines in place that monitor social distancing. ➤ Extra-curricular sports will follow state & CIF guidelines & protocols including return to play schedules.
<ul style="list-style-type: none"> ➤ All student tables/desks/chairs will be arranged so that face-to-face contact is minimized. ➤ Teachers will implement procedures for turning in assignments to minimize contact. ➤ Music classes will focus on stringed instruments, percussion, and music appreciation and theory. Wind instruments and choral instruction will not be included to avoid increasing the number of respiratory droplets in the classrooms. 	

Non-Classroom Spaces:

- The school will limit nonessential visitors and volunteers to the building.
- Communal activities for students will also be limited.
 - The weekly chapel meetings will be modified in several ways.
 - Elementary grades will meet in their individual classrooms and continue to meet with their cohort.
 - Singing by the entire group will be suspended.
 - The school computer lab is a shared space which will have a staggered schedule and will also be disinfected between uses. The computer lab will be rearranged so that computer stations are at least 6 feet apart.

- Before-care will continue to be offered in the morning in the gym 30 minutes before classrooms open (7:30-8:00), supervised by faculty on a rotation. Students will no longer have free play and will need to be seated in marked spots on the gym floor, at least 6 feet apart.
- After-care will be provided by a designated staff member outdoors and in the gym, with students maintaining distancing. If numbers exceed 20 students at a time, additional personnel will be used.
- Lunches will be eaten in classrooms or designated outside eating areas. Outdoor areas will be utilized as much as the weather permits. Classes will continue to remain with their cohort for lunch and recess. Students will be instructed not to share food, drinks and utensils. Hot lunch service will be provided in individually plated or bagged meals, delivered directly to designated eating areas by school personnel. Face shields will be required when students are eating inside.
- Recess activities will be scheduled for elementary groups in separate areas for each cohort. Groups will have use of their designated area for an entire school day and the space, as far as practicable, will be sanitized at the end of each day.

5. Limit Sharing

Student Supplies & Belongings:

- Students' belongings will be separated and in individually labeled storage containers, cubbies, lockers or areas.

School Supplies & Materials:

- Each classroom will have adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable.
- Supplies and equipment shared by one group of children at a time (such as for art, music, PE) will be cleaned and disinfected between uses.
- Sharing of electronic devices, clothing, toys, books and other games or learning aids will be avoided as much as practicable.

6. Train All Staff and Educate Families

- The school will train all staff and provide educational materials to families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
- The training for families will be conducted virtually via several Zoom meetings. Staff will be trained in-person, maintaining distancing.
- Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings.

7. Check for Signs and Symptoms

Consequences:

- The school will prevent discrimination against staff and students who (or whose families) were or are diagnosed with COVID-19. Confidentiality will be maintained for those who are sick or suspected of being sick.
- The school's policies will not penalize students and families for missing class.
- The school will require staff and students who are sick to isolate at home for 10 days after the onset of symptoms and at least 24 hours without a fever and their symptoms are improving. Testing will be recommended.
- Staff and students with a known exposure who test negative may return to school 10 days after their last exposure to a COVID-19 positive person. They should continue to wear a mask & socially distance whenever they leave their home. They should also continue to monitor for symptoms through day 14.

Screening & Other Procedures:

- Staff will self-screen before leaving home for work. They will notify the office daily via text and the office personnel will document the results.
- Staff, wearing face masks, face shields & gloves, will conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer as vehicles arrive on campus. They will ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms.
- Students will be asked to wash hands when they arrive to the classroom.
- Staff will monitor students and other staff members throughout the day for signs of illness. Any students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms will be sent home.
- The school will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- If a student is exhibiting symptoms of COVID-19, office staff will communicate with the parent/caregiver.

8. Plan for When a Staff Member, Child or Visitor Becomes Sick

- Any students or staff exhibiting COVID-19 symptoms will immediately be required to wear a face covering, if not already wearing one, and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. According to the [CDC website](#), these symptoms currently include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
- An isolation room adjacent to the front office will be used to separate anyone who exhibits symptoms of COVID-19 and is waiting for a ride. The room will be closed off and thoroughly disinfected after use.
 - To reduce risk of exposure, personnel will wait 24 hours or as long as practicable before cleaning.
 - Safe and correct application of disinfectants will be ensured, using personal protective equipment and ventilation recommended for cleaning.
- For serious injury or illness, and if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, the school will call 9-1-1 without delay to seek medical attention.
- The school office will notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Sick staff members and students who test positive for COVID-19 will not be allowed to return to school for 10 days from symptom onset or test date, including 24 hours with no fever and other symptoms improving. Additional contacts will be identified & Quarantined (likely entire cohort) for 14 days after the last date the case was present at the school while infectious. Testing of contacts will be required. Symptomatic persons without a known exposure who test negative may return to school 72 hours after their symptoms go away. Symptomatic persons with a known exposure who test negative may return to school 10 days after their last exposure to a COVID-19 positive person. They should continue to wear a mask & socially distance whenever they leave their home. They should also continue to monitor for symptoms through day 14. Students will have access to instruction as much as practicable and be able to make-up work when classes are missed due to home isolation.

9. Maintain Healthy Operations

Procedures:

- The school office personnel have a roster of substitute teachers and aides.
- In some cases, support staff in a similar circumstance will be able to telework.

Testing:

- Students and staff who have symptoms of COVID-19 need to be tested within 48 hours of symptom onset, unless symptoms have been diagnosed by a medical professional and can be explained by a non-infectious condition. Test results will be returned to the patient within 72 hours of test date, as far as practicable. Results of this testing must be given to the office within 12 hours from its completion. In addition, those who test positive must isolate at home until 10 days from onset of symptoms and 24 hours without fever and symptoms improving.
- Remote learning/teaching will be available for students/faculty who are at home but are well enough to engage in school activities.
- Faculty will be tested periodically (every 8 weeks), where 50% of the faculty are tested every month to detect asymptomatic infections. The cost will be covered by the employees health coverage plan.

Communication:

- The principal will act as a staff liaison to be responsible for responding to COVID-19 concerns. He will notify the Placer County Department of Health and will proceed as instructed by the health officials, coordinating documentation and tracking of possible exposure. He will assist with contact tracing in the event of a positive case with either a student or staff member. He will provide line lists to Placer County Public Health Department and will notify staff and families of the school in a prompt and responsible manner.
- Staff and families will be able to self-report symptoms by contacting the administrative/office staff.
- The school will utilize our school's database "Parent Alert" system to give staff and families prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

10. Considerations for Partial or Total Closures

- Administrative/office staff will check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. If three different families have a student that tests positive or at least 25% or more of the stable groups in the school, within a 14 day period, in-person instruction of the entire school will transfer to distance learning. School will typically reopen after 14 days and the following have occurred: Cleaning & disinfecting, possible public health inspection & consultation with the local public health department.
- When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, the school will implement the following steps:
 - The principal will consult with the county health department to decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - The infected person's classroom will typically need to close temporarily, as students or staff quarantine at home for at least 14 days from last exposure, according to standard guidance for quarantine after close contact with an infected person.
 - Additional persons who were in close contact at school will also quarantine at home.
 - Any additional areas of the school visited by the COVID-19 positive individual will also need to be closed temporarily for cleaning and disinfection.
 - The administration will implement communication plans for school closure to students, parents, teachers, and staff. This will include guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while school is closed, including discouraging students or staff from gathering elsewhere.
 - The school will transition to distance learning if school closure is required for some or all classes.

- The administration will maintain regular communications with the local public health department.
- If a staff member becomes infected with COVID-19 they will be directed to our HR department for information regarding benefits.

Revised per COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2/1/21