

COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Revised July 23, 2020

School Name:	Del Mar Pines School		
School Address:	3975 Torrington Street, San Diego, CA 92130		
School Type:	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input checked="" type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:			

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

Checking the box to the left of each section indicates that the school has developed plans that address each of the elements described in the section.

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: www.delmarpines.com.
 - a. The person responsible to implement and monitor this plan is: [Marci McCord, Director, 858-481-5615](#)
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: [Marci McCord, Director, 858-481-5615](#)
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: [DMP will follow the CDPH measures when a student, teacher, or staff members has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.](#)
 - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - d. The school's COVID-19 Prevention Plan is posted at: www.delmarpines.com. This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
[This plan has been provided to all employees by email. Training, communication and the ability to ask questions will be conducted during Teacher Orientation week which begins on August 31.](#)
 - e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
[This plan will be reviewed *at least* monthly, or when major changes are required, by administration to ensure that we are following the most updated guidance and requirements for on-campus school operation. Any noted deficiencies will be corrected in a timely manner.](#)
 - f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
[DMP will investigate any COVID-19 illness of students or staff to determine if any work-related factors could have contributed. The plan will be adjusted if necessary.](#)

- g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
[The CDPH guidelines will be followed.](#)
- h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

[Following CDPH guidelines, DMP will identify individuals who have been in close contact and take necessary steps to isolate the infected person and notify close contacts.](#)

[In addition to this plan, DMP has developed and maintained proper channels of communication and feedback during the COVID-19 pandemic. Since March 13th, DMP has shared 14 community update emails and three parent surveys with families \(See results of latest survey: \[Parent Survey Learning Models July 2020\]\(#\).\) Weekly staff meetings have been held throughout the spring and summer. Our goal has been to maintain communication with all stakeholders in order to plan for the safe reopening for our school.](#)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

[Del Mar Pines School does not allow external organizations to use our facilities.](#)

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

[All teachers have the resources, supplies, equipment, and technology to quickly transition from on-campus to remote learning when a class, group, or entire school is required to be off campus for the required period of time due to a positive COVID-19 related illness in adhering to the CDPH guidelines. Families will be informed by email with procedures for transitioning from on-campus to remote learning.](#)

4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
- b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- c. Individuals who may not be able to communicate symptoms of illness.

[Del Mar Pines School does not have students in its population who have any special needs that would need additional preparations for classrooms or non-classroom environments.](#)

[In the return to school information materials, parents will be notified to contact the school to address unknown concerns or health issues that need to be identified or accommodated.](#)

5. The schools has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

[Yes, DMP has reviewed the CDPH Guidance for the Use of Face Coverings and is requiring cloth face coverings for all K-6 students and staff on campus.](#)

2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
 - Use fragrance-free hand sanitizer when hand washing is not practicable.
 - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
 - Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
 - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

DMP has purchased a COVID Training Video program to train teachers, staff, parents, students, custodial staff, and food servers in the latest guidelines and protocols. This will be shared with our stakeholders before school begins. In addition, signs will be posted around campus to reinforce proper hand washing and sanitizing, and to avoid contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

DMP has purchased new hand sanitizer units in all classrooms, office and staff lounge near the entry door, as well as four stand alone units for outside. Students and staff will be encouraged to use hand sanitizer before entering the school facility, when entering or leaving a classroom, before and after eating, and to use soap and water or hand sanitizer after using the restroom. The restrooms will be limited to 2 students in each restroom (boys and girls) at a time.

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

DMP has purchased new hand sanitizer units in all classrooms, office and staff lounge near the entry door, as well as four stand alone units for outside. Students and staff will be encouraged to use hand sanitizer before entering the school facility, when entering or leaving a classroom, before and after eating, and to use soap and water or hand sanitizer after using the restroom. The restrooms will be limited to 2 students in each restroom (boys and girls) at a time. In addition, the staff lounge, office and most classrooms have sinks that students and staff can use throughout the day to wash their hands.

