



MOUNT MADONNA SCHOOL POLICIES AND PROTOCOLS FOR MAINTAINING A SAFE AND HEALTHY SCHOOL AND WORKPLACE IN LIGHT OF COVID-19

SCHOOL-WIDE POLICIES AND PROTOCOLS

The following documents make up Mount Madonna's reopening plan:

Emailed in August 2020 to MMS Community

Mount Madonna prioritizes the safety of our school and extended community. The school's COVID-19 policies, protocols, and procedures are in compliance with the Center for Disease Control (CDC) guidelines, the California Department of Public Health (CDPH) and COVID-19 and Reopening In-Person Instruction and Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, the California Department of Education (CDE) guidelines [Stronger Together](#), and the Reopening Framework for Santa Cruz County Schools, [Restore](#). We are collaborating with the Santa Cruz Health Services Agency and consulting with physicians, an infectious disease scientist and an MMS alumnus, and safety experts to prioritize and protect our school community's health by implementing multiple strategies to mitigate COVID-19. The school is committed to being flexible and nimble, and as such, our policies, protocol, and procedures might adjust throughout the year to reflect the current scientific findings and best-accepted practices.

On July 10, 2020, the American Academy of Pediatrics released a statement supporting schools to safely reopen for in-person instruction. Schools play an instrumental role in developing the intellect and academic skills of children. Equally important is the fundamental role that schools play in the well-being of children and their social and emotional development.

Mount Madonna School strives to provide a safe and supportive environment, and we are in an unparalleled position to continue offering an innovative, in-person educational experience from dynamic and caring educators.

- We offer small student-to-teacher ratios in all grade levels across the school.

- We are situated on 375-acres of groves of coastal redwoods and live oaks, mountain meadows, chaparral and ponds.
- Educators and students have the choice and flexibility in where they teach and learn. We have dedicated indoor and outdoor classrooms for each grade level and spacious open-air corridors. Like indoor classrooms, our outdoor classrooms are furnished and equipped with shade structures, whiteboards, Wi-Fi technology, and data projectors. The school has also invested in new high-quality learning spaces such as our outdoor amphitheater.

As a school community, we remain focused on the health and well-being of our students, faculty, staff and community. We have worked to cultivate a trusting and transparent relationship within our community. Regardless of how much time and effort put into our school reopening plan, in order for this plan to be successful, everyone in our community must understand their role and responsibility in keeping each other safe. We trust that families will educate their children on:

- how to properly wear face coverings and will reinforce this practice outside the home,
- the importance of physical distancing when outside the home, and
- practicing healthy hygiene habits, such as hand-washing for 20 seconds.

Most importantly, we trust that families will communicate with the school around issues of testing, exposure, and quarantine.

Thank you,
Ann Goewert
Head of School

Copies of these internal planning documents may be found here: MMS Server, Front office and the Staff Handbook

I. School Protocols for Maintaining a Safe and Healthy School and Workplace in Light of COVID-19

- Surveillance Testing
- Vaccine
- K-12 Testing
- Use of Shared Space
- Signage at Each Entrance
- Signage on Campus
- Overview of School Health and Safety
- Protocols for Physical Distancing and Individual Responsibility for Employees (Internal Document)
- Protocols for Physical Distancing and Individual Responsibility for Students (Policy to be shared with Parents)
- Protocols for Cleaning & Disinfecting the School Campus

- Personal Protective Equipment
- Bus Services
- Protocol for Meals at School
- Hygiene Practice and Resource for Parents
 - Proper handwashing techniques according to the CDC guidance: <https://www.cdc.gov/handwashing/index.html>;
 - Proper hygiene practices: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>;
 - CDC information and training on proper use, removal, and washing of cloth face coverings, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
 - Provide resources to parents for how to speak with their children about COVID-19, physical distancing, and the wearing of face coverings (see CDC materials, which are accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>).

II. COVID-19 Screening

- Internal Guidelines and Recommendations for Personal Protective Equipment (PPE) for Staff Performing Screenings (Internal Document)
- Protocol for Employee COVID-19 Symptom Screening (Internal Document)
- Protocol for Student COVID-19 Symptom Screening (Policy to be shared with Parents)

III. COVID-19 Exposure Involving Employees

- Checklist for Managing COVID-19 Exposures Involving Employees (Internal Document)
- Certification for Employee Returning to Work After International Travel
- Protocols for Physical Distancing and Individual Responsibility for Employees (Internal Document)
- Protocol for Employee COVID-19 Symptom Screening (Internal Document)
- Temperature Test and Screening Form: Employees
- Protocol When An Employee Exhibits Symptoms Associated with COVID-19 at Work (Internal Document)
- Policy for Use and Disclosure of Employee Confidential Medical Information Related to COVID-19 (Internal Document)
- Authorization for Use and Disclosure of Medical Information
- Emergency Paid Sick Leave and Emergency FMLA Policy (Internal Document)
- Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Results, or Exposure

- Accommodation Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19 (Internal Document)
- Telework Policy (Internal Document)

IV. COVID-19 Exposure Involving Students

- Checklist for Managing COVID-10 Exposures Involving Students (Internal Document)
- COVID-19 Release and Waiver Agreement
- Certification for Student Returning to School After International Travel
- Protocols for Physical Distancing and Individual Responsibility for Screening (Policy to be shared with Parents)
- Protocol for Student COVID-19 Symptom Screening (Policy to be shared with Parents)
- Temperature Test and Screening Form: Student
- Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School (Policy to be shared with Parents)
- Policy for Use and Disclosure of Student Confidential Medical Information Related to COVID-19(Internal Document)
- Authorization for Use and Disclosure of Medical Information
- Certification for Student Returning to Work after COVID-19 Symptoms, Positive Test Results, or Exposure

V. Communication Plan

- School COVID-19 Communication Plan
- Sample Notice to Parents on School Reopening Plans, Policies and Protocols
- Memorandum to Managers and Supervisors on COVID-19 Policies, Protocols, and Procedures
- Memorandum to Employees on COVID-19 Policies, Protocols, and Procedures
- Employee Social Distancing and Workplace Safety Responsibilities – Do’s and Don’ts of Compliance
- Sample Notice of Exposure to COVID-19
- Sample Notice of COVID-19 School Outbreak
- Sample Notice of School Closure Due to COVID-19
- Sample Communication to Families about How to Respond to Possible COVID-19 Cases
- Email to Families about Returning to School from Holiday Break

VI. Updates: 9/21/20 Governor Newsom Signs SB 1159 and AB 685 Into Law Impacting COVID-19 Related Workers’ Compensation Coverage and Creating New Notice and Reporting Requirements Related to COVID-19 Workplace Exposures

I. Mount Madonna School Protocols for Maintaining a Safe and Healthy School and Workplace in Light of COVID-19

CAMPUS/FACILITY/BUILDING-SPECIFIC MEASURES

Address of School's Campus: Mount Madonna School, 491 Summit Rd, Mount Madonna, CA 95076

Santa Cruz County Health Service Agency Contact: 831-454-4242
Santa Cruz County Health Service Officer: Dr. Gail Newel,
gail.newel@santacruzcounty.us, 831-454-4476

Surveillance Testing

Mount Madonna School, the Santa Cruz County Office Education, all Santa Cruz County School Districts, and all Charter Schools have partnered with Stanford Medicine to make surveillance testing to all essential school personnel at no cost to the employee. The California Department of Public Health recommends that adequate surveillance testing would include a minimum of 25% of essential school staff be tested every two weeks, or 50% a month. In addition to recurring appointments required by CDPH, we will also offer open testing to any school employee who requests it.

Surveillance testing provided by Stanford Medicine will incur no costs to the employee. Recent California legislation enacted emergency COVID-19 regulations which expand the scope of diagnostic testing that plans must cover to include COVID-19 for essential workers, which means that all insurance providers will be mandated to cover the full cost of these tests (Cal. Code Regs. Tit. 28 § 1300.67.01). Stanford Medicine will be responsible for billing each Staff Member's insurance provider directly. Each test costs a total of \$77, which each employee's insurance companies will be required to pay in full.

Privacy for these tests is protected under the Health Insurance Portability and Accountability Act (HIPAA). The Santa Cruz County of Education and Pajaro Valley School District's role in this partnership is only to help provide a testing site, coordinate logistics of testing and help communicate with school personnel. Test results will be shared only with Stanford Medicine and

a requesting physician if a test result is positive for COVID-19. Our requesting physician for this testing service will be our Public Health Officer, Dr. Gail Newel, who will be able to quickly initiate contact tracing in the event of an outbreak at our school.

Adequate surveillance testing is one of many key components in the ability of schools to resume in-person instruction safely to prevent transmission of COVID-19. Staff will conduct a [self-administered nostril swab test](#) in the presence of a trained medical professional, and test results will be available within 24-48 hours. The testing locations are:

- Santa Cruz County COE at 399 Encinal St. Santa Cruz
- Pajaro Valley Unified School District at 294 Green Valley Road Watsonville

To ensure the test is conducted properly, a school nurse will be available at the testing location to provide you oral instructions and observe each staff member. No contact will be required between the Staff member and the school nurse overseeing the process.

