



## **COVID-19 Safety Plan (CSP) for Odyssey School, San Mateo, CA**

Updated January 28<sup>th</sup>, 2021

### **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. Before reopening to in-person instruction in late October, in accordance with small setting guidance and camp guidance, Odyssey teachers had been taking small groups of students on afternoon bike rides or hikes, off campus. Each grade had the opportunity to participate in this field experience at least once a week. Thus, all of our students and staff were already very familiar with our COVID-19 protocols including self-monitoring for symptoms leaving the house, 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 gave staff the opportunity to develop best practices and to fine-tune procedures that are central to the success of the on-campus phase. We saw the return of students to campus as the second phase of an incremental approach to in-person instruction that had already been underway since late August. Our field component has continued as we have moved into our on-campus phase. The field program provides 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 are 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 are enforced and facilitated by careful 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 performs a self-assessment at home before leaving each morning, using a form provided by Odyssey (*see appendix*).
  - Families and staff receive periodic reminders about self-screening protocols.
    - If a student is not feeling well, exhibiting COVID-19 symptoms, or has had a possible exposure, they are instructed to stay home.
  - Each student undergoes a health check on campus as their first event upon arrival, which constitutes:
    - Measurements; body temperature using a contactless thermometer and blood oxygen levels using a pulse oximeter.
    - A comprehensive interview for possible COVID-19 symptoms experienced within the prior 48 hours.
  - 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, pulse 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, Porta-Potties, and hands-free hand washing facilities (pedal driven), and sanitation stations are 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.
- **Stable group structures:** physical separation into cohorts will take place all year by grade level (**12 students** in 6<sup>th</sup> grade, **17 students** in 7<sup>th</sup> grade, **19 students** in 8<sup>th</sup> grade).
  - Students remain in their cohorts for all classes while three staff members rotate between cohorts for departmentalized classes.
  - 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade cohorts 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 completely separate (*see campus map*).

- Upper and lower campus each has separate bathrooms (Porta-Potties), washing stations, *etc.* minimizing the chance of one cohort coming into contact with another.
- **Physical Distancing: Entrance, Egress and Movement Within the School**
  - Staggered drop-off and pick-up times to avoid large gatherings and keep grade cohorts separate (please see details below).
  - 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 throughout the campus.
    - Lunch takes place outdoors and with at least six feet distance between people.
  - Students will use one outdoor classroom for the day, and select teachers will move from upper campus outdoor classroom to lower campus outdoor classroom.
  - Secure delivery area and central administrative office are located far away from two instructional cohort locations, ensuring separation of campus visitors from students.
  - No all-school meetings or gatherings.
  - Parents/guardians are only allowed on campus during pick-up and drop-off, during which time they remain in their cars.
  - Staff practice physical distancing among themselves and work primarily outdoors.
    - When inside the building, a maximum of nine staff members may be present, separated into designated, distant work-zones, and wearing masks at all times.
- **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.
  - Classroom teachers and instructional assistants are responsible for keeping students in their masks all day long. Additionally, other staff members patrol the campus and monitor 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 is provided in each outdoor classroom.
- Outdoor soap and water washing stations are positioned in both the upper and lower campus.
- In order to prevent students from exposure to the aerosol particles of flushing toilets, Odyssey School has positioned passive-flushing Porta Potties on the upper and lower campus.
  - Porta Potties are cleaned by both the contractor and staff members daily.
- 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 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).
    - There will be no 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 hygiene protocols. In addition, staff model and monitor proper hygiene practices throughout the day.

- **Cleaning and Disinfection of School Building**

- No students, parents, or other visitors are allowed inside the building at any time.
- The indoor school facilities are only used by nine designated staff members, with each staff member assigned to their own classroom/office.
  - Staff are responsible for maintaining regular cleaning/disinfection of their personal spaces as well as shared spaces.
- The entire building is 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 8<sup>th</sup> grade cohort is the largest, meaning a maximum of 19 students will be arriving within a 15-minute window.

## Drop-Off

- Drop-off occurs at the lower traffic circle.
  - The upper driveway is blocked off.
  - Parents *pull all the way through and up to the end of the circle.*
  - **Only the student may exit the car.**
  - An Odyssey staff member is at the traffic circle to direct and assist.
- Immediately after exiting the car, the student gets 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 close the main gate after drop-off and open it shortly before pick-up time. Visitors must phone the main desk if they wish to enter campus, however only staff are allowed inside the school building.

## Identification, Tracing of Contacts and Reporting of Cases

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

- Immediate notification (within 24 hours) of San Mateo County Health Department, San Mateo County Office of Education (SMCOE), and California Department of Public Health (CDPH).
  - Head of school, Stephen Lane will act as liaison to the CDPH, SMCOE and the SMC Health Office.
  - The following information will be reported to all agencies:
    - The full name, address, telephone number, and date of birth of the individual who tested positive.
    - The date the individual tested positive, and the date the individual was last on-site at Odyssey School campus.
    - The full name, address, and telephone number of the person making the report.
- 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*) and in keeping with HIPAA and FERPA.
- 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* (updated September 8<sup>th</sup>, 2020) 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 25<sup>th</sup>, 2020 (*see appendix*). Parents/guardians receive frequent communications from the head of school regarding any updates to protocols. Staff COVID-19 safety training occurs at weekly faculty meetings on an as-needed basis.

### Testing of Students and Staff

Families have been instructed to communicate with their healthcare providers regarding the different testing options available to them for the purpose of complying with Odyssey School's Transition Week testing requirements. A Transition Week can be defined as any week that immediately follows a school break (Thanksgiving Break, Winter Break, February Break, Spring Break, etc.). During any given Transition Week, 100% of classed are hosted using Zoom to allow students, faculty, and staff get COVID-19 tests. All individuals submit their test results to the Health and Safety Officer. After students verify a negative test, they are allowed to attend on-campus instruction the following week.

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 has been shared with all families. This way, in the event that a student or staff member shows symptoms or has a known exposure, each individual has 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. General protocols are as follows:

- 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, per CDPH guidelines.

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. Staff receive a testing schedule and are responsible for reporting results to the Health and Safety Officer. Testing cadence is informed by epidemiological data and CDPH guidance.

### **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