

On-Campus Learning Program

With a total student population of only 48 and ample outdoor space on campus, Odyssey is in a uniquely favorable position when it comes to achieving the Four Pillars laid out by San Mateo County upon resumption of on-campus learning. Over the past six weeks, in accordance with small setting guidance and camp guidance, we have been taking small groups of students on afternoon bike rides or hikes, off campus. Each grade has the opportunity to participate in this field experience at least once a week. Thus, all of our students and staff are already very familiar with our COVID-19 protocols including self-monitoring for symptoms before coming to school, daily health screenings upon arrival, consistent mask-wearing, hand hygiene, and physical distancing within bubble groups. Furthermore, this time working with students in the field has given staff the opportunity to develop best practices and to fine-tune procedures that will be central to the success of the on-campus phase. We see the return of students to campus as the second phase of an incremental approach to in-person instruction that has already been underway since late August. Our field component will continue as we begin to bring students to outdoor classrooms on campus for instruction. We believe this will provide students with consistency and routine, while also ensuring that we have no more than two thirds of our student population on our 3.5 acre campus at any given time.

Our on-campus program is designed to be as safe as possible, adhering to State and County guidelines and erring on the side of exceeding both. Classes will be held outdoors in the open air, with students separated into cohorts by grade level, and with one grade biking or hiking off campus each day to keep the total number of students on campus lower. Masks, physical distancing, and hygiene will be enforced and facilitated by careful campus, program design and staff modeling

The on-campus learning program is a hybrid program that minimizes Zoom-based teaching and has students with in-person instruction for 80%-90% of the week.

The primary transmission modes for SARS-CoV-2, the virus which causes Covid-19, are respiratory and contact, of which respiratory is by far the most prevalent. In both cases, minimizing exposure to the virus follows seven principles: regular screenings, being outdoors at all times, physical distancing, cohorting, masks, practicing careful hygiene, and testing. Odyssey's on-campus program is designed around these seven principles.

In the sections below the safety protocols for on-campus learning are detailed.

Safety Protocols for On-Campus Learning

- **Health Screening:** Daily health screenings each morning and as needed during the day.
 - Each student and staff member will perform a self-assessment at home before leaving each morning, using a form provided by Odyssey (*see appendix*).
 - Families and staff will receive periodic reminders about self-screening protocols.
 - If a student is not feeling well, exhibiting Covid-19 symptoms, or has had a possible exposure to the coronavirus, they should stay home.
 - Each student will undergo a health check on campus as their first event on arrival, which constitutes measurements (temperature, oxygen levels) and an interview for symptoms.
 - A spot-check may occur during the day if someone feels poorly or shows symptoms.
 - Each staff member has a hip pack with a thermometer, oximeter, and other items to aid with a spot check.
 - A new full-time staff member, Laurel, is available to work with any student who becomes ill during the day or shows symptoms.
- If a student presents symptoms compatible with Covid-19 or may have had exposure to the virus, they will wait in a designated quarantine area (*see campus map*) for a parent to pick them up and must be picked up as soon as possible.
- **Outdoor Classrooms:** All classes take place in outdoor classrooms under a sunshade (no walls)
 - This allows maximum airflow and ventilation.
 - Students spend the entire day outdoors.
 - Outdoor touchless water-bottle refilling station, restrooms, and hands-free hand washing facilities (pedal driven), and sanitation stations will be provided.
 - Outdoor classrooms include wireless connectivity.
 - School will be cancelled on any day when the **Air Quality Index (AQI) is 126 or greater** due to smoke and other particulates in the air column.
- **Cohorting:** physical separation into cohorts will take place all semester by grade level (**12 students** in 6th grade, **17 students** in 7th grade, **19 students** in 8th grade)
 - 6th, 7th, and 8th graders are physically separate on the campus throughout the day, with no more than two grades on campus at a given time
 - One grade will be on the upper campus.
 - One grade will be on the lower campus.
 - One grade will be biking or hiking with teachers off campus.
 - Cohorts remain separate during breaks, at lunch, and during all activities on campus. The campus is split between upper and lower campus, including the back hillside, so that cohorts remain separate (*see campus map*).
 - Upper and lower campus each has separate bathrooms, washing stations, *etc.* minimizing the chance of one cohort coming into contact with another

- **Physical Distancing**

- Staggered drop-off and pick-up times to avoid large gatherings and keep grades separate.
- At least six feet distance maintained between each person all day
 - Outdoor classrooms are sufficiently large to maintain more than adequate distance between desks.
 - Although our school enrollment is 48, we will never have more than 36 students on campus at any one time (divided among 5 tents with varying square footage). These numbers allow us to maintain 8 feet of separation between desks in our outdoor classrooms.
 - One-way walkways will be in use through the campus.
 - Lunch takes place outdoors and with at least six feet distance between people.
- Students will use one classroom for the day, and teachers will move from classroom to classroom.
- No all-school meetings or gatherings.