Each day, a courier will transport test specimens to the Stanford Medicine Lab. Tests are analyzed in pools of groups of 4 or 8. If any test within a pool comes back positive, each individual specimen will undergo testing to identify which individual tested positive.

If a test result is positive, the staff member would also be notified via phone and secure messaging through the Stanford portal. The authorizing physician for this project, Dr. Gail Newel, would also receive the test results to initiate contact tracing.

1. Complete the [Google Form](#). *We have created a Google Form to gather information such as health insurance. Securely, we will share the data with the Santa Cruz County Office of Education, which coordinates the effort on behalf of the schools in our county.*
2. Complete the [Stanford Consent Form](#). One of the questions will ask you to select your preferred appointment date and time.
3. Register for a [Stanford MyHealth](#). *Having a Stanford Health MyHealth account is a necessary part of the registration process. The process of registering for an account does ask for a credit card number, this is simply to check your identity and your card will not be charged. This **does not** constitute a hard check of your credit. **If you already have a MyHealth account there is no need to do anything.***
4. Watch a [quick, just over one-minute video](#) with instructions of how to complete the self-administered nostril swab test.

Vaccine

The school encourages all employees and students to be immunized for the influenza virus unless otherwise directed by a medical professional. Mount Madonna School, the Santa Cruz County Office Education, all Santa Cruz County School Districts, and all Charter Schools are actively partnering to create a vaccine program to offer to all employees once the vaccine is readily available.

Sample Communication to Families

How to Respond to Possible COVID Cases

The health and safety protocols followed by **Mount Madonna School** (MMS) are designed to mitigate the spread of COVID-19, and are informed by guidance from the California Department of Public Health, the Santa Cruz County Health Services Agency, the Center for Disease Control, and in consultation with physicians and scientists. As flu season approaches, public health and physicians are encouraging flu shots as many of the symptoms and signs of the flu are similar to COVID-19.

We continue our practices of daily *ImHealthyToday* (IHT) screening, wearing masks, physical distancing, reinforcing healthy hygiene habits, and enhanced cleaning and sanitation routines. MMS will remain open for in-person learning unless the one or more of the following occur:

- We have positive COVID cases in our school community
- Air quality or the weather does not permit in-person learning
- The state or local health department instructs us to close campus
- There is significant non-compliance with the California COVID safety guidelines. The community-minded precautions we take off-campus are as equally important as the ones we practice daily at MMS

Daily IHT screening allows the school administration to monitor health on our campus. IHT offers an added benefit to our students, faculty and staff by providing them with timely access to a medical professional should they feel unwell.

Please refer to the "How to Respond to Possible Covid Cases" chart.

K-12 Testing

Mount Madonna School has partnered with ImHealthyToday, a “Data-Driven, Doctor-Managed” program. This multifaceted mandatory program utilizes technology for daily health screening that includes doctor established algorithms and doctor telehealth visits for every student, faculty and staff to proactively support the safety of every person entering our campus. Along with our current safety protocols, we will now be able to:

- Track the daily COVID-19 related health status of every individual on campus.
- Connect a student, faculty or staff member displaying symptoms of COVID-19 with a doctor via a telehealth call to assess their condition prior to coming to school.
- Make testing available to all students through overnight testing kits or other testing options. Doctors will oversee the test virtually before it is returned via overnight service to a medical lab. Results will be available in 48 hours or less.
- Oversee the status of any student, faculty or staff member who tests positive for COVID-19 via telehealth doctors, who will monitor their

status until a negative test result allows them to safely return to campus.

Use of Shared Areas

The School maintains indoor- and outdoor-shared areas, which are utilized by School employees and students. These shared areas are listed below. Access to such areas at any one time may be limited to the number of persons identified in the chart below.

Lower School Classrooms	Maximum number of persons permitted in the classroom at a given time
Lakeview Building	26
Farm House	12
Farm House Annex	15
Courtside Room 1	12
Courtside Room 2	12
Courtside Annex	10
Garden House	16
Upper School Classrooms	Maximum number of persons permitted in the classroom at a given time
A-1	13
A-2	14
A-3	12
Library	26
Children’s Library	8
B-4	12
B-5	2
B-6	13
B-7	2
B-8	13
B-10	10

B-11	4
B-12	13
C-13	12
C-14	12
C-15	2
C-16	8
C-17	15
C-18	12

Indoor Buildings (e.g., gyms, libraries, multipurpose rooms, conference rooms, auditoriums, copy rooms, front office, etc.)	Maximum number of persons permitted in the area at a given time
Lower School Gymnasium	75
Upper School Gymnasium	75
Assembly Room	40
Administrative Front Office	6
Conference Room	5
Business Office	3
Upper School Director's Office	1
Registrar's Office	1
Advancement & Admissions	3
Head of School	3
Upper School Staff Room	3
Preschool Staff Room	1
Farmhouse Staff Room	1
Farmhouse Lower School Director's Office	1
Courtside Staff Room	3
Snackbar	3

Restrooms	Maximum number of persons permitted in the area at a given time
Preschool Adult	1
Preschool Children	2
Farmhouse	1
Farmhouse Annex Adult	1
Farmhouse Annex Children	1
Courtside Room 1	2
Courtside Room 2	1
Courtside Annex	2
Building A - Girls	3
Building A - Boys	2
Building C - Girls	3
Building C - Boys	2
Upper School Gymnasium Bathroom -Girls	8
Upper School Gymnasium Bathroom -Boys	4

Outdoor areas (e.g., outdoor play areas, outdoor dining areas, outdoor classroom space, etc.)	Maximum number of persons permitted in the area at a given time
Preschool Playground	12
Preschool Garden	3
Preschool Deck/Outdoor Dining Area	12
Preschool Sand Box	3
Farmhouse Deck	5
Farmhouse Outdoor Classroom	8
Farmhouse Playground	15
Farmhouse Swings	2

Farmhouse Annex Deck	4
Farmhouse Annex Outdoor Dining Area	15
Courtside Outdoor Classroom	15
Courtside Annex Outdoor Classroom	15
Courtside Annex Deck	4
Courtside Outdoor Area	15
Oak/Waterfall Outdoor Classroom	14
Gaga Pit Oak Outdoor Classroom	14
Middle School "Science" Outdoor Classroom	14
Middle School "English" Outdoor Classroom	13
Four Square Outdoor Area	17
Library Outdoor Classroom	20
Old Oak Outdoor Classroom	8
High School "Science" Outdoor Classroom	14
Quad Outdoor Classroom	14
Amphitheater	50

Signage At Each Entrance

- Signage is posted at each entrance of the school to inform all employees, students, and parents that they must not enter the facility/campus if they have a fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other symptoms associated with COVID-19 identified by the Centers for Disease Control ("CDC"). Signage states that, while in the facility/campus, individuals must maintain a minimum 6-foot distance from one another.
- A copy of any postings required by the local public health department are posted at each entrance to the facility/campus.

Signage On-Campus

To educate and protect the health and well-being of our community, the following signs are posted at appropriate, highly visible locations on the campus.

- A copy of the following [notices](#) are posted at appropriate, highly visible locations in the facility/campus as recommended/required by the CDC, CDPH, CDE, local public health department, and/or local office of education:
- [Properly wearing and using cloth face coverings](#)
- [Promoting everyday protective measures](#)
- [Stopping the spread of germs](#)
- [Properly washing hands](#)
- Markers to indicate 6 feet of space are placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.
- Signage indicating the maximum number of persons permitted in an area at any given time is posted at the entrance or other highly visible location in that area.

School Health and Safety

- All should employees not to come to work and parents not to bring students to school if they are sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or other symptoms associated with COVID-19 identified by the CDC). This School has directed employees take their temperature before arriving on campus each workday.

- The School is conducting temperature and symptom screening before allowing employees, students, parents, and visitors to enter the facility/campus.
- The School will communicate with contacts from the County of Santa Cruz Health Service Agency (**Santa Cruz County Health Service Agency Contact:** 831-454-4242; **Santa Cruz County Health Service Officer:** Dr. Gail Newel, gail.newel@santacruzcounty.us, 831-454-4476 regarding information about COVID-19 exposures at the School. The School will report to the local health officer by telephone within twenty-four hours from the time an individual within MMS was made aware of a new case. MMS will assist the local Health Service Agency in facilitating contact tracing for employees or students who test positive for COVID-19 in accordance with confidentiality requirements.

School Name:						School Address:												School Contact:		
Identification						Did this person experience the following symptoms? (Y/N/U)														
Staff or Pupil (S/P)	Name (last, first)	Address	Telephone number	Date of Birth	Gender (M/F/Other)	Room / Teacher/ Grade	Fever \geq 100.4 F?	Subjective fever?	Chills?	Short of breath?	Cough?	Sore Throat?	Fatigue?	Body Aches?	Nausea, vomit, diarrhea?	Headache?	New loss of taste?	New loss of smell?	DATE	SIGNATURE

MMS will collaborate with the County of Santa Cruz Health Service Agency if we are aware of a COVID-19 outbreak (defined as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in school, are from different households, and are not contacts of each other) on campus. The shared goals are to identify and isolate all cases and to identify, quarantine, test contacts to prevent further transmission of COVID-19 at school and to attempt to determine whether the cases had a common exposure at school. In consultation with the County of Santa Cruz Health Service Agency, the school would notify parents of a cluster/outbreak and close for a 14-day period and pivot to remote learning.

