

Chartwell COVID Safety Plan

Implementation: Fall 2020

Chartwell School

Classes Begin August 24, 2020
With Distance Learning for all Students



Overview

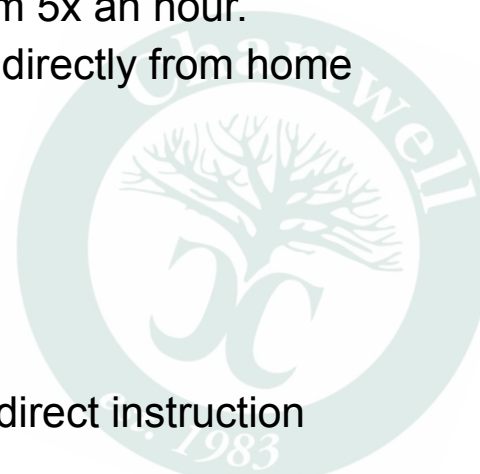
The health and safety of our students, staff, and families is of utmost importance. **When** we are allowed on campus, school will look much different than previous years due to new health and safety measures. **We have made these plans** based on guidance from public health officials and state agencies. Plans will be updated as the situation evolves and changes will be communicated to all stakeholders.

All students will begin with Distance Learning on Monday, August 24. We have applied to the **Monterey County Health Department** for a Waiver to open our Elementary Division. If we are allowed to begin in person, the following slides share our safety protocols for live on-campus instruction.



Why Would We Reopen Chartwell LIVE?

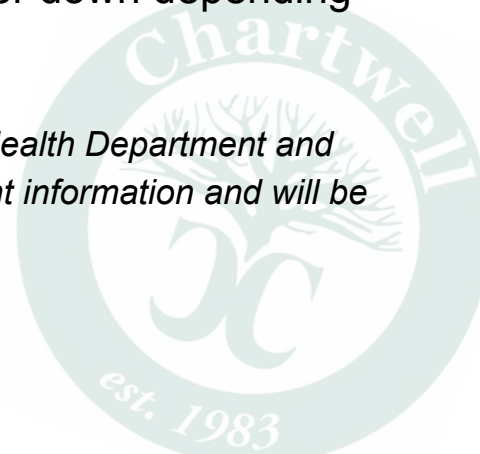
- Small Class Sizes of no more than 10 students and 2 teachers
- Large Campus appropriate for Social Distancing. Sinks in each room in LS/MS.
- Leed Certified Campus designed for healthy air flow, spacious rooms. Designed not to utilize AC. Heating system upgrades in January 2020 include new filters which are changed every six months. Air purification units, with better than HEPA filtration, have been purchased for each classroom. These can refresh air in room 5x an hour.
- NO need to stagger to accommodate bus routes - Students arrive directly from home to school
- NO food service or food preparation
- Nimble, resourceful faculty and leadership team
- Able to pivot to Distance Learning easily when needed
- Families can commit to shared values
- Our students need to be in school with teachers trained to deliver direct instruction



What We Are Planning

When we are cleared to return to campus, Chartwell will reopen with two cohorts of students and teachers: on-campus learning and online learning. Families can enroll in either. As we work in partnership, we are clear that there is no one-size-fits-all approach. Chartwell will need to adapt to the evolving guidance from health officials and implement plans with strategies best tailored to our school and student needs. Strategies will need to be adaptive and flexible to be scaled up or down depending on local conditions during the local health emergency.

The following health and safety guidance has been reviewed by the Monterey County Health Department and the California Department of Public Health for the reopening of schools based on current information and will be updated as the situation changes.



General Safety Precautions

- All students and staff will be encouraged to wash/clean their hands regularly
- Schools will teach and enforce healthy hygiene practices
- Handwashing stations with soap and/or hand sanitizer will be available in all classrooms in the lower and middle schools and easily accessible to HS students and all faculty
- Schools will limit sharing of supplies between students and disinfect between uses if sharing is unavoidable.
- Students will bring their own lunch/snack and will be expected NOT to share with others.