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

DMP has obtained and will resupply as needed sufficient supplies of PPE (gloves, disposable face coverings), soap, facial tissues, no-touch trash cans, and hand sanitizer. In addition to maintaining emergency supplies, DMP receives a weekly refill delivery of hand soap, hand sanitizer, toilet paper, and paper towels.

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

Until further notice, face coverings will be required for all K-6 students throughout the day and face coverings (or alternatively face shields when required for instructional purposes) will be required for teachers/staff. A notice will be given to parents and staff with information on the proper use, removal and washing of cloth face masks. The school will maintain a supply of disposable masks for students and teachers if needed.

11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

During teacher orientation, DMP will inform and provide staff with the proper use of face coverings and PPE.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

DMP has obtained and will resupply as needed sufficient supplies of PPE (gloves, disposable face coverings), soap, facial tissues, no-touch trash cans, and hand sanitizer. In addition to maintaining emergency supplies, DMP receives a weekly refill delivery of hand soap, hand sanitizer, toilet paper, and paper towels.

13. Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

DMP will strongly encourage students and staff to be immunized each autumn against influenza unless contraindicated by personal medical conditions with articles in the community E-Blast, Staff Orientation, and parent email communications.

3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.
- b. Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

DMP has purchased a COVID Training Video program to train teachers, staff, parents, students, custodial staff, and food servers in the latest guidelines and protocols. These will be shared with our stakeholders before school begins.

15. The school’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt

**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Until further notice, face coverings will be required for all K-6 students throughout the day. A notice will be given to parents with information on the [proper use](#), [removal](#) and [washing](#) of cloth face masks. The school will maintain a supply of disposable masks for students and teachers if needed.

16. The school’s plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Face coverings are required for all teachers and staff on campus at all times, indoors and outdoors. This requirement is in accordance with the latest San Diego County Public Health Order. If an individual does not have a face mask, one will be provided by the school.

Face coverings may be removed when an individual is alone in a private office, or when eating or drinking with proper physical distancing.

In the limited situations where face coverings cannot be used for pedagogical or developmental reasons, staff may wear a face shield in place of a face covering while in the classroom as long as the wearer maintains distance from others. Staff members must return to wearing a face covering outside of the classroom.

Staff handling food will wear gloves in addition to face coverings.

4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

DMP will provide areas for teachers/staff either in the classrooms or in offices that allow for maintaining physical distancing from each other.

All DMP staff will be required to wear face coverings while on campus in accordance with CDPH guidelines and Cal/OSHA standards.

When possible and feasible, DMP will provide telework or virtual teaching to staff who are at higher risk of infection.

Staff meetings will be conducted through Zoom meetings, and staff orientation and professional development training will be conducted virtually when possible.

Teachers/staff will have staggered lunches and planning periods to maintain physical distancing in the lounge, teacher workroom, and any other areas on-campus.

All teachers/staff on campus will be required to use the Kencor Health app before arriving on site. Teachers/staff will be required to come to the office to have another temperature check before going to their classroom or work area.

5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

All drinking fountains have been shut off and students will be encouraged to use their personal water bottles and the student water refill station. In the classrooms, students will have personal supplies as much as possible to reduce the necessity of sharing materials. There is a separate water refill station for staff only.

19. Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles

- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

Students and staff will be using safe disinfectant wipes throughout the day to wash frequently touched surfaces in the classroom and outside. DMP has only purchased cleaning products and supplies that are approved and safe for schools to use. Our janitor has necessary PPE available and all products are locked away from student access. Thorough daily cleaning will be done each evening in all classrooms, restrooms, and offices with either a UV-C mobile disinfecting unit or Electrostatic sprayer unit with hospital grade disinfectant that is safe for schools.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

[DMP will not use buses during this time.](#)

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

[In the classrooms, students will have personal supplies as much as possible to reduce the necessity of sharing materials. If materials/equipment needs to be shared, staff will ensure that the items are cleaned and disinfected between uses.](#)

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.