Summary of Actions for Private Schools

If someone is sick or potentially sick	If someone is around someone who is sick
Protocol for COVID-19 Symptoms / Confirmed Positive Case	B. Protocol for Close Contact with Confirmed Positive
<p><i>If you become aware a student/staff member may have COVID-19 Symptoms or may have tested positive for COVID-19:</i></p> <ul style="list-style-type: none"> • Safely interview/gather information • Verify that the individual has symptoms or is indeed a Confirmed Positive Case • Positive cases must isolate immediately for 10 days - See Calendar Scenario 2 below • If on campus, isolate and help them get home • Verify if the individual spent any time on school grounds during infectious period (begins 48 hours prior to showing symptoms or taking COVID-19 test) or for 10 days prior to receiving a positive result • Verify if the individual spent 15 minutes over 24 hours within 6 ft of others on school grounds during the infectious period. If yes, <ul style="list-style-type: none"> ○ Complete the Line List and submit it to County Public health within 24 hours of becoming aware of the positive COVID-19 case ○ Notify County Public Health ○ Implement Close Contact Protocol for those individuals (See Column B) • Contact Jennifer Buesing with COE • Notify Custodial Team, close off all areas where the case spent visited and contact third-party professional cleaning service to disinfect all areas where the individual spent time • Send appropriate notification to staff and/or parents (see below) 	<p><i>If you become aware a student/staff member may have been around another person with COVID-19 symptoms or someone who tested positive for COVID-19:</i></p> <ul style="list-style-type: none"> • Safely interview/gather information • Verify that the individual spent 15 minutes over 24 hours within 6 ft of a confirmed positive case during infectious period (begins 48 hours prior to showing symptoms or taking COVID-19 test) • Close Contacts must quarantine immediately for 14 days recommended (10 required, 4 days monitoring symptoms) - See Calendar Scenario 1 below • If Close Contact with Positive Case took place on School grounds see COVID-19 Symptoms / Confirmed Positive (See Column A) • Contact Jennifer Buesing

Definitions

- **Confirmed Positive Case:** Person who has tested positive for COVID-19 (laboratory confirmed)
- **Close Contact:** Someone who was within 6 ft of an probable or confirmed positive case for a cumulative total of 15 minutes or more over a 24-hour period.

- **Infectious period:** Starts 2 days before symptoms onset (or for asymptomatic patients, 2 days prior to COVID-19 test sample collection) until they have isolated for 10 days.
- **Isolation** separates sick people with a contagious disease from people who are not sick (10 days required).
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. 14 days recommended (10 days required, 4 days monitoring symptoms)

Scenario 1: Close Contact and Quarantine

Joe is in close contact with a confirmed positive case on Tuesday. Joe needs to quarantine for 14 days immediately. Joe never develops symptoms and his quarantine ends after 14 days*. He can return to work or school the day after the 14 days* of quarantine.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Close Contact	Day 1	Quarantine			
			Quarantine			
	Day 14*	Return to Work or School				

* [CDC](#), [CDPH](#) and [Santa Cruz Public Health](#) Recommend 14 days of Quarantine (however, at least 10 days are required, plus 4 days monitoring of symptoms).

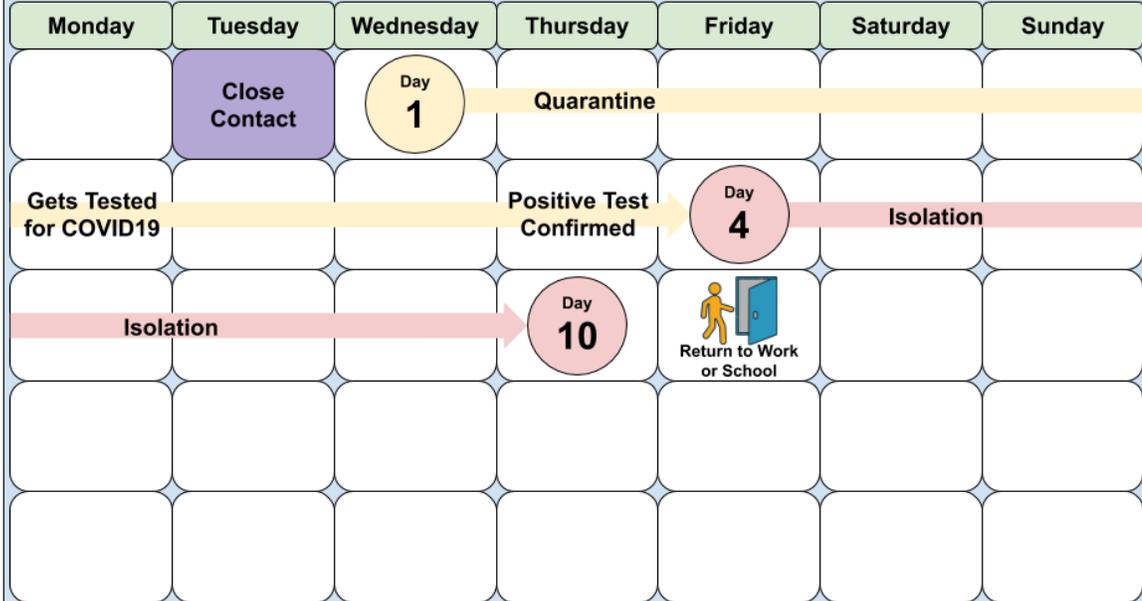
Scenario 2: Symptoms and Isolation

Maria develops symptoms on Monday (cough and fever) and must begin isolation immediately. Day 1 is the day after symptoms begin. Maria must isolate for 10 days. She can return to work/school if she is feeling better and has been fever free (without fever reducing medicine) for 24 hrs.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Symptoms Begin	Day 1	Isolation			Begins Feeling Better	
Isolation		No more Fever	Day 10	Return to Work or School		

Scenario 3: Close Contact then Positive Test

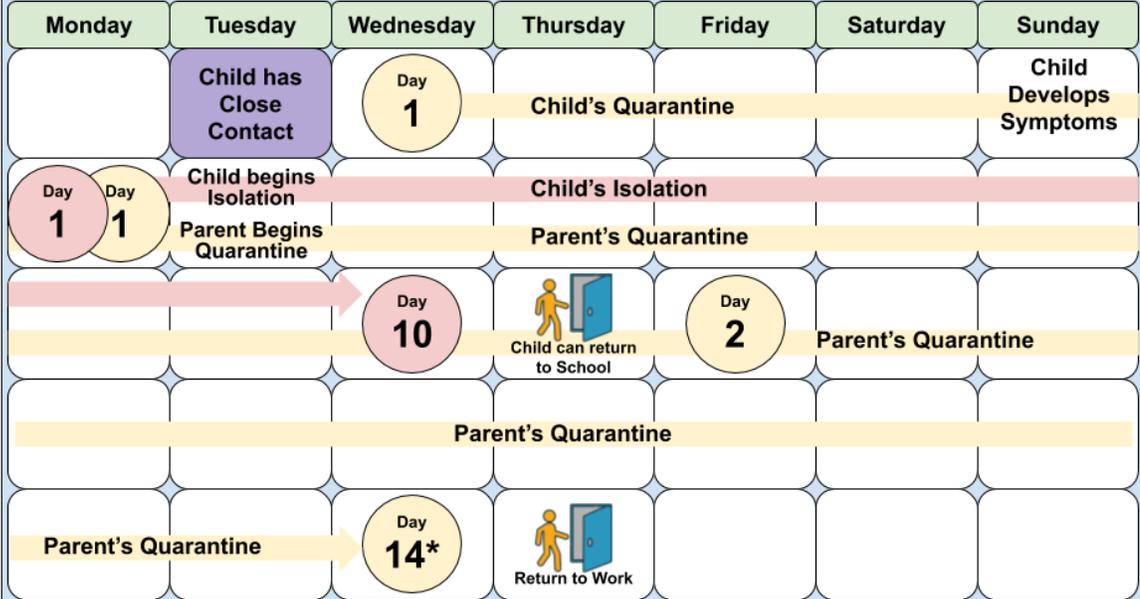
Alex is in close contact with a confirmed positive case and must begin quarantine immediately. During quarantine he is tested for COVID-19. His test result is positive and must isolate for ten days. The first day of isolation is considered the day after taking the test (not when he received his results). He can return to work/school after 10 days of isolation.



* [CDC](#), [CDPH](#) and [Santa Cruz Public Health](#) Recommend 14 days of Quarantine (however, at least 10 days are required, plus 4 days monitoring of symptoms).

