



Supporting a Safe Return to Campus
(Revised August 24, 2020)

Premise for seeking a Department of Public Health Elementary Education Waiver:

Carden Arbor View School is located in Upland, California. The current status for the [County of San Bernardino](#) is at 45,666 persons have tested positive for the COVID-19 virus and Upland numbers are at 1162. At 2.5% and no known cases in our immediate school community, we feel confident in our ability to support a safe return to on-campus instruction.

- 105 parents are Essential Workers
 - 112 parents own small business in the area
 - 25 parents are Single heads of households
 - 51 families regularly rely on extended care
 - 23 families have self-identified as having an immediate high risk family member
- 8 to 10% of our currently enrolled families may have to withdraw due to work schedules that can not be accommodated by the school and/or academic needs that are not compatible with distance learning. The loss of income would ripple through the staff and faculty in unfortunate lay-offs and further devastate our community.

Carden Arbor View School ran a very successful on-campus experience prior to the State's decision to close schools to on-campus learning. The mitigation strategies were successfully implemented. Our families were overwhelmingly in favor of reopening campus for the Fall term and expressed confidence in the staff and faculty to execute all safety procedures. We have included some of their written testimonies with this packet.

Possibly the most compelling reason for seeking approval to reopen is the [academic and emotional well-being of our students](#). Carden Arbor View School at its very core is committed to educating the "whole child." COVID-19 has presented us with serious health risks, however, they do not have to be further enhanced by neglecting our children's education and mental health needs. Carden Arbor View School can and will mitigate the risks associated with attending on-campus instruction and in doing so, CAVS will also mitigate the risks to our student's academic progress and overall wellbeing in the process.

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Carden Arbor View School will effectively begin the 2020-2021 school year on September 1, 2020. Should the school not receive a waiver in time for our scheduled September 1st opening, CAVS is in a position to pivot quickly shortly after receiving waiver approval.

Carden Arbor View School is dedicated to supporting a safe return to campus. In alignment with industry standards and guidance from the following governing agencies:

Centers for Disease Control and Prevention (CDC)
California Department of Public Health (CDPH)
California Division of Occupational Safety and Health (CAL/OSHA)
California Department of Education (CDE)
San Bernardino County Department of Public Health (SBCDPH)
California Association of Independent Schools (CAIS)
Carden Educational Foundation
And guidance provided by highly recognized school advisor and trainer:
Joffe Emergency Services and COVID-Update for Schools

CAVS has drafted a Safe Return to Campus Plan in response to COVID-19 and in anticipation of returning to on-campus instruction for the upcoming 2020/2021 school year. The following pages summarize the [Plan to Reopen Campus](#) details which are posted on the school's website.

Prior to anyone returning to campus it is worth noting that CAVS has thoroughly cleaned and sanitized all classrooms, furnishings, materials, and equipment. The school has secured ample sanitizing resources and cleaning products as well as established accounts with reliable vendors to secure additional supplies should they be needed. Additionally, the school has invested a considerable amount of time in educating and training staff on the proper maintenance of our adopted protocols and will continue to do so as the school year progresses. The school will maintain an intensified cleaning and sanitizing schedule that includes educating all students, faculty and staff. Healthy habits are reinforced through example, discussion, and visual aids about campus, such as posters. Reminders in the form of pathway arrows, posters are present and can be referenced frequently by hallway monitors and restroom attendants to help students employ healthy routines.

The following routines and procedures have been modified from our highly successful Summer Program. The summer program was well received and flowed without incident. It is important to restate the significant role all families, faculty, and staff play in mitigating the risks associated with a safe return to on-campus learning under these COVID-19 circumstances.

Before you leave your house:

- Do not attempt to bring your child to campus if you or anyone your child may have come in close contact with has tested positive for COVID-19. (Close contact is defined as, within 6 ft for a period of 15 minutes or more.) *This guidance does not apply to medical professionals who were properly protected and may have been in close contact with someone who has tested positive.*
- Do not attempt to bring your child to campus if he/she presents a fever over 100.4° F or any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Do not administer fever reducing medication to your child prior to coming to school.
- Review the 20 second hand washing routines with your child.
- Help your child be comfortable wearing a mask and/or face shield by increasing their tolerance for up to several hours.
- Provide daily, freshly filled water bottle, with your child's name on it to be used while at school.
- Provide lunch and snacks, CATER TOTS is available for advance on-line ordering.
- Provide personal hand sanitizer.

Upon Arrival at School:

Distancing and staggered arrival and departure goals are met without alteration to the school's regular schedule. The significantly reduced number of families arriving each morning and afternoon due to the middle school remaining in distance learning mode and kindergarten's already staggered arrival and departure hours will enable the school to monitor pedestrian distancing in the mornings and afternoons.