- a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- b. Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

[DMP has only purchased cleaning products and supplies that are approved and safe for schools to use. Our janitor has necessary PPE available and all products are locked away from student access. Thorough daily cleaning will be done in all classrooms, restrooms, and offices with either a UV-C mobile disinfecting unit or Electrostatic sprayer unit with hospital grade disinfectant that is safe for schools. There is a schedule on which rooms get which method of cleaning. The custodial staff has access to all necessary PPE.](#)

23. Ensure safe and correct application of disinfectant and keep products away from students.

[Teacher supplies of soap and water, and safe cleaning products are stored in the classrooms under the sinks. Other cleaning and sanitizing products are kept in areas that are away from student access such as the](#)

locked custodial closet or in a private office.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. 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 outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

- a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

The fans and/or heating/air conditioners will be used whenever people are in the classrooms. The doors and/or windows will be open as much as possible to increase air circulation. Air filters are changed, and HVAC systems are inspected, on a quarterly basis.

25. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

DMP has installed (non-ozone creating) bipolar ionization purification systems in all HVAC systems on campus. The fans and/or heating/air conditioners will be used whenever people are in the classrooms. All classrooms have doors and windows that open up to the outside air. There are no indoor hallways.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Drinking fountains have been turned off and we have no decorative fountains on campus. Office personnel are on campus most of the time, so there will not be a prolonged facility shutdown.

6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.

DMP will not use buses during this time.

- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.

Parents will not be allowed on campus and will be discouraged from socializing in front of campus. When students arrive on campus, they will go directly to their classrooms. Teachers will be social distancing with each other throughout the day. During dismissal, students will be as distant as possible while waiting for their parents to drive through the pick up line. Parents will stay in their cars in the line. Teachers will help students into their cars. There will be two dismissal times: Grades 1, 3, 5 and siblings will be dismissed at 3:00, while grades K, 2, 4, and 6 will dismiss at 3:10. There will not be any before school or afterschool care until it is safe to do so.

- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

Students in grades 1, 3, 5 and siblings of students in those grades will arrive between 8:15 and 8:30 and go directly to their classrooms. Students in grades K, 2, 4 and 6 will arrive between 8:30 and 8:45 and go directly to their classrooms. Grades 1, 3, and 5 will start instruction at 8:30, and grades K, 2, 4, 6 will start instruction at 8:45.

- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
DMP has two gates for entry to campus and a large gate in the parking lot for dismissal. There are no hallways on campus.
- e. Implement health screenings of students and staff upon arrival at school.
DMP purchased the Kencor Health app for parents and staff to use for daily screening of their temperature, COVID-19 symptoms, close contacts and testing before leaving for school. Students/Staff will not be allowed on campus without inputting their information and getting a green message saying they are able to go on campus. If they get a yellow code it means they have symptoms and need to stay home. If they get a red code it means they have tested positive for COVID and they need to stay home for the required 14 days and have not had symptoms for three days. In addition, there will be an infrared camera at the school entrance to measure each student coming on campus as another health screening. If a student gets a reading 100.0 degrees or above, the camera will sound and take a photo of the student. Then office personnel will retake the student's temperature and follow protocols stated above.
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
DMP will not use buses at this time.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
Students will remain in their same classroom (with grades 1-6 having between 10- 16 students in a classroom, and kindergarten with 22 students in our largest Theater space) for most of the day and will be in their grade-level cohort (maximum 23 students) during recess, lunch and some ancillary classes. Three classroom teachers were moved from part-time teaching responsibilities to full-time teaching to reduce the number of students in class at a time.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
We have four covered outdoor spaces for lunch and other classroom activities for teachers to utilize. PE classes will take place outside on the field or other play areas, and music instruction will be outside, as much as possible.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
Students will be in their classrooms with their main classroom teachers (with most classes having 10-16 students) and with grade-level cohorts (for recess, lunch, PE, music and art) throughout the day. Students will interact with additional specialist teachers throughout the week via Zoom.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
Student desks will be separated as far apart as feasible in the classroom, will have plexiglass partitions and will be facing the front of the classroom.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
All extraneous furniture has been removed to maximize classroom space for desks and physical distancing.
- f. Staff should 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.