Scenario 4: Child Isolates, Parent Quarantines

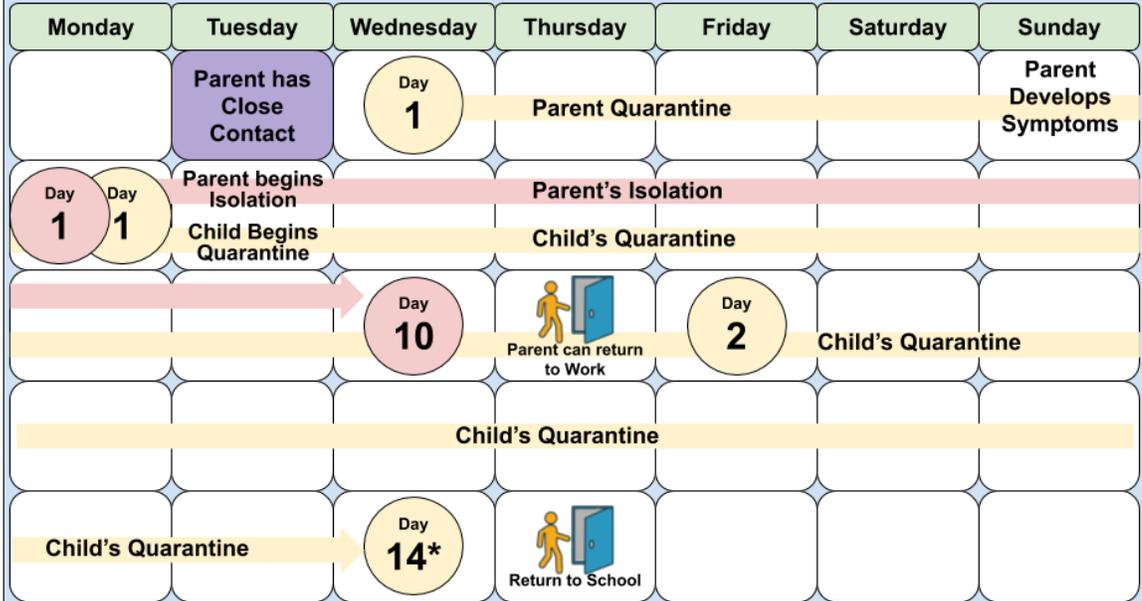
A child has close contact at school and must quarantine immediately for 14 days*. Child develops symptoms and now must begin 10 days of isolation. Her parent cares for her and must quarantine once the child develops symptoms. Parent quarantine begins as soon as child has symptoms, is considered to be exposed until Child isolation is complete, and must quarantine for an additional 14 days*.



* [CDC](#), [CDPH](#) and [Santa Cruz Public Health](#) Recommend 14 days of Quarantine (however, at least 10 days are required, plus 4 days monitoring of symptoms).

Scenario 5: Parent Isolates, Child Quarantines

A Parent has close contact at work and must quarantine immediately for 14 days*. Parent develops symptoms and now must begin 10 days of isolation. Their child is unable to isolate from them and must quarantine once the parent develops symptoms. Child quarantine begins as soon as parent has symptoms, is considered to be exposed until parent isolation is complete, and must quarantine for an additional 14 days*.



* CDC, CDPH and Santa Cruz Public Health Recommend 14 days of Quarantine (however, at least 10 days are required, plus 4 days monitoring of symptoms).

- Beginning January 25, 2021, MMS shall notify the California Department of Public Health whether it is serving students in-person. Reporting shall be submitted every other Monday (or Tuesday immediately following, if the Monday is a state holiday).
- Students are allowed to participate in outdoor music class and sing if students are wearing face coverings and are distanced at least 6 feet.
- MMS adheres to CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.
- The School is requiring all employees to use a cloth face covering or, where appropriate, a face shield while on campus, and the School is providing one face covering or face shield to each employee at no cost to the employee.

- The School has directed all employees that a cloth face covering or, where appropriate, a face shield must be worn at all times, except if an employee is in their own office and their door remains closed.
- The School has directed all employees who wear cloth face coverings to wash such face coverings after each workday. The School has directed all employees who wear face shields to clean and disinfect such face shields after each workday.
- The School has notified all employees, students, parents, visitors, and vendors that they will not be permitted to enter or remain in the facility/campus unless they wear cloth face coverings. Where appropriate, employees may wear or may be required to wear face shields in lieu of a cloth face covering. The School provided such notice by posting on the School's website, in welcome communication to all stakeholders, and posting signage at each entrance of the campus.
- The School has purchased, and has on hand, a supply of cloth face coverings for use if an employee or student forgets to bring a cloth face covering. The additional face coverings are located in the front office and Farm House office and extra supplies of face coverings for students are located in the Farm House office, the bus stop, in elementary classrooms. For middle and high school students, there is a supply of face coverings in the front office. The School also has purchased, and has on hand, a supply of face shields, for use by employees, where appropriate, if an employee forgets to bring a face shield.
- In School office areas, the School has arranged employee desks or individual workstations in such a manner so that employees are separated by at least 6 feet.

- In classroom areas, the School has arranged student desks and seating so that students are separated by at least 6 feet and classroom teachers are at least 6 feet away from students.
- The School has developed a plan to handle a situation where an employee, student, or visitor becomes sick while on campus, informs the School that they have tested positive for COVID-19, or informs the School that they have had close contact with an individual who has tested positive for COVID-19.
- The School has developed a Remote Learning Program and Remote Work Plan to maintain continuity of operations in the event of a short-term or long-term closure.
- All classrooms, indoor buildings, outdoor areas, restrooms, and other areas are disinfected frequently and thoroughly, according to the following schedule:
 1. Breakrooms/Faculty Lounge: 1x per day by cleaning staff & staff & faculty will clean high-frequency touch items (light switches, door handles) after each use with disinfecting wipes
 2. Restrooms: 3's/day – mid-morning, afternoon, & evening, cleaning staff & maintenance on-call to clean if needed
 3. Front Office/Reception Area: 1x per day by cleaning staff & staff & faculty will clean high-frequency touch items (phones, copy machine, light switches, door handles, chairs, desks) after each use with disinfecting wipes
 4. Offices: 1x per day by cleaning staff & staff & faculty will clean high-frequency touch items (phones, copy machine, light switches, door handles, chairs, desks) after each use with disinfecting wipes

5. Conference Rooms: 1x per day by cleaning staff & staff & faculty will clean high- frequency touch items (phones, light switches, door handles, table) after each use with disinfecting wipes
 6. Classrooms: 1x per day by cleaning staff & staff & faculty will clean high- frequency touch items (phones, light switches, door handles, chairs, desks) after each use with disinfecting wipes
 7. School vehicles: 2x per day by transportation staff & staff will clean high- frequency touch items (railings, windows and benches) after each use with disinfecting wipes
 8. Multipurpose Rooms: if used, 1x per day by cleaning staff & staff & faculty will clean high-frequency touch areas after each use with disinfecting wipes
 9. Auditorium: if used, 1x per day by cleaning staff & staff & faculty will clean high-frequency touch areas after each use with disinfecting wipes
 10. Copy rooms: 1x per day by cleaning staff & staff & faculty will clean high-frequency touch items (copy machine, light switches, door handles) after each use with disinfecting wipes
 11. Outdoor Dining Areas: 1x per day by cleaning staff & faculty will clean high-frequency touch items (tables) after each use with disinfecting wipes
 12. Playground Equipment/Play Areas: 1x per day by cleaning staff & after each use, staff & faculty will clean high-frequency touch areas after each use with disinfecting wipes
- The School has removed and stored, to the extent practicable, soft and porous materials (e.g., fabric couches and chairs, area rugs, fabric toys).
 - The School has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to,

sanitize shared surfaces and objects (e.g., conference room chairs and tables, counter tops, refrigerator door handles, keyboards, shared office supplies) after use.

- The School has directed all employees to sanitize certain parts of School vehicles after each use, including outside handles, steering wheels, rearview mirrors, radios, buttons on doors used to control windows and mirrors, gearshifts, and keys. The School will place disinfectant and cleaning supplies in each vehicle.
- The School has directed all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, for at least 20-seconds and after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment such as tool handles and vehicles, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the building, going on a break and before the start of their work day.
- Employees are allowed breaks, as needed, to wash their hands.
- The School has placed tissues/paper towels and disposal receptacles at locations where they can be easily accessed by employees, students, and visitors, including but not limited to outside of every restroom, entrance, and other appropriate places on campus.
- To access disinfectant and cleaning supplies, hand sanitizer that contains at least 60% ethanol or 70% isopropanol is available to all employees and students over the age of 9 and soap, please email facilities with your specific re
- The School has suspended the use of shared food and beverages (e.g., buffet or family-style meals) and shared food and utensils.
- The School has instructed employees to replace in-person meetings with other means of communication, including but not limited to

telephone calls, e-mails, or videoconferences, when practicable. When not practicable, employees must wear a face covering and maintain a 6-foot distance.