- Face masks and/or face shields must be in place upon exiting the vehicle.
- As a general rule, parents, caregivers, and siblings will not be permitted on campus.
- Using an infrared thermometer, a staff member will scan the child's forehead to rule out the possibility of a fever. Any student whose initial temperature is higher than 100° F will be scanned a second time using a temporal thermometer, Parents may not leave a child with a fever and/or who exhibits signs of the COVID-19 virus.
- The posted symptom visual screening aid requires an affirmative "NO" response and may be stated by the adult driver of the vehicle on behalf of the children in the car.

- Upon receiving an all clear regarding the required symptom check students will be directed to one of the hand washing/hand sanitizing stations.
- Students will be supervised to wash for 20 seconds or offered hand sanitizer prior to entering a classroom.
- Carden Arbor View School will monitor adults and children on campus for signs of illness.

In the event a student or staff member becomes ill or exhibits symptoms associated with COVID-19, that student/staff member will be isolated and transported home as soon as practicable. CAVS has identified one room in the administration building for the purpose of isolation that is secure and may be temporarily closed off until proper sanitizing measures may be initiated.

The school's office policy for Illness During Covid-19 is posted in the main lobby of the school and is attached to the visitors log. All school personnel and visitors must participate in the Health Check requirements upon entry to the campus. (See attachments)

Suspected illness:

- All families are expected to report possible exposure to COVID-19 and self-quarantine.
- All absences will be reported to the school staff, records will be kept to aid county officials in the event of an exposure.
- Students who become ill or exhibit any of the symptoms will be isolated, parents will be contacted. Parents are expected to make immediate arrangements to pick-up their child.
- Staff and faculty will leave campus immediately.
- Cleaning and disinfecting will commence in accordance to CDC standards.
- Steri-Clean contracted professional sanitizing services may be utilized

CCD Simple Screening and Symptom Flow Cart:

- No Symptoms / No Exposure ... Proceed to School
- Exposure / No Symptoms ... Stay Home for 14 Days
- Diagnosis / No Symptoms ... Stay Home for 10 days beyond date of positive test
- 1 symptom / Negative test and feel well ... may return to school after 24 hours
- 1 symptom / Positive test... remain home until symptoms disappear and 1 negative test
May return to school after 3 additional days with no further symptoms

Reporting COVID-19 Exposures:

CAVS will work with our local Public Health School Liaison from SBCEPH. And local response team:

- Communicable disease Investigator
- Health Educator

- Medical Emergency Planner
- Environmental Health Specialist
- Program Coordinator for oversight

The response team will work with CAVS' COVID-19 Response Coordinators, Mrs. Filpi and/or Mr. Soule to identify potential exposures and notify those who may have been exposed; educating on prevention, transmission, and disinfection; assisting with outbreak mitigation strategies; and assisting with coordinating COVID-19 testing if appropriate. The Team can also facilitate additional contact tracing and provide guidance on the next steps. [San Bernardino County COVID-19 Response Guidance for K-12 Schools](#)

CAVS will work in conjunction with our local Public Health Liaison, Heather Cockerill, when considering a possible closure of campus. Guidance requires schools to close should they have multiple cases in multiple cohorts at school or when at least 5% of the total number of teachers/students/staff are cases within a 14-day period.

Testing:

CAVS will comply with all mandated testing requirements. School employees and students will be directed to go either to their health care provider or a county-operated <https://sbcovid19.com/testing-sites/> or other community testing site.

All employees as explained in the Framework for K-12 Schools in California, will be tested periodically. Twenty five percent of CAVS employees will seek testing each two weeks so that over the course of two months all employees will be tested. Confirmation of the testing results is required by the school. All personal information will be handled in compliance with HIPAA regulations.

Compliance procedures, training, and monitoring for all employees is supported by HR Academia, a contracted human resource group specializing in school based operations. Next employee training is scheduled for Wednesday, August 26, 2020. CAVS staff and faculty will be aided in securing all mandatory testing by accommodating schedules and compensating in alignments with all state and federal employment regulations.

CAVS will adhere strictly to the current guidelines for students who have had symptoms and for those who have tested positive for COVID-19. [San Bernardino County COVID-19 Response Guidance for K-12 Schools](#)

The Family Educational Rights and Privacy Act [FERPA](#) protects the privacy of student education records. Health and Immunization records are part of a student's education record and FERPA prohibits schools from disclosing personally identifiable information (PH) without prior written consent. In cases of a health or safety emergency, such as COVID-19, CAVS may on a case by case basis, when deemed an emergency or immediate threat to another's health, share a student's personal PH information with a public health official, without prior consent.

In alignment with FERPA guidelines CAVS will not disclose (PH) information in any general notices or publicly dispersed information pieces. CAVS may share and inform the community of positive cases, but will not identify a student (or staff member).