Teachers will communicate classroom routines and guidelines to maximize spacing and minimize movements both indoors and outdoors as much as possible.

- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
Band and choir will not be permitted on campus.
- h. Activities that involve singing must only take place outdoors. **(Guidelines updated to no singing indoors or outdoors on 8/4/20.)**
There will be no singing on campus until further notice.
- i. Implement procedures for turning in assignments to minimize contact.
Teachers will provide routines and structures to reduce contact to distribute or collect classroom assignments.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

All students (and the office manager in the office lobby) currently have plexiglass shields on their main desks. These shields have all been purchased and are on campus.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
No parents, volunteers, or non-essential visitors will be allowed on campus when students are present.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
Lunch tables will be disinfected between lunch periods, and any classroom spaces used by different groups of students or teachers will be disinfected between groups. Students will be spaced approximately 6 feet apart when eating.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
Four covered outside areas are available for teacher/student use throughout the day. PE and music instruction will be taught outside, weather permitting.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
DMP is a small school without hallways or lockers. We will be making use of the two ways to enter campus in the front of the school, and one large exit through our parking lot.
- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
Meals will be served outside, weather permitting, or in classrooms. Lunch tables and seating areas are marked with spaces for eating with physical distancing.
- f. Consider holding recess activities in separated areas designated by class.

Three recess and lunch periods are scheduled to reduce student density during these times. Each grade level cohort will have a designated area each day, and the areas will rotate throughout the week.

7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based

Programs” follows each of those described below.

30. Keep each child’s belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

Students will keep their individual belongings in their desks, storage bin or backpack. Each child will have their own classroom supplies and teachers will minimize sharing as much as possible. Students will be encouraged to take their belongings home each day to be cleaned.

31. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Teachers will have adequate supplies and equipment in their classrooms to limit sharing between students. If any supplies are shared, they will be cleaned and disinfected between uses.

32. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

Each student will have either a school provided iPad or MacBook that will be theirs to use throughout the year. It will not be shared. Any learning aids, games or books that need to be shared will be cleaned and disinfected between uses by the teachers during the day or janitorial staff at the end of the day.

8. Train All Staff and Educate Families

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

33. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer’s plan and procedures to follow when children or adults become sick at school.
- j. The employer’s plan and procedures to protect workers from COVID-19 illness.

DMP has purchased a COVID Training Video program to train teachers, staff, parents, students, custodial staff, and food servers in the latest guidelines and protocols. These will be shared with our stakeholders before school begins.

COVID-19 Safety Training - CDC-Based Video Training for K-12 Schools-

https://www.educationadminadviser.com/?mkt_tok=eyJpIjoiWlRrNFItWmxNakJoVWdSaSIsInQiOiJTaVMwZklEbStOOHQ1RWpmTnpSMVJ3NmIcL1Z4R3BxOXF4SGF6NzBpVjh4K2tmc0VsUUdOb3FEaGFxbWR6Q0RHWFUFCbnRIUGR0OGpJdXJqb3ppeUZ0dWNqbW5jODI0MjJcL0VcL2E3MmZ6Q1pvb3FhUIY4V0crQko0WkxqREpmS09yViJ9

Parent meetings, Flag Salutes, Open House, Parent/Teacher conferences, and most staff meetings and professional development will all be conducted through Zoom meetings. If in person, physical distancing will be in place.

34. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

DMP has purchased a COVID Training Video program to train teachers, staff, parents, students, custodial staff, and food servers in the latest guidelines and protocols. These will be shared with our stakeholders before school begins.