- The School has increased the frequency of air filter replacement and filter replacement for the HVAC in the Courtside building and annex. The School has also encouraged fresh air circulation by directing employees to open windows and doors, to the extent practicable and safe.
- The School will provide training to all employees, parents, and students, as appropriate, regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with Federal, State, and local guidelines.
- The School has instructed all employees to maintain at least a 6-foot distance from each other and students, except employees whose job duties require them to come into closer contact with others (*e.g.*, employees, such as preschool teachers, who work with young children) or as otherwise necessary.
- The School is providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: We employ Sage 300 for accounting and payroll. Direct deposit is issued by Santa Cruz County bank. The Business Manager, Eric Forbes, will wear gloves and a mask when printing paycheck and payroll stubs. Bekki Farrar, accounts payable, will wear gloves and a mask when issuing vendor checks and employee reimbursements.

Policy and Protocols for Physical Distancing and Individual Responsibility at School for Employees

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for employees in schools and is adopted for the protection of students, employees, and families. Employees will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

Mount Madonna may modify this policy, as necessary, to comply with changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such social distancing measures are no longer necessary.

A. Campus Access

Mount Madonna will establish one main entry and exit point to the Lower and Upper School’s campuses to promote physical distancing. The entry and exit points will be located at the gated entrance to the Lower and Upper School Campuses. Employees will be assigned to enter and exit at specific entry and exit points each school day they are on campus. Lower School faculty will enter campus at the Hanuman Center Gates while Upper School faculty and all other staff will enter campus at the Hawk Nest Gate.

Prior to entering Mount Madonna’s campus, all employees will be subject to screening requirements consistent with Mount Madonna’s Policy and Protocols for Screening Employees. While waiting to be screened, employees must remain at least 6-feet apart from others. Employees who pass the screening requirements will be required to wash or sanitize their hands prior to entering their worksites and/or classrooms.

During this time, Mount Madonna will restrict access to Mount Madonna's campus, and if and when visitors and volunteers, including parent volunteers may return to campus. At that time, all campus visitors must be approved in advance by Ann Goewert. Visitors, who are authorized to enter Mount Madonna's campus, will not be able to do so until they have cleared the screening protocols set forth in Mount Madonna's Policy and Protocols for Screening Students/Employees.

Signs will be placed at conspicuous places at all School entrances that instruct employees, students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g., cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs must also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while on campus.

B. Physical Distancing – On Campus Generally

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers that designate intervals of 6 feet will be placed throughout campus and must be followed.

Mount Madonna will rearrange classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, Mount Madonna may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

Meetings will be held virtually, and non-essential meetings will be cancelled or postponed. In-person meetings, including parent-teacher conferences, will be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must take place in a location that allows all individuals to maintain a minimum distance of 6 feet and all individuals should sign-in to document attendees. Persons

attending the meeting should disinfect the space they occupied during the meeting (*e.g.*, chair, area of the table at which they sat), and the location used for the meeting must be cleaned and disinfected according to Mount Madonna's Policy for Cleaning and Disinfecting before it can be used again.

Mount Madonna will conduct trainings virtually, or if in-person, employees shall avoid grouping together and ensure minimum physical distancing is maintained. As of July 17, 2020, field trips are prohibited. Mount Madonna encourages virtual field trips, assemblies and on-site performances. If and will, field trips will no longer be prohibited, Mount Madonna will evaluate field trips on a case-by-case basis.

Employees are expected to enforce Mount Madonna's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees will require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will also schedule student restroom breaks to avoid overcrowding.

Physical distancing is key to preventing the spread of COVID-19. Mount Madonna is complying with Governor Newsom's mandate for distance learning only provided a waiver is unavailable (July 17, 2020) and as such prohibits school programs in which employees and students gather elsewhere, off campus, or create situations where there are in large group gatherings (*e.g.*, parties, etc.)

C. Social Visits to Be Avoided

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that they maintain minimum physical distance of 6 feet between themselves and any other person at all times.

D. Physical Distancing in Classrooms

Consistent with the CDC, CDE and state guidelines, lower school students will be grouped in stable educational cohorts by grade level, based on the physical distancing and spatial constraints of the classroom (*i.e.*, the total square footage of the classroom). These stable cohorts will be grouped together each day to minimize the mixing of student groups. The school has structured the cohorts by grade level. Teachers will stay within their assigned educational cohort and reinforce physical distancing strategies amongst the students.

For the middle school program, students will be grouped in stable educational cohorts by grade level based on the physical distancing and spatial constraints of the classroom (*i.e.*, the total square footage of the classroom). These cohorts will be grouped together each day to minimize the

mixing of student groups. Teachers will stay within their assigned educational cohort and reinforce physical distancing strategies amongst the students. Starting in eighth grade, students have options for math courses, and students will be divided for math.

For the high school program, students will be assigned to distance grouping. Distance groups are determined by the number of students a room can accommodate. Students will remain with their grade level with the exception of mixed-grade math courses and two mixed-grade level electives.

Mixed Grade Level Classes	Grade & Number of Students		Alternative Option for Distance Grouping
Algebra 2/ Algebra 2H	14 Freshmen	1 Sophomore	14 freshmen can meet in Library (their dedicated 9th grade homeroom) and 1 sophomore can Zoom from the outdoor classroom 9
Geometry/ Geometry H	3 Freshmen	3 Sophomores	3 freshmen can meet in the outdoor classroom 10 and 3 sophomore can Zoom from their classroom B4 (their dedicated homeroom classroom)
PreCalculus / PreCalculus H	5 Sophomores	5 Juniors	5 juniors can Zoom from B8 (their dedicated homeroom classroom) and 5 sophomores can meet in the outdoor classroom 11
Calculus AB	6 Juniors	2 Seniors	6 juniors can meet in outdoor classroom 12 and 2 seniors will Zoom from A2
Mixed Grade Level Electives	Grade		Alternative Option for Distance Grouping
Engineering for Change	9 Juniors	7 Seniors	9 juniors can meet in outdoor classroom 12 and 7 seniors can Zoom from A2
Art History	2 Juniors	1 Senior who learn remotely	No alternative option required

Teachers will reinforce physical distancing strategies amongst the students.

The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart. Student desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not facing one another. Assigned seating arrangements will be used to the extent possible. Assigned seats is recommended for tracking purposed when there is a COVID-19 exposure.

Mount Madonna shall designate additional indoor and outdoor spaces which will be used as classroom space, such as the Assembly Room and Gymnasiums.

Weather permitting, teachers shall open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children. If doing so poses a health or safety risk to persons in the classroom, Mount Madonna will consider alternatives.

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses. Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students may need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student’s belongings must be separated from others and in individually labeled containers, cubbies, or areas.

Teachers are encouraged to implement strategies for classroom discussion and turning in assignments that minimizes contact but encourages engagement and participation. Teachers should develop practices that promote physical distancing but also permit students to have movement.

Physical distancing strategies should not result in unintended segregation of students or interfere with specific support for needs (or medical needs) for preschool-age students, or students with disabilities or behavioral challenges. Physical distancing strategies should also not inhibit emergency protocols, or prohibit access to students. Teachers are expected to meet student personal or support needs as necessary.

E. Preschool Classroom Capacity and Structure

In accordance with the California Department of Social Services (“CDSS”) and county requirements, preschool students will be in groups of 10 or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible, and consistent with CDSS and local adult/child staffing ratios for preschool programs. Children who are in the same family will be in the same group, to the greatest extent possible.

All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.

For napping, cots, cribs and mats will be placed 6 feet apart, with the children’s heads placed alternatively in opposite directions.

All students' personal items should be labeled and kept in a separate bag to ensure personal items are separate from others, and personal toys should be kept home during this time until further notice.

F. Handwashing/Promoting Healthy Hygiene Practices

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility or classroom, going on break, and before and after their work shift.

Employees must also promote and reinforce regularly handwashing of students. Hand-washing should take place at the beginning of the day, before and after meals, after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that involve sharing supplies and materials.

Employees will teach and reinforce CDC guidance on proper handwashing techniques found here: <https://www.cdc.gov/handwashing/index.html>. Employees will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Employees will remind students to use tissue to wipe their nose, throw the tissue in a waste receptacle, and wash their hand using soap and water for at least 20 seconds. Employees will remind students to cough/sneeze inside a tissue or their elbow, throw the tissue in a waste receptacle, and wash their hand using soap and water for at least 20 seconds.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

Teachers and staff should build routines for washing of hands upon entering and leaving the classroom or other campus space, and create regular cleaning practices for frequently used items.

G. Cloth Face Coverings/Face Shields

All students, faculty and staff must wear face coverings while at school at all times, except during designated meal times or drinking water. Students who refuse to wear cloth face coverings will be sent home. The following individuals are exempt from wearing a face covering: persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. In addition, individuals with a mental health

condition or disability that prevents wearing a face covering are exempt from wearing a face covering.

- **Cloth Face Coverings**

Cloth face coverings must be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Cloth face coverings are not surgical faces masks, respirators, or personal protective equipment. However, the School will provide employees with KN95 face masks.



How to wear mask properly



Cloth face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Employees are responsible for maintaining face coverings with proper care. Cloth face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Mount Madonna will provide each employee with one (1) washable cloth face covering upon returning to Mount Madonna, KN95 masks, and disposable masks. Employees are welcome to use their own face coverings from home,

as long as they are workplace appropriate. Mount Madonna will have face covering or face shields available for employees who fails to bring one or whose face covering becomes damaged while at school.