General Campus and Classroom Guidelines

Social distancing will help limit the spread of the virus. Chartwell will use the following strategies to maintain stable groups of students in shared spaces:

- Modify school schedules - STEAM teachers come to classrooms
- Limit visitors to campus including parents
- Keep students in our customary small groups and in the same space
- Meals in stable group settings (outdoors or in classrooms if weather)
- Space desks to ensure a minimum of 6 feet distance between students or dividers between workstations.
- One-way hallways for transitions
- Add PE teachers to maintain stable groups in those classes
- Personalized classroom supplies and materials in kits.
- Intentional and Regular Hand Washing Protocols



Special Notes for High School LIVE Cohort

Covid 19 Protocols for High School Students

*Social distancing will help limit the spread of the virus. Chartwell will use the following strategies to maintain **stable groups** of students in shared spaces:*

- Students in < 12 Student Stable Groups for Humanities, Science and Literature
- Stable Groups will be color-coded and when groups are mixed (math, Spanish, etc.) students in the one group will be in the classroom; others will Zoom from Cubicles on campus in McMahan Hall. These groups will alternate.
- Meals in stable group settings (outdoors or in classrooms if weather)
- Space seats to ensure social distance between students
- One-way hallways for transitions. Masks must be worn.
- Personalize classroom supplies and materials kits
- Add PE teachers to maintain < 12 student stable groups in those classes
- Intentional and Regular Handwashing
- Students will not be allowed to leave campus during the school day.



Sports and Interscholastic Leagues

As of **June 30, 2020**, there will not be an after school sports program at our Middle and High Schools. Leagues will not be running this fall.

As public health guidelines change, the schools will modify plans.



Field Trips and Other Activities

Field trips are **not** currently recommended by either the MCOE or the CDPH. Chartwell faculty are encouraged to consider virtual field trips when possible.

Assemblies, dances, and rallies are also **not** recommended at this time. Our school-wide Community Meetings will be virtual.



Social Emotional Well-Being

Attending to the social emotional well-being of our students will be a top priority as they return to school.

Chartwell is committed to supporting students' social emotional wellness and offering resources to ensure students transition back to school smoothly. Our SEAD Team (Social Emotional and Academic Development) is lead by Billy Swift and includes our two counselors, an OT, SLP, and behavioral specialists.



It is Important that Operations are Flexible

✓ **CDPH guidelines:** “Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.”

✓ **CDPH guidelines:** “Develop a plan 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.”

Our campus Manager and Head of School currently monitor and will continue to monitor CDPH guidelines.



Intermittent Distance Learning for LIVE Cohort

Chartwell is currently planning to shift to Distance Learning with our LIVE cohort of students and teachers for instruction during the three-week period between the **Thanksgiving Break and Winter Break** which will coincide with flu season and unusually high absences in the best of times.

Your children will be in classes with their regular teachers, following a model that is similar to what Chartwell Teachers delivered in the Fall of 2020. All classes will be held “virtually live” via Zoom. Students will be sent home prior to Thanksgiving Break with instructions, materials and devices.



What We Need From our Families

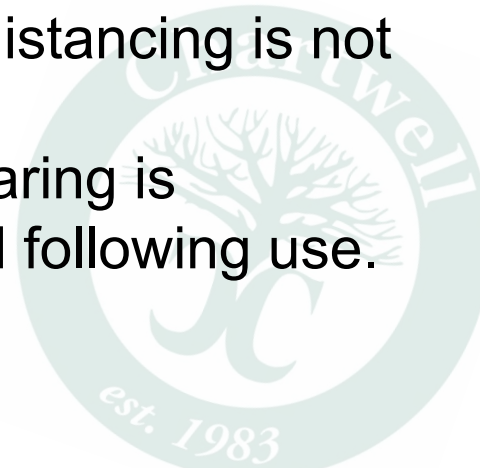
Shared Community Values

- Families will honor social distancing guidelines at Chartwell **and** when in the community.
- Students should come to school directly from home, and return home after school.
- Students and adults should wear masks in a carpool.
- Chartwell will follow state and county directives, and we will expect families to understand and follow them as well.