COVID-19 Safety Training

CDC-Based Video Training for K-12 Schools- (See link above)

Parent meetings, Flag Salutes, Open House, Parent/Teacher conferences, and most staff meetings and professional development will all be conducted through Zoom meetings. If in person, physical distancing will be in place.

9. Check for Signs and Symptoms

The school's plan to address each provision from the "[COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)" follows each of those described below.

35. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

DMP will maintain the privacy and confidentiality of those individuals who (or whose families) are diagnosed with COVID-19 and quickly communicate the risk, or lack of risk, from contact with products, people, and places, share accurate information about how the virus spreads and address negative behaviors and statements. To maintain confidentiality, if a student becomes ill on campus they will be moved to the sick room in the office and monitored. Parents will be notified immediately to pick up their child. Any staff member who becomes ill will leave campus immediately.

36. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

Through the video training, orientation, and parent communication, students and staff will be actively encouraged to stay home if they are sick or have had close contact with a person diagnosed with COVID-19. Protocols developed by the California Department of Public Health will be followed. DMP will work with staff, students, and students' families if they need to stay home to ensure that there is no fear of reprisal.

37. Implement screening and other procedures for all staff and students entering the facility.

DMP will be using an app called [Kencor COVID-19](#) to facilitate staff and student symptom screening and monitoring. DMP will be requiring parents to monitor their children's temperature and possible COVID symptoms prior to leaving the house each morning the app. Teachers and staff members will be required to self monitor using a purchased app each day before leaving for DMP.

Office staff will receive the results each day.

Students/Employees will only be allowed on campus if they receive a "GREEN" message that means they are fever and symptom free, and have not been in close contact with a person who has tested positive for COVID-19.

Students/Staff who are not feeling well, have a fever, or are showing symptoms on the symptoms list will be required to stay home.

Staff temperatures will be taken again before coming on campus.

Additionally, an infrared camera system will be stationed outside the office to monitor all students entering campus to screen their temperature again. Anyone registering a temperature greater than 100 degrees will be stopped and their temperature taken again by office personnel.

38. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

See answer for question 37. Teachers will also monitor their students throughout the day and will send any child to the office who is either not looking well or feeling well at school.

39. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

The Kencor app specifically asks if the students have had “close contact with an individual who has been tested positive for COVID-19?”

40. Make available and encourage use of hand-washing stations or hand sanitizer.

DMP has four outdoor hand sanitizer stations around campus, as well as a hand sanitizer unit in each classroom, as well as the office and teacher’s lounge. Routines and structures are in place to encourage students and staff to use hand sanitizer when arriving on campus, entering or leaving any classroom, before and after lunch, and before dismissal. Hand washing for at least 20 seconds with soap and water will be encouraged after using the restroom.

41. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

DMP will document and track incidents of possible exposure and staff and student attendance through the Kencor app dashboard monitored by administration. The Director will notify local health officials when required by Public Health protocols. In case of COVID-19 exposure, families will be notified electronically while maintaining confidentiality.

42. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card.

If a student exhibits symptoms of COVID-19, staff will immediately contact and inform the parent for additional information and to come pick up the student if required.

43. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

Students and staff will be monitored throughout the day and will be sent home with a temperature greater than 100 degrees, cough or other COVID-19 symptoms.

44. Policies should not penalize students and families for missing class.

Students and families will be given additional time to complete any required work, will have the option to complete any necessary tests at another time, or be given the opportunity to work remotely if possible. Grades will not be adversely impacted by missing class due to illness.

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

The school's plan to address each provision from the "[COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)" follows each of those described below.

45. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Students who exhibit symptoms of COVID-19 while at school will be placed in the isolation room in the office until they are picked up by a parent or caregiver. Staff members who exhibit symptoms will be sent home.