Employees with medical conditions or disabilities that prevent them from being able to wear a cloth face covering, will be provided with accommodations made on a case-by-case basis consistent with Mount Madonna's Policy on Reasonable Accommodation of Employees.

- **Face Shields**

Teachers and students may wear a face shield accompanied by a cloth face covering. At times for pedagogical reasons, elementary teachers may use face shields without a cloth face covering to enable younger students to see their faces and to avoid potential barriers to phonological instruction. Once that portion of the lesson requiring a face shield is completed, the teacher must return to wearing a face covering. On the bus, the driver will wear a face covering and students will wear a face shield accompanied by a cloth face covering.

H. Restrooms

Custodial staff will conduct regular cleanings of restrooms.

I. Break/Meal Periods

Employee breaks and meal periods will be staggered. If using a shared amenity, like a table or bench, exercise caution and assume such equipment has not been cleaned or disinfected. Employees are expected to follow all physical distancing strategies while on a break or during a meal period. Employees are also expected to comply with and enforce Mount Madonna's Protocols for Meals at Schools and Childcare Facilities and ensure that students are not sharing water bottles, food, or other items.

J. Playgrounds/Outdoor Play Activities/Athletics

Outdoor physical education or play activities will be staggered for different student groups, and limited to an assigned designated area of the campus. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Teachers will be expected to manage their student group within their assigned designated area of the campus during outdoor physical education or play activities, and will not be permitted to leave their designated area.

Teachers should develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate. Physical education and athletics will be limited to activities that do not involve physical contact with other students.

Playground equipment may be used by one student group at a time, and will be disinfected between uses.

All outdoor play equipment used by students will be cleaned and disinfected between uses by different groups of children.

K. Field Trips, Performances, and School Assemblies

At this time, CPHD does not permit field trips. Teachers are encouraged to plan virtual activities and events in lieu of field trips, assemblies, and on-site performances.

L. Employee Cleaning and Disinfecting Responsibilities

Mount Madonna School and each employee of Mount Madonna serve a critical role in promoting a safe and healthy school and workplace. To that end, Mount Madonna will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees as set forth in Mount Madonna's handbook so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.
- Teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, sink handles, and any other surface or object in the classroom touched or used by students.
- Teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, pencils, pens, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.

- Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this School's Cleaning and Disinfecting Policy and as directed by their supervisor.

M. Developing Illness at School

Employees who develop a fever and cough during the school day or other symptoms consistent with COVID-19 should notify their supervisor, put on a cloth face covering (if not already on) and immediately move to an isolation area.

To minimize educational disruption, Mount Madonna will cross-train employees so that more than one employee is familiar with essential job duties. Employees may be trained and assigned to assist in a variety of positions, if needed. For this reason, all teachers must maintain up-to-date lesson plans at all times.

Employees must immediately notify their supervisor if a student develops a fever or cough or other symptoms consistent with COVID-19 during the school day. The employee is expected to review and follow the School's separate "Protocol on When a Student Exhibits Symptoms Consistent with COVID-19".

N. School Buses/Vehicles

Mount Madonna will modify, as necessary, all School transportation methods to comply with physical distancing strategies. Mount Madonna may cross-train drivers on routes to ensure that more than one employee is prepared to drive a route if there are unexpected absences.

Employees are required to follow and enforce all physical distancing protocols while on any School transportation.

O. Enforcement of Student Physical Distancing

All employees are also required to review the separate School Policy and Protocols for Physical Distancing and Individual Responsibility at School for Students, and to implement and enforce those protocols. If physical distancing cannot be adhered to for some activity, cancel the activity. Avoid activities where students or others can easily congregate in a limited space. Teachers should also consider ways to promote health hygiene practices and build routines to enforce physical distancing measures.

Policy and Protocols for Student Physical Distancing and Individual Responsibility at School

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in Schools and is adopted for the protection of students, employees, and families. Students in the school community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

A. Preschool and Kindergarten Stable Cohorts

In accordance with the California Department of Social Services (“CDSS”) and county requirements, preschool students will be in groups of 12 or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible, and consistent with CDSS and local adult/child staffing ratios for preschool programs. Children who are in the same family will be in the same group, to the greatest extent possible.

B. K-12 Classroom Capacity and Structure

Consistent with the CDC, CDE and state guidelines, lower school students will be grouped in stable educational cohorts by grade level, based on the physical distancing and spatial constraints of the classroom (i.e., the total square footage of the classroom). These stable cohorts will be grouped together each day to minimize the mixing of student groups. The school has structured the cohorts by grade level. Teachers will stay within their

assigned educational cohort and reinforce physical distancing strategies amongst the students.

For the middle school program, students will be grouped in stable educational cohorts by grade level based on the physical distancing and spatial constraints of the classroom (i.e., the total square footage of the classroom). These cohorts will be grouped together each day to minimize the mixing of student groups. Teachers will stay within their assigned educational cohort and reinforce physical distancing strategies amongst the students. Starting in eighth grade, students have options for math courses, and students will be divided for math but will not mix with students from other grades.

For the high school program, students will be assigned to distance grouping. Distance groups are determined by the number of students a room can accommodate. Students will remain with their grade level with the exception of mixed-grade math courses and mixed-grade level electives.

Mixed Grade Level Classes	Grade		Alternative Option for Distance Grouping
Algebra 2/ Algebra 2H	14 Freshmen	1 Sophomore	14 freshmen can meet in Library (their dedicated 9th grade homeroom) and 1 sophomore can Zoom from the outdoor classroom 9
Geometry/ Geometry H	3 Freshmen	3 Sophomores	3 freshmen can meet in the outdoor classroom 10 and 3 sophomore can Zoom from their classroom B4 (their dedicated homeroom classroom)
PreCalculus / PreCalculus H	5 Sophomores	5 Juniors	5 juniors can Zoom from B8 (their dedicated homeroom classroom) and 5 sophomores can meet in the outdoor classroom 11
Calculus AB	6 Juniors	2 Seniors	6 juniors can meet in outdoor classroom 12 and 2 seniors will Zoom from A2
Mixed Grade Level Electives	Grade		Alternative Option for Distance Grouping
Engineering for Change	9 Juniors	7 Seniors	9 juniors can meet in outdoor classroom 12 and 7 seniors can Zoom from A2
Art History	2 Juniors	1 Senior who learn remotely	No alternative option required

Teachers will reinforce physical distancing strategies amongst the students.

C. Use of Markers and Signage

Markers that designate intervals of 6 feet will be placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.

D. Physical Distancing in Classrooms

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain at least 6 feet of physical distancing from others in the classroom whenever possible. In all classrooms, desks, activity stations, tables, and chairs will be spaced at least 6 feet apart from one another. Desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will sit on only one side of the table, spaced apart, so that children are not facing one another. Assigned seating arrangements will be used to the extent possible.

Mount Madonna has also designated additional indoor spaces which will be used as classroom space, such as the library, the assembly room, and the upper and lower school gymnasiums. All School buildings and rooms will have maximum capacity limits consistent with implementing physical distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

Indoor classrooms will open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to children.

Mount Madonna will utilize outdoor classroom space for instruction, weather permitting. The following areas of the school have been designated as outdoor classroom space: Farmhouse Outdoor Classroom, Courtyard Outdoor Classroom, Courtyard Annex Outdoor Classroom, Oak/Waterfall Outdoor Classroom, Gaga Pit Oak Outdoor Classroom, Middle School "Science" Outdoor Classroom, Middle School "English" Outdoor Classroom, Four Square Outdoor Area, Library Outdoor Classroom, Old Oak Outdoor Classroom, High School "Science" Outdoor Classroom, Quad Outdoor Classroom, and Amphitheater.

Circle time, as applicable to younger students, and other activities which bring students close together, will not take place during this time.

The sharing of materials will be limited, and students will be provided with an individual set of supplies instead of using a communal bin.

Each student's belongings must be separated in an individually labeled storage container, cubby, or area.

E. Recess and Lunch Periods

Lunches will take place in individual classrooms or in outdoor areas designated for each grade level. For the present time, students will not be permitted to share tables during meals, and all food services (i.e., the snack bar, access to microwaves, utensils) will be suspended. Students are not permitted to touch or share others' food. The school has shut off water fountains. The touchless water dispenser is still available for students to fill their water bottles. Please ensure your student comes to school with healthy snacks and lunch, preferably packed in reusable containers, along with reusable utensils and napkins.

F. Playgrounds/Outdoor Play Activities/Athletics

Outdoor physical education or play activities will be staggered for different student groups to promote physical distancing.

Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least six feet from other students during physical education and athletic activities.

Playground equipment may be used by one student group at a time and will be disinfected between uses.

All outdoor play equipment used by students will be cleaned and disinfected between uses by different groups of children.

