

VPS Campus Re-opening Plan & Safety Guidelines

Last updated: July 12, 2020



As Valley Preparatory School (VPS) prepares to reopen its campus, this plan has been developed to better-ensure the safety of the children, staff, and visitors. This plan is



based upon the *Guidance for Schools and Day Camps* developed by the CDC. It is anticipated that these guidelines (in-full or in-part) will remain in-place at VPS until such time as a vaccine becomes readily available to the general public. **This plan will be continually updated by VPS as new information becomes available.**

Valley Prep will promote healthy hygiene practices by ...

1. Promoting hand hygiene:
 - a. Encourage students to wash their hands with liquid hand soap multiple times each day
 - b. Encourage students to use hand-sanitizer multiple times each day
2. Promoting respiratory etiquette: Encourage students to cover their nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available) and to keep their hands away from their nose, mouth, and eyes.
3. Enforcing the use of face coverings, as recommended by the CDC.
4. Maintaining adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer (with at least 60 percent alcohol), tissues, and no-touch trash cans.
5. Posting signs on how to stop the spread of COVID-19 and properly washing hands.

Valley Prep will intensify cleaning, disinfection, and ventilation by ...

1. Cleaning and disinfecting frequently touched surfaces throughout the campus daily. See *Cleaning Standards by Classroom* for further details.
2. Ensuring safe and correct application of disinfectants and keeping such products away from children.
3. Ensuring ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
4. Using Hepa Air Purifiers in certain rooms.

Valley Prep will ensure social distancing by ...

1. Ensuring that student and staff groupings are as static as possible by having the same group of children stay with the same staff whenever possible. **NOTE:** In certain instances (such as Preschool and PreKindergarten), a Specialist teacher may go the students' homeroom rather than the students going to the Specialist's room.
2. Not allowing (day) fieldtrips and inter-school sporting events, until further notice.
NOTE: *overnight trips rescheduled from Spring 2020 may be allowed to occur based upon feedback from the vendor and health officials.*
3. Not allowing gatherings or events where appropriate social distancing is not possible. Prohibiting the use of buffet-style serving at events where social distancing is possible.
4. Restricting access to the campus by nonessential visitors and volunteers.
5. Where possible, increasing distance between seats (and bedding in PS/PK) in classrooms.
6. Where possible, turning desks to face in the same direction (rather than facing each other) to reduce transmission caused by virus- containing droplets (e.g., from talking, coughing, sneezing).
7. Where necessary, using sneeze-guards to create dedicated workspace for each child.
8. Doing group-work outdoors (at picnic tables, for example) and reducing close-contact activities as much as possible.
9. Increasing distance between seats at picnic tables (for lunch, snack, and group-work) and disinfecting immediately after use. Where necessary, sneezeguards will be installed to allow students to sit across of each other while eating.

10. Reducing the number of students who are allowed in the bathroom at the same time (following recess or changing clothes for PE).
11. Increasing distance between groups of (Middle School) lockers (or staggering dismissal-times) to reduce congestion.
12. Ensuring elementary students use their “cubbies” at staggered times.
13. Limiting direct contact between staff and parents as much as possible. **NOTE:** A sneeze-guard will be installed in the front office on the reception counter.
14. Ensuring staff members are socially distanced when eating in the Staff Lounge or attending staff meetings.
15. Working to ensure students do not congregate in large, static groups while at-play.
16. Increasing distance between students during the Monday Flag Ceremony and daily Afternoon Carpool, and/or requiring a face-covering.

Valley Prep will limit sharing by ...

1. Keeping each child’s belongings separated from others’ in individually labeled containers, cubbies, lockers, or designated areas.
2. Ensuring adequate supplies to minimize sharing of high touch materials to the extent possible (example, art & science-lab supplies). When sharing is unavoidable, ensuring that supplies are cleaned and disinfected regularly.
3. Providing pre-packaged boxes or bags for each attendee of an event (that ensures social distancing) instead of a buffet-style meal.
4. Avoiding the sharing of foods and utensils at all times.
5. Avoiding the sharing of electronic devices, toys, books, and other games or learning aids. When sharing is unavoidable, ensuring that resources are cleaned and disinfected regularly.

Valley Prep will train all staff in the above safety actions.

Valley Prep will check for signs and symptoms of illness by ...

1. Requiring all staff to be tested for COVID-19 (only if mandated by local or county officials)
2. Requiring all students to be tested for COVID-19 (only if mandated by local or county officials)
3. Implementing screenings (such as taking students’ temperature daily) safely and respectfully
4. Encouraging staff to stay home if they are sick and encouraging parents to keep sick children home.
5. Following a strict policy of sending-home students and staff members who exhibit the following signs of illness (vomiting; constant coughing or sneezing; fever of 100.4 and above).

Valley Prep will plan for when a staff, child, or visitor becomes sick by ...