46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Students who exhibit symptoms of COVID-19 while at school will be placed in the isolation room in the office until they are picked up by a parent or caregiver. Staff members who exhibit symptoms will be sent home. All students are required to wear a face covering while on campus, but one will be provided if needed.

47. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

Students who exhibit symptoms of COVID-19 while at school will be placed in the isolation room in the office until they are picked up by a parent or caregiver. Staff members who exhibit symptoms will be sent home. If a student or staff member requires immediate care and safe transport cannot be arranged, the paramedics will be contacted.

48. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

If a student or staff member requires immediate care and safe transport cannot be arranged, the paramedics will be contacted. Fortunately, a fire station is around the corner from campus.

49. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

DMP will follow the guidance from the San Diego County Public Health Department in notifying public health officials and community members who have been in close contact, while maintaining privacy and confidentiality of

the individual who has tested positive.

50. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Areas used by an infected individual will be closed off as soon as possible and will be thoroughly cleaned and disinfected using the UV-C mobile unit, as well as any additional necessary cleaning supplies and methods.

51. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

DMP will follow the CDPH guidance on Actions when an individual is sick. (see chart below) Students and staff will be encouraged to see their physician to get tested as quickly as possible and follow the CDPH guidance.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (+), quarantine & exclude exposed contacts (likely entire cohort (++) for 14 days after the last date the case was present at school while infectious) Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

52. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

[Students who are required to be home due to illness or quarantine will have access to instruction and materials, either synchronous or asynchronous, as much as possible.](#)

53. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

Parents of students in third through sixth grades have the option of full time remote learning for at least the first trimester. A distance learning option will be provided to all students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of the student's health condition.

54. Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).

DMP will follow all necessary processes and protocols when there is an outbreak on campus in accordance with CDPH guidelines.

55. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

Administration will investigate the COVID-19 illness and exposure to determine if any work-related factors could have contributed to the risk of infection and will update any protocols to prevent further cases.

56. Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

Administration will investigate the COVID-19 illness and exposure to determine if any work-related factors could have contributed to the risk of infection and will update any protocols to prevent further cases.

11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

57. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
Staff absences will be monitored by administration. A full-time permanent sub has been hired. Another staff member is available for additional substitute needs. In addition, we have a long time substitute teacher, as well as a former DMP teacher, who knows our curriculum and community who is also available when needed.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
Through monitoring the daily Kencor Health dashboard, administration will be able to see each student and staff members health status and will communicate with parents when more detailed information is needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
Emily Fritz and Cassandra White are the staff liaisons and can be contacted at efritz@delmarpines.com and cwhite@delmarpines.com.
- d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
Parents will be self-reporting for their children each school day, and staff members will self-report each school day through the Kencor Health app. Email communication to parents and staff will notify them of

exposures and closures while maintaining confidentiality of the student, family or staff member.

- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
DMP will be testing all faculty for COVID-19 who will be on campus on either August 27 or 28, which is prior to our all staff orientation week which begins on August 31. We are planning on testing all on-campus staff approximately every two weeks.

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

Parents of students in third through sixth grades have the option of full time remote learning for at least the first trimester. A distance learning option will be provided to all students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student's health condition.

12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

The Director checks state and local orders and the county health department notices daily about transmission in the area or closures and will adjust operations accordingly. The school director and other staff members receive email updates from the SDCOE. The director attends weekly SDCOE telebriefings and is a member of the San Diego County Head of Schools group which meets regularly to discuss any updates from the CDE, PHS, and SDCOE.

59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
 - a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention 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.
 - b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
 - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
 - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.

h. Maintain regular communications with the local public health department.

As stated in other sections of this document, DMP will implement all the steps referred to in the CDPH Framework for K-12 Schools when a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school.

The following signatures attest that the information provided above is true and correct.

Signature: 
Name: Marci McCord

Date: August 8, 2020
Director

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: 
Name: Kevin McCord

Date: August 8, 2020
Title: CFO