- **Masks:** all students and staff must wear face masks at all times when not drinking or eating.

- Students and staff are to bring **three freshly cleaned masks each day**: one of which is worn when arriving, one to change into at noon (masks become moist with use), and one as a backup.
 - Cloth masks must be double or triple ply, covering mouth and nose.
 - Double ply if cotton, triple ply if synthetic.
 - Masks with a valve are not allowed.
 - Neck gaiters or bandanas are not allowed.
 - No Neoprene masks are allowed.
 - Odyssey has additional masks to use in an emergency.
- A designated staff member will periodically walk through outdoor classrooms to ensure students are complying with proper mask-wearing at all times.

- *Aside on face shields: Odyssey has also set aside face shields. Given our current understanding of the virus it is not thought that face shields are needed at the moment in an outdoor classroom setting, but if a student or staff member desires a face shield, one is available and if CDC or State recommendations change Odyssey is prepared.*

- **Hygiene** and minimizing contact sources

- Hand sanitizer will be provided in each outdoor classroom
- Outdoor soap and water washing stations will be positioned in both the upper and lower campus
- Each student has personal, non-shared classroom equipment
 - Personal, non-shared outdoor desk (provided by Odyssey)
 - Personal, non-shared outdoor chair (provided by Odyssey)
 - Students will wipe down their personal desks and chairs at the conclusion of each day with adult supervision
 - Personal, non-shared computer (Chromebook provided by Odyssey)
 - or a laptop provided by family if preferred
 - Personal, non-shared school materials (provided by family)

- Unlike the past, there cannot be sharing of paper, pencils, *etc.* between students. Each student must bring their own pencil case, notebooks, binders, *etc.* and cannot expect to share with another student.
 - Personal, non-shared headphones (provided by family)
 - To be used when doing computer work that includes audio.
 - Personal, non-shared water bottle (provided by family)
- ☆ Each student, parent and staff member has signed a community compact (*see appendix*) which outlines their commitment to upholding the aforementioned safety protocols.
- **Cleaning and Disinfection of School Building**
 - No students, parents, or other visitors will be allowed inside the building at any time
 - The indoor school facilities will only be used by 9 designated staff members, with each staff member assigned to their own classroom/office
 - Staff will be responsible for maintaining regular cleaning/disinfection of their personal spaces as well as shared spaces
 - The entire building will be professionally cleaned and disinfected twice a week

Drop-Off, Pick-Up

All persons must be wearing a mask *before* entering campus. This means a mask should be put on in the car before entering campus.

Drop-off and pick-up times are staggered by grades. There is a 15-minute window for each grade. The 8th grade cohort is the largest, meaning a maximum of 19 students will be arriving within a 15-minute window. Because of the narrow window and because any backup on Polhemus Road would be dangerous, families must be very careful about arriving on time.

Drop-Off

- Drop-off will occur at the lower traffic circle.
 - The upper driveway will be blocked off.
 - Parents are to *pull all the way through and up to the end of the circle.*
 - **Only the student may exit the car.**
 - An Odyssey staff member will be there to direct and assist.
 - It is extremely important that this process happen quickly, without extended conversations. Any backup onto Polhemus Road could be very dangerous.
- Immediately after exiting the car the student will get in line for the morning screening.
 - This line forms on the upper driveway, with spots marked for six-foot distance and one-way travel on designated pathways only.

Pick-up

- Pick-up also occurs at the lower traffic circle and mirrors drop-off procedure (minus screening).

Access to Campus

In the past Odyssey has had very open access to the campus. This year, however, we will be closing the main gate after drop-off and opening it shortly before pick-up time. Visitors will need to phone the main desk if they wish to enter campus, however only staff will be allowed inside the school building.