1. Providing an isolation room to separate anyone who exhibits the signs of illness listed above. The school secretary will follow *Standard and Transmission-Based Precautions* when caring for sick people.
2. Notifying health officials of “possible” case(s) of COVID-19 (if mandated by county health officials)
3. Immediately cleaning and disinfecting an area used by a sick person.
4. Ensuring sick students and staff members do not return until they have met *Criteria to discontinue home isolation (see below)*
5. Informing those exposed to a person “confirmed” to have COVID-19 to stay home and self-monitor for symptoms. The school would then be guided by recommendations from the County Department of Health regarding a possible campus closure (see below). **NOTE: The school must be informed immediately if a VPS student (or someone in that student’s immediate family) tests positive for COVID-19. The school reserves the right to remove a family from the school (without refund) for failure to do so.**

Valley Prep will maintain healthy operations by ...

1. Implementing flexible sick leave policies and practices.
2. Ensuring a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

Valley Prep may close if ...

1. Required by State and local health officials. Distance Learning would immediately be implemented. Regular tuition payments would remain due and no refunds would be offered.
NOTE: *If a campus-closing is designated as “optional” by local health officials, Valley Prep will consider remaining open, giving families the option of on-campus or distance learning.*
2. A person diagnosed with COVID-19 is determined to have been in the school and (based on feedback from the County Department of Health) poses a risk to the community. In such an instance (and if advised to do so by the County Dept of Health), the school would close for an indefinite period of time for cleaning & disinfection and while contact tracing is underway. If required by the County Dept of Health, students and staff would need to be tested for COVID-19 before returning to campus.

Once the campus reopens in August, Valley Prep will endeavor to provide a Distance Learning alternative for the 2020-21 school year

For families who are not ready for their children to return to on-campus instruction, the school will endeavor to provide Distance Learning opportunities. Interested families should contact the Head of School for further details.

Cleaning Standards by Classroom

Valley Prep will intensify the cleaning and disinfecting of frequently touched surfaces across the campus daily, including (but not limited to) the following:

- In each **classroom** ... frequently touched surfaces (including doorknobs, faucet handles, desks, and countertops) will be wiped daily and sprayed weekly with a “misting disinfectant.”
- In each **bathroom** ... frequently touched surfaces (including doorknobs, faucet handles, toilet levers, sinks, paper dispensers, soap dispensers, and countertops) will be wiped daily and sprayed weekly with a “misting disinfectant.”
- In the **Early Childhood Classrooms** ... frequently touched surfaces (including doorknobs, faucet handles, countertops, tables, and toys) will be wiped daily and sprayed weekly with a “misting disinfectant.”
- On the **playground** ... all equipment will be sprayed weekly with a “misting disinfectant.”
- In the **Front Office** ... a sneeze-guard will be installed on the reception counter and all surfaces will be wiped daily.
- In the **Health Room** ... frequently touched surfaces (including doorknobs, faucet handles, and countertops) will be wiped daily (and immediately following a sick child’s departure from the room) and sprayed weekly with a “misting disinfectant.”
- In the **Staff Lounge** ... frequently touched surfaces (including doorknobs, faucet handles, tables, sofas, refrigerators, microwave, coffee maker, and countertops) will be wiped daily and sprayed weekly with a “misting disinfectant.”
- In the **Library** ... books will be wiped upon return and quarantined for a period of time.
- In the **Science Lab** ... when possible, supplies will not be shared. When unavoidable, supplies will either be disposable or will be wiped before and after use.
- In the **Art Room** ... when possible, supplies will not be shared. When unavoidable, supplies will either be disposable or will be wiped before and after use. Specifically, supplies will be grouped into three categories:
 1. Single-use supplies (provided by the school) which can be distributed by the teacher to each student (with no subsequent sharing) such as paper.

2. Multi-use supplies (provided by the school) which can be distributed by the teacher to each student (with no subsequent sharing) and later collected & wiped-down, such as paint brushes.
 3. Supplies which each student must bring to the art-room for personal use, such as crayons & markers.
- In the **Music Room** ... when possible, supplies (including instruments) will not be shared. When unavoidable, supplies (including instruments) will be wiped before and after use.
 - In the **Kitchen** ... frequently touched surfaces (including doorknobs, faucet handles, countertops, stove dials, refrigerator, freezer, preparation tables, and cabinet handles) will be wiped daily and sprayed weekly with a “misting disinfectant.”

CDC Criteria to Discontinue Home Isolation

For those confirmed of having COVID-19

NOTE: Either strategy outlined below is acceptable (Valley Prep will be guided by the recommendations of the County Department of Health).

- *Symptom-based strategy*. Exclude from work or school until:
 - At least 3 days (72 hours) have passed *since recovery* ... defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
 - At least 14 days have passed *since symptoms first appeared*
- *Test-based strategy*. Exclude from work or school until:
 - Resolution of fever without the use of fever-reducing medications **AND**,
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **AND**,
 - Negative results of a CDC-approved COVID-19 diagnostic test

For those who are ill, but not confirmed of having COVID-19

Exclude from work or school until:

1. Fever is 100.4 or below, AND,
2. All vomiting has ceased
3. Most coughing and/or sneezing has ceased