Daily Routines Stable Cohort Groups to maintain distancing guidelines:

- Students will be assigned to small cohort groups for distancing purposes and movement within classrooms and on campus will be restricted to what is absolutely necessary.
- Students will be educated and supervised to maintain 6 ft distancing at all times.
- Regular restroom breaks will be scheduled, however, emergency breaks will be accommodated.
- Handwashing routines will be observed, Staff and teachers may request a student to wash his/her hands at any time throughout the day.
- Students will be educated and supervised to maintain all distancing expectations.
- Surfaces will be sanitized between uses.
- Classrooms will be sanitized between uses and every evening.
- Sharing of materials and school supplies will be restricted
- Sanitizing will occur between any required uses by individual students

Cleaning and disinfecting:

The [CDC](#), has provided detailed information for businesses and schools to insure we are sanitizing and disinfecting properly. CAVS has provided training and supplies to all staff and faculty in the proper use of the supplies. Storage and handling are in compliance with [OSHA](#) and CDC standards.

All employees and custodial services providers have received training regarding CAVS procedures for mitigating the transmission of COVID-19. Each employee is well versed in measures the school has established for mitigating risk of exposure. Faculty and staff understand the importance of maintaining the rigid sanitizing protocols and support them as they support the return to on-campus instruction, evidenced by the attached letter of acknowledgement.

- Routine cleaning schedules have been established to meet CDC recommendations
- Intensified sanitizing procedures implemented in accordance to CDC recommendations.
- Cleaning supplies will be maintained and stocked
- Outside service providers may be used to provide sanitizing services

Restroom Breaks:

- Regular restroom breaks will be scheduled
- Hand washing routines will be observed, Staff and teachers may request a student to wash his/her her hands at any time throughout the day.
- Surfaces will be sanitized between uses

- Emergency restroom use, may be requested by the student and granted by the teacher. The student will step outside the classroom where he/she will be asked to wait on one of the properly distanced markers for the hall attendant to grant access to the restroom. After using the restroom and the proper hand washing has occurred, the hall monitor will direct the student back to class, avoiding crossing paths with other students in close quarters.

Passing periods/ snack and lunch periods:

- All Recess and snack periods will be scheduled
- Proper 6 ft distance will be maintained between students
- Games such as four Square, handball (2 Persons) kick-back. may be enjoyed, while avoiding any direct personal contact
- Students will be instructed to distance themselves while seated at the picnic tables and/or while walking about the playground areas.
- Students will be aided to avoid congregating around kitchen or snack area.
- Supervisors will monitor all CDC regulations and advisements to determine the progression of activities students may engage in.
- Hand washing must take place between activities and before returning to class.

Lunch Service:

CAVS has retained Cator-Tots hot/cold lunch provider. All lunches are boxed and labeled with the student's name and contents. Lunches are delivered by a driver who upon arrival will submit to CAVS' health screening. Cator-Tots COVID-19 policies and protocols can be accessed here. <https://catertots.com/announcements/>

Dismissal Routines:

- Students will remain inside the classroom until their name is called.
- Students will proceed directly to the front gate. All students will be assisted in maintaining appropriate distance from others also departing.
- Passing routes will be identified and students will be supported by staff to maintain proper distancing to the exit gate.
- Students will be assisted to enter their vehicle
- Parents and caregivers will remain in their vehicles

Attachments:

Referenced Forms:

- Arrival Health Check questionnaire
- Temperature recording sheet
- Absence recording sheet
- Faculty and Staff Monitoring/Rotation Schedule
- Cleaning/Sanitizing Schedule

- Sample wording from employment agreements

Attached Letters:

- Carden Arbor View School Board of Trustees voted unanimously in support of the school seeking a waiver to reopen on-campus instruction. The attached letter, a statement in support of their vote is signed on behalf of all trustees.
- A letter drafted and signed by many of the faculty and staff members is representative of the majority of faculty and staff. All CAVS employees were offered 2020-2021 employment agreements that clearly stated they would be available for remote teaching and on-campus teaching. All employees agreed. The school however, is in the position to accommodate teachers who may for whatever reason need to avoid being on campus.
- Several parents elected to write letters in support of reopening the campus for instruction and/or extended care. They are representative of the many parents who have phoned to express their desire to see on-campus instruction resume as soon as possible. Most were in attendance of the summer program and many are physicians who experienced first hand the school's ability to maintain the intensified cleaning and sanitizing routines as well as the distancing guidelines.
- Although the school did not solicit an abundance of individual letters or seek signatures from multiple constituencies. The school is seeking the waiver to reopen to on-campus instruction due to the tremendous amount of phone calls and personal conversations we have received since the Governor's announcement.

Carden Arbor View School is seeking an Educational Waiver to return to on-campus instruction on behalf of the tremendous outpour from our families to "Do Something" to restore the excellent, deeply valued personal educational experience they had come to expect.. Our families are willing to pay for their children's education, our teachers are willing to extend themselves on-line and in person, our parents are appreciative of the education their children received last Spring, however, we know in our hearts as well as we have the data to support that an on campus instructional program best supports the education of the "whole child."

By obtaining a waiver, CAVS will be in a position to offer a choice to all families. For a few of our families with potential high risk situations in the home, we will continue to offer a distance learning program. Students who are at home will be able to remote into class to participate in lessons, complete assignments, ask questions, etc.

This document is for the purpose of demonstrating the school's commitment and proficiency in complying with all identified expectations.