G. Restrooms

Each grade level will be assigned a restroom and/or stalls in a restroom. To remind students to stand six feet apart, the school will place markers on the ground. Occupancy will be limited and bathroom breaks will be built into the schedule. During assigned breaks from learning, teachers and staff will be stationed outside of bathrooms to reinforce wearing face covers and distancing. Teachers will teach and reinforce healthy hygiene habits, such as washing hands for 20 seconds, using a paper towel to touch fixtures or door handles. Custodial staff will conduct regular cleaning and disinfecting of restrooms.

H. Entering and Exiting the School

All families will complete the Imhealthytoday daily screening before departing their house.

Mount Madonna will have two entry and exit points to promote physical distancing. The entry and exit points will be the gate at Hanuman Center Campus and at the third gate to upper school. Students will be assigned to enter at specific entry points and exit at specific exit points each school day. Students in the same family will be assigned the same entry and exit point,

to the extent practical. Students will be required to maintain physical distancing of six feet from others when entering and exiting the school, and parents accompanying students during drop off and pick-up will be required to remain in their vehicles, with the exception of preschool and kindergarten parents.

Prior to entering the facilities, students will be subject to symptom screening requirements consistent with the school's Policy and Protocols for Screening Students.

Mount Madonna will set up hand hygiene stations at the entrance points so that children can wash their hands before they enter the school facilities each day.

During this time, Mount Madonna is restricting parents, parent volunteers and visitors from entering campus. If and when Mount Madonna opens campus to parents and visitors, they will not be able to enter until they have cleared the screening protocols set forth in the school's Policy and Protocols for Screening Students.

Preschool and Kindergarten: Preschool and kindergarten children will be screened from 9:15-9:30 am. Preschool and kindergarten parents will park and drop-off their children at the Lakeview Building. Parents will pick up their children from the steps of the Lakeview Building from 3:00-3:15 pm. The school will provide markers that are six feet apart. While waiting in the screening line, preschool and kindergarten parents and caregivers are responsible for wearing a face covering and ensuring that they and their children remain at least six feet apart from other families.

Elementary School: Each morning, staff will greet each family in their car at the kiosk located past the Mount Madonna Center Gate. Staff will confirm that the daily screening has been submitted for each child, and staff will perform a temperature check on each student using a non-touch digital thermometer. If you forgot to complete the daily screening, staff will ask that you pull to the right of the kiosk to complete the screening and verify with a staff member that you have received a green badge for each of your children.

After completing the temperature screening, you will be directed to the bus stop where you will drop off your children. Staff will greet each child and direct them to their teacher. Each student will use hand sanitizer before walking to class. While waiting in the screening line, students are responsible for wearing a face covering and ensuring that they remain at least six feet apart from others. After students are screened, elementary teachers will walk their students to their classrooms.

PICK-UP: Afternoon pick-up will follow the same routine as the morning drop-off without the IHT Daily Checker verification and temperature check. Cars will enter campus using the MMC gate starting at 3:15 pm. Cars will line up for pick-up in front of the bus shed and parents will remain in vehicles. For pedestrian safety and traffic flow, students will not be permitted to enter vehicles until the vehicle reaches the designated area. If you need to pick up your student early please call the office (408-847-2717) in advance to make arrangements.

Middle and High School: **BUSES:** Buses will enter at 491 Summit Road and drop students off as usual at the bus turnaround. MMS staff will take the temperature of students and dispense hand sanitizer as students exit the bus. Bus riders must have completed their IHT Daily Checker BY 7AM otherwise families will be responsible for driving their student to school that day.

STUDENT DRIVERS: Vehicles will enter at the Hawks' Nest Lot and make an immediate left. They will line up for their temperature check, IHT Daily Checker Verification and hand sanitizer. Once they have completed the check they may proceed to their assigned parking space. Students must then walk to the bus turnaround where they will be given hand sanitizer to use before walking to class.

ALL OTHER VEHICLES: Vehicles will enter at the Hawks' Nest Lot and make an immediate left. They will line up for their temperature check, IHT Daily Checker Verification and hand sanitizer. Once they have completed the check, they will proceed to the bus turnaround where students will be allowed to exit the vehicle.

PICKUP:

BUSES and STUDENT DRIVERS: These students will follow the same process as in previous years.

ALL OTHER STUDENTS: Students will wait at the bus turnaround for their afternoon ride to come through the queue before being allowed to enter the vehicle. Parents will not be permitted to park now will students be able to walk to waiting vehicles as in previous years.

Handwashing/Hygiene

The teachers will teach and reinforce proper handwashing techniques following CDC guidance, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. We trust that parents will educate their children on proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>).

Students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving and leaving home, when arriving and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.

At school, students will be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. Tissues should be thrown into waste receptacles and students should wash their hands using soap and water for at least 20 seconds. We encourage parents to also remind their children to follow these practices.

I. Face Coverings

All students must wear face coverings while at school at all times, except during designated meal times or drinking water. Students who refuse to wear cloth face coverings will be sent home. The following individuals are exempt from wearing a face covering: persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. In addition, individuals with a mental health condition or disability that prevents wearing a face covering are exempt from wearing a face covering.

Parents should also discuss proper use of face covering with their children, and have children practice wearing face coverings prior to the Fall. On June 23, 2020, The New York Times published an article titled, [How to Help Kids Embrace Mask Wearing](https://www.nytimes.com/2020/06/23/well/family/children-masks-coronavirus.html) (<https://www.nytimes.com/2020/06/23/well/family/children-masks-coronavirus.html>). This article has helpful times on how to introduce the use of wearing a mask to children.

Students are encouraged to bring their own face coverings from home, but the school will have face coverings available to students who fail to do so or whose face coverings become damaged while at school.

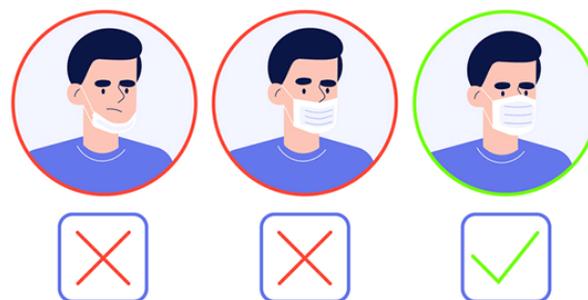
Cloth Face Coverings

Cloth face coverings must be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps ([Properly wearing and using cloth face coverings](#)). The CDC has created training on proper use, removal, and washing of cloth face coverings, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.



Face coverings are intended to protect other people in case the wearer is unknowingly infected.

How to wear mask properly



If the cloth face coverings no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears, then they are not acceptable and must be discarded. MMS will provide a disposable mask for anyone whose mask is no longer effective or able to be worn properly. Cloth face coverings should be washed daily per CDC guidance found at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Face Shields

Students may wear a face shield accompanied by a cloth face covering. At times for pedagogical reasons, elementary teachers may use face shields without a cloth face covering to enable younger students to see their faces and to avoid potential barriers to phonological instruction. Once that portion of the lesson requiring a face shield is completed, the teacher must return to wearing a face covering. On the bus, the driver will wear a face covering and students will wear a face shield accompanied by a cloth face covering.

J. Developing Illness at School

Students who develop a fever and cough during the school day or other symptoms consistent with COVID-19 will be moved to an isolation area, consistent with the school's separate Protocol on When a Student Exhibits Symptoms Consistent With COVID-19. Parents will be required to pick up their children from school.

K. Field Trips and School Assemblies

At this time, CDPH prohibits school field trips. We encourage virtual activities and events in lieu of field trips, assemblies, and on-site performances. If and when field trips are permitted, we will evaluate field trips on a case-by-case basis.

L. School Buses/Vehicles

School buses transporting children to school will have a maximum student capacity based on physical distancing requirements. Prior to entering the bus, parents will screen students using measures consistent with the School's COVID-19 Symptom Screening Policy and submit the screening form to the school. Students will be directed to maintain physical distancing when entering and exiting the vehicle, and will be required to wear cloth face masks and face shields while on the vehicle, and when entering and exiting the vehicle. Physical cues will be present on the bus to help students distance.

Upon entering the school bus, each child will use hand sanitizer. They will be directed to sit in a manner consistent with physical distancing. Students will be assigned seats and seated one student to a bench. Siblings will be assigned to sit on the same bench. Seats required to be vacant will be marked or blocked.

If possible, students will be seated from the rear forward when entering the vehicle. At school pick-up, students will board based on the order of drop-off, with students who get off first boarding last and sitting in the front of the vehicle.

Windows will remain partially open to increase air ventilation and two windows will remain fully opened.

Each school bus is equipped with extra unused face covering.

After each use, buses are disinfected using an electrostatic sprayer and disinfection products listed on the Environmental Protection Agency (EPA) approved list "N". Each bus driver has a box of nitrile gloves located in the bus.

M. Additional Considerations for Preschool Classrooms

All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.

For napping, cots, cribs and mats will be placed 6 feet apart, with the children's heads placed alternatively in opposite directions.

All students' personal items should be labeled and kept in a separate bag to ensure personal items are separate from others, and personal toys should be kept home during this time until further notice.

N. Posting and Distribution

Mount Madonna will have signs posted at conspicuous places at all School entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs will also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while inside.