Cleaning & Disinfecting

- Chartwell will follow disinfection guidelines from **California Department of Public Health and the Monterey County Health Department** for the school campus including classrooms, workspaces, outdoor spaces, and playgrounds
- Physical barriers may be installed where social distancing is not possible
- The use of shared items will be minimized. If sharing is unavoidable, all items will be properly disinfected following use.

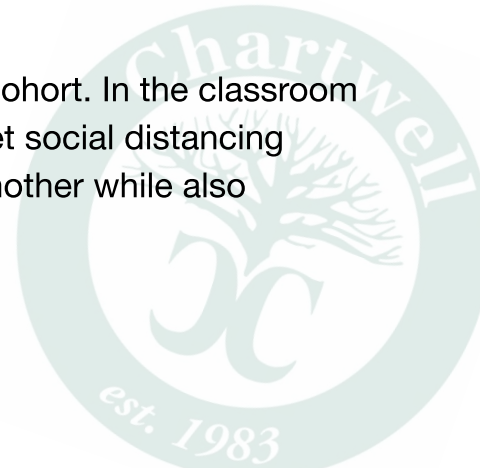


Cohorts

Stable cohort are a fixed number of students from the same grade level or grouping who form a learning group. These students will stay together throughout the day for all classes and activities, and spend time with a limited number of adults in a limited number of spaces over the course of a day. Stable cohorts have been found to be a highly effective strategy in limiting risk of exposure and facilitating contact tracing if necessary.

Homeroom teachers will meet with their stable cohort daily. Specialist teachers will interact with multiple cohorts over the course of the week with safety protocols in place, sometimes by coming to the classroom, sometimes virtually, and sometimes by having the students travel to an outdoor space.

On campus, student interactions will be confined to the classmates within their stable cohort. In the classroom and outside of the classroom, student spaces will be delineated according to the six-foot social distancing parameters. Teachers will encourage student conversation and engagement with one another while also maintaining a six-foot distance between masked students.



Entering and Leaving School

- Staff will be wearing face masks.
- Students will arrive in private vehicles directly from home to school
- Parents and visitors will have limited access to the school campus
- Arrival and dismissal protocols will be designed to ensure social distancing.
- Handwashing and/or sanitizing upon arriving on Campus.
- Visual wellness checks for all students arriving at Chartwell.

Every person arriving on campus will be subject to temperature screening.



Movement Within the School

- There is floor signage showing distance and direction to walk.
- Hallways will be one way only
- Pathways from drop off to classroom will be marked
- Common areas will be marked to delineate social distance.
- Students will rotate through recess activities in stable groups



Face Coverings and Other Essential Protective Gear

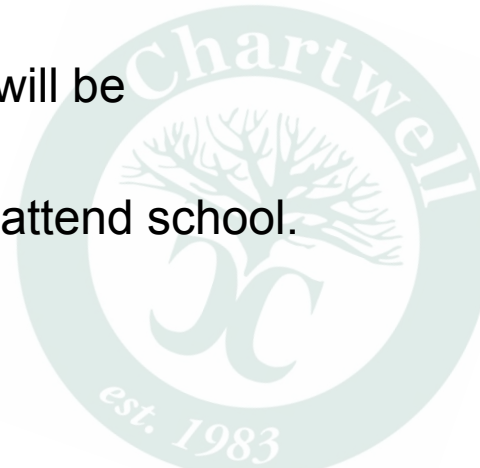
- All Students and Employees will be wearing face masks on campus at all times. This will be strictly enforced. Students may take off masks for lunch and recess if outside and distance is maintained and ONLY with Stable cohort.
- Hallways throughout the school will be marked for one-way use.
- Desks in reception areas have been fitted with protective, plexiglass screens.
- Face masks will be provided to teachers, and masks must meet safety criteria as determined by the Department of Health.
- Desks in classrooms will have PETG dividers.
- SEAD rooms have been fitted with plexiglass pedestals to separate the room.



Health Screening for Students and Staff

- Students/adults must screen themselves for fever and/or respiratory symptoms (ex. cough or shortness of breath prior to coming to school).
- Anyone with fever of 100.4 F (*CDC & CDPH*) or higher cannot go to school
- CDPH outlines symptoms of COVID-19 as: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Any student or adult presenting with the CDPH symptoms will be immediately isolated on campus and sent home.
- Students and adults experiencing these symptoms will not attend school.

We must agree as a community to value these guidelines.



Returning to Work or School

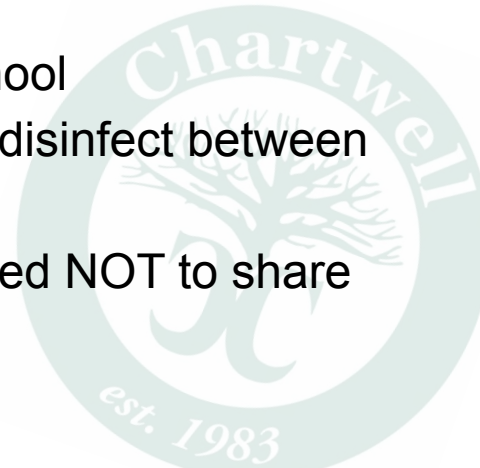
Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who **have had symptoms**, may return to work or school when:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

Individuals who test positive for SARS-CoV-2 who **never develop symptoms**, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.

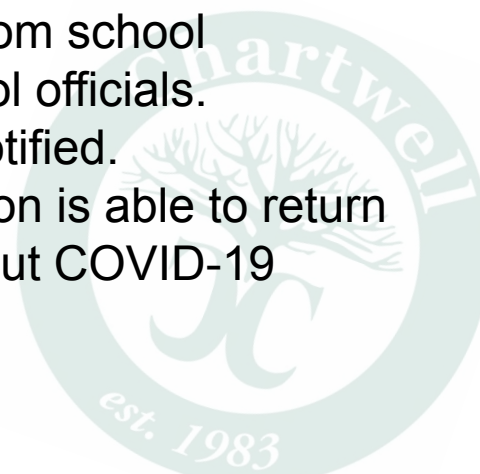
Healthy Hygiene Practices

- Students will wash, clean or sanitize hands upon arrival.
- All students and staff will be encouraged to wash/clean their hands regularly
- Schools will teach and enforce healthy hygiene practices
- Handwashing stations with soap and/or hand sanitizer will be available in all classrooms in the lower and middle schools and easily accessible to HS students and all faculty
- Hand sanitizing stations have been installed around the school
- Schools will limit sharing of supplies between students and disinfect between uses if sharing is unavoidable.
- Students will bring their own lunch/snack and will be expected NOT to share with others.



Identification and Tracing of Contacts

- Chartwell has a school-designated contact (the Head of School) for communication with MCHD and other officials.
- The Monterey County Health Department (MCHD) has procedures in place for investigating communicable disease cases, including norovirus, tuberculosis, and COVID-19. **Cases of COVID-19 among students or staff should be reported immediately to MCHD.** MCHD staff will conduct contact tracing using classroom rosters and information obtained from school personnel through interviews and in coordination with school officials.
- If a positive case is confirmed, the affected cohort will be notified.
- Guidelines for determining when a COVID-19 infected person is able to return to school or work continues to evolve as we learn more about COVID-19



COVID-19 Protocols

- If a student or staff has a household member that tests positive for COVID-19, the student or staff will be ordered to quarantine at home for 14 days. Monterey County Health Department will issue Health Officer Orders with explicit instructions on quarantine and details on its expiration. If needed, the health department will provide clearance letters at the end of isolation/quarantine.
- Chartwell will be providing additional information about COVID-19 protocols to our stakeholders on our website. This information is updated regularly as new information becomes available.



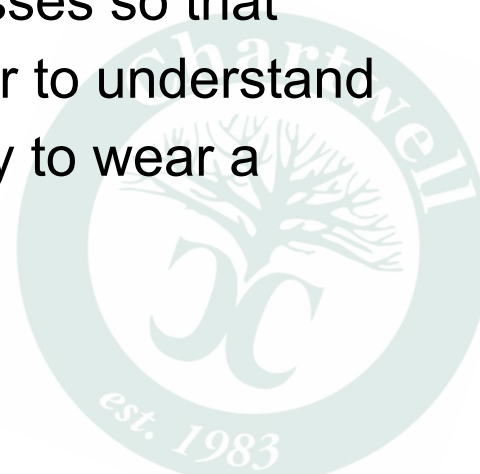
Physical Distancing

- We will be arranging desks, according to classroom size, to give the maximum space possible
- Outside areas will be marked with Xs to show 6' away distances
- At times when physical distancing is not possible, there will be shields and safeguards in place to minimize the spread of aerosols



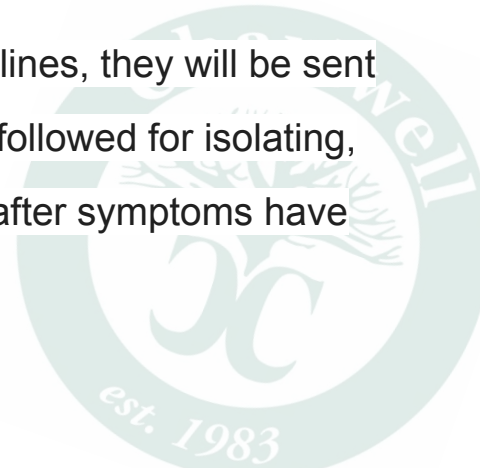
Staff Training and Family Education

- Prior to returning to school, Chartwell will have staff training on COVID 19 policies and protocols using CDPH Guidelines.
- We will hold a series of Zoom meetings for families prior to returning to make sure all families understand our expectations.
- We will invite students back prior to the start of classes so that they can visit the school and work with their teacher to understand the rules of social distancing and their responsibility to wear a mask.



Testing of Students and Staff

- School will ensure that staff are tested periodically by hosting testing on the campus, visiting their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. School will follow recommended frequency of all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.
- If a student or staff member have any symptoms per the School Sector Guidelines, they will be sent home and recommended for testing. If positive, all the CDHP guidelines will be followed for isolating, identifying, and disinfecting. If negative, the student or staff may return 3 days after symptoms have resolved.



Triggers for Switching to Distance Learning

The school will cease in-person instruction and switch to Distance Learning following consultation with the Local Health Officer and based on the number of cases and the percentage of the teacher/students/staff that are positive for COVID-19.

School closure may be appropriate when there are multiple cases in multiple cohorts at the school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

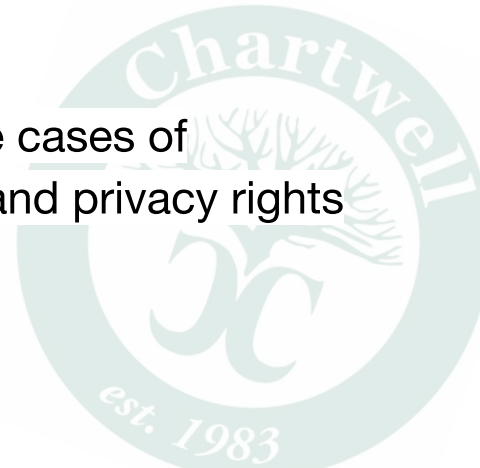


Communication Plan

From “Stronger Together: A Guidebook for the Safe Reopening” the school will implement a plan to communicate with students, staff, and parents about cases and exposure.

The School will document, report, track, and trace infections in coordination with public health officials and observing all privacy requirements such as FERPA and HIPAA.

The School will notify staff and families immediately of any possible cases of COVID-19. In addition, the School will review legal responsibilities and privacy rights for communicating about cases of the virus.



Additional Resources

We recognize and understand how concerning this information is and will continue to monitor the situation and update you as we have additional information. For specific information on the COVID-19 virus, we recommend reviewing information from the following sources:

[Centers for Disease Control and Prevention](#)

[California Department of Public Health](#)

[Monterey County Health Department](#)

[Coronavirus Response and School Reopening Guidance](#)