Identification and Tracing of Contacts

In the event of a positive case on campus, Odyssey plans to strictly follow the San Mateo County Health recommendations including:

- Immediate notification of SMC CD control and SMCOE
 - Head of school, Stephen Lane will act as liaison to the SMCOE and the SMC Health
- Exclusion of case from school for at least 10 days after symptom onset or date of positive test if case is asymptomatic
- Notification of affected cohort using sample communication from the Pandemic Recovery Framework as a guide (*see appendix*)
- Quarantine and exclusion of affected pod (in Odyssey's case, grade level) for 14 days after the last day the case was present at school while infectious
- Require testing of all close contacts prior to re-entry into school environment
- Thorough cleaning and disinfecting of primary spaces where case spent significant time (after 24 hours when possible)

Odyssey will refer to the *San Mateo County COVID-19 Recommendations Checklist for K-12 Schools and other School-Based Programs Companion Flow Chart* when making decisions about case management (*see appendix*). This document has been shared with the school community to ensure that every family and staff member has a clear understanding of contact tracing protocols in response to all possible scenarios.

Staff Training and Family Education

Families and staff received a comprehensive document created in consultation with Odyssey parent physicians and school administrators outlining health and safety protocols on August 25th, 2020 (*see appendix*). Parents/guardians will continue to receive frequent communications from the head of school regarding any updates to protocols.

Testing of Students and Staff

Families have already been instructed to communicate with their healthcare providers regarding the different testing options available to them. Odyssey has also compiled information about local free community testing options and private testing options that can be accessed by both symptomatic and asymptomatic individuals that will be shared with all families. This way, in the event that a student or staff member shows symptoms or has a known exposure, each individual will have a testing plan in place and can be rapidly tested to aid in contact tracing efforts.

Odyssey will communicate with families to ensure adequate and appropriate testing protocols are implemented within the school community

- Students or staff who exhibit COVID-19 symptoms, have a suspected exposure, or have a temperature of 100.4 or above will be instructed to get tested
- Any student who is a close contact to a household case will be instructed to get tested and quarantine for 14 days from date that COVID-19 positive household member completes his/her isolation regardless of test results
- Testing will be recommended for members of a cohort with a positive case with priority given to symptomatic individuals

While families or staff are awaiting test results, students/staff will be instructed to stay at home, and Odyssey will communicate specific instructions regarding quarantine/isolation periods and contact tracing protocols.

Parents/guardians and staff will be required to notify head of school, Stephen Lane immediately if a student or staff member tests positive.

Surveillance Testing

Odyssey will require all staff to be tested on a monthly basis through their healthcare provider (Kaiser Permanente) or through an approved community testing site such as Project Baseline. Staff will receive a testing schedule and are responsible for reporting results to the head of school. If San Mateo County is moved back to the purple tier, or epidemiological data indicate widespread or increasing community spread, testing cadence will be increased to detect potential cases.

Triggers for Transition to Distance Learning

Odyssey will take immediate action to close the school if there are cases in more than one cohort (grade level) or when at least 5% of the total number of students and staff members (3 or more individuals) have been diagnosed with COVID-19 in a 14 day period. Odyssey will comply with closure recommendations from SMC CD Control based on case rates and positivity rates on campus, public health investigations or other local epidemiological data.

Communication Plans

Odyssey will model all communications regarding cases and exposures on the example communications provided in San Mateo County's Pandemic Recovery Framework. Basic principles for communications include:

- Protecting the privacy of all community members by withholding any identifiable information about cases or suspected cases
- Communicating in a timely manner with all staff members and families who may be considered close contacts to a case
- Providing thorough information about quarantine procedures and cleaning protocols to ensure that families feel that the school is handling the situation appropriately and with the school community's best interest in mind
- Providing concrete steps for individual families to take depending on student/staff member's relationship to the case (case, close contact or likely contact)

Appendix - The appended documents listed below are posted on our website right where the top listing, the "Reopening of School" document is located. Please use the URL below and click on each link to view:

<https://www.odyssey-school.org/reopening-plan-2/>

Self-Assessment

Community Compact

Contact Tracing and Communication Protocol Sample Communication

San Mateo County COVID-19 Recommendations Checklist for K-12 Schools and other School-Based Programs Companion Flow Chart

Odyssey Health and Safety Under COVID-19