Protocols for Cleaning and Disinfecting the School Campus

Mount Madonna has adopted this policy to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. This policy applies to all areas of the school campus both indoor and outdoor, including buildings, facilities, and grounds, as well as all school vehicles. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, Mount Madonna may, in its sole and absolute discretion, modify or revoke this policy at any time.

A. Use and Provision Of Cleaning And Disinfectant Products

To carry out the cleaning and disinfecting protocols set forth in this policy, Mount Madonna will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" ("List N") labeled to be effective against emerging viral pathogens. The school will make efforts to select and make available cleaning and disinfectant products on List N with asthma-safe ingredients, such as hydrogen peroxide, citric acid, or lactic acid, and will avoid products that mix hydrogen peroxide, citric acid, or lactic acid with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.

Mount Madonna and all school employees and contractors must also adhere to the following requirements when using cleaning and disinfectant products:

- Follow all label directions including appropriate dilution rates, application methods, and contact times.
- Utilize safe and correct application methods for cleaning and disinfectant products.
- Never mix bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled.
- Keep all cleaning products and disinfectants out of the reach of children.

- Properly ventilate the space while cleaning and disinfecting and introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- Complete thorough cleaning and disinfecting when children are not present and air out the space before children arrive by opening windows or by using an HVAC system with an air filter rating of at least MERV 13.

B. Custodial/Maintenance Staff

Mount Madonna will provide proper personal protective equipment ("PPE"), including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the label directions on the cleaning products used by Custodial and/or Maintenance staff whose job duties include cleaning and disinfecting the school Campus. Custodial and/or Maintenance staff must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

Appropriate PPE includes disposable gloves that are compatible with the disinfectant products being used. Mount Madonna may require Custodial and/or Maintenance staff to wear additional PPE, such as goggles or KN95 masks, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, Custodial and/or Maintenance staff must wear a similar type of covering, such as coveralls, aprons, or work uniforms. Any reusable (washable) clothing worn during the cleaning and disinfecting process must be laundered afterwards. Custodial and/or Maintenance staff whose job duties require them to handle dirty laundry must clean their hands after handling dirty laundry.

Custodial and/or Maintenance staff utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, Custodial and/or Maintenance staff must wash their hands thoroughly with soap and water.

Mount Madonna will provide training to Custodial and/or Maintenance staff on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, how to maintain and dispose of PPE, and the limitations of PPE. Mount Madonna will also provide training to Custodial and/or Maintenance staff utilizing PPE on proper eye and face protection, hand protection, and respiratory protection.

IF CLEANING/DISINFECTING IS COMPLETED BY A THIRD-PARTY COMPANY: Mount Madonna will communicate to the third-party company responsible for cleaning and disinfecting the school campus about its

expectations regarding the use of personal protective equipment (“PPE”), cleaning and disinfect products, cleaning and disinfecting schedule, and other expectations related to cleaning and disinfecting the school campus.

C. Provision of Hand-Washing And Other Healthy Hygiene Supplies

Mount Madonna will make available soap and water, disposable wipes, hand sanitizer with at least 60 percent ethyl alcohol, or other effective disinfectant as well as tissues, paper towels, and trashcans near each entrance of any School building or facility, at each COVID-19 symptom screening location, in school vehicles, and in other appropriate areas on campus for use by students, employees, and visitors for hand-washing and other healthy hygiene practices.

D. Employee Cleaning and Disinfecting Responsibilities

Mount Madonna and each of its employees serve a critical role in promoting a safe and healthy school and workplace. To that end, the school will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas. A list of examples of frequently-touched surfaces and objects is provided in Section (E)(2) below.
- Classroom teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, and any other surface or object in the classroom touched or used by students.
- Classroom teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Classroom teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.

- Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this Policy and as directed by their supervisor.

E. Cleaning and Disinfecting Protocols

Mount Madonna will establish a regular cleaning and disinfecting schedule for all School buildings, facilities, grounds, and vehicles in order to promote a safe and healthy School campus and to minimize the possibility of under- and over-using cleaning and disinfectant products. The school will also complete the following cleaning and disinfecting protocols.

1. Outdoor Areas

Mount Madonna will clean outdoor areas of the school campus routinely. Playground equipment will be disinfected between use.

2. Restrooms

Mount Madonna will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday.

Preschool teachers will sanitize the sink and toilet handles before and after each child's use and will be given cleaning and disinfecting supplies, gloves, and other PPE as set forth in the school's IIPP, to do so. Preschool teachers will also instruct preschool students to use a tissue when using the handle to flush the toilet.

3. Areas Where Meals Eaten

Mount Madonna teachers and staff will clean and disinfect outdoor area and indoor classrooms where meals are eaten regularly. Mount Madonna teachers and staff will also clean and disinfect surfaces frequently touched by students in outdoor eating areas, including, but not limited to, tables, chairs, and benches before and after lunch time during the school day. If students eat lunch in their classrooms, the school will clean and disinfect the students' desks and/or tables before and after use. For additional cleaning and disinfection protocols applicable to areas where meals are prepared and eaten, see the Protocols for Meals at Schools and Childcare Facilities.

4. Hard and Non-Porous Items

Each school day and workday, Mount Madonna will clean and disinfect with an appropriate disinfectant frequently touched hard and non-porous surfaces or objects, such as glass, metal, or plastic, within the school's buildings, facilities, grounds, and vehicles. Examples of frequently used surfaces or objects that will receive routine disinfection include, but are not limited to:

- Tables
- Doorknobs
- Electronic devices
- Learning aids

- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets and sinks
- Touch screens
- Copiers
- Games
- Art supplies
- Printers
- Books/binders
- Refrigerators
- Microwaves
- Coffee makers
- File cabinets and shelves
- Shared computers
- Shared tools/equipment
- Stairways and stairwells
- Handrails
- Elevator buttons
- Toys

5. Soft and Porous Items

Mount Madonna will evaluate the soft and porous materials in each school building and facility to consider whether the items can be removed or stored to reduce frequent handling or contact with multiple people. Mount Madonna will remove and store soft and porous materials that are difficult to clean and disinfect, such as upholstered seating in communal areas, stuffed animals and other soft toys. We will clean or launder soft and porous items, as appropriate, by following the directions on the items' labels, using the warmest appropriate water setting. We will disinfect soft and porous materials that are frequently touched using an appropriate disinfectant.

6. Drinking Fountains and Water Systems

Water fountains will be covered. Before reopening, Mount Madonna will take steps to determine whether all water systems, such as drinking fountains, are safe to use after the prolonged shutdown of the school campus. Mount Madonna will encourage the use of reusable water bottles.

7. School Vehicles

Mount Madonna will clean and disinfect school vehicles, including all frequently-touched surfaces within school vehicles, daily. Employees must clean and disinfect all frequently-touched surfaces and objects within a school vehicle before and after use of the vehicle. Examples of frequently-touched surfaces within school vehicles include, but are not limited to, door handles, seatbelts, seats, steering wheels, and window buttons. Mount Madonna will provide hand sanitizer, effective disinfectant, such as disposable wipes, and a trashcan in each school vehicle and provide appropriate PPE so employees can complete these responsibilities.

8. Ventilation Systems

Mount Madonna will maintain the school's ventilation systems, air filters, and HVAC systems and maximize the central air filtration for HVAC systems with a targeted filter rating of at least MERV 13. Mount Madonna will also increase circulation of outdoor air by opening windows and doors to the extent possible and safe.

9. Additional Considerations for Preschools

Mount Madonna will remove and store toys that cannot be cleaned and sanitized. Classroom teachers will set aside toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions until they are cleaned by hand by a person wearing gloves according to the following procedure: clean with water and detergent, rinse, sanitize with disinfectant from List N, rinse again, and air-dry. Alternatively, Mount Madonna may clean toys in a mechanical dishwasher. Classroom teachers should be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Classroom teachers should set aside machine washable cloth toys in a designated location marked "soiled toys" away from students after use by one student. Mount Madonna will launder the machine washable cloth toy before it is used by another student.

Classroom teachers should monitor use of toys so that they are not shared between different groups of students. Toys must be washed and sanitized before being moved from one group of students to another. Classroom teachers should set aside toys that need to be cleaned and either place them in a dish pan with soapy water out of reach from children to prevent drowning, or put in a separate container marked "soiled toys." Washing toys with soapy water is the ideal method for cleaning. Mount Madonna will attempt to have enough toys available so that the toys can be rotated through cleanings.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Mount Madonna will use bedding that can be washed (*e.g.*, sheets, pillows, blankets, sleeping bags), and make efforts to establish protocols to store student's bedding and other personal belongings in individually labeled bins, cubbies, or bags. Classroom teachers will take steps to keep each student's bedding separate, to prevent sharing of bedding between students, and to confirm that student's bedding, such as cots and mats, are labeled for each student. Classroom teachers will send any student's bedding that touches the student's skin home each week to be cleaned. Bedding cannot be shared between students without being laundered in between use.

Mount Madonna will provide PPE to classroom teachers to complete their duties set forth in this section.

10. Cleaning After A Symptomatic or Infected Person Has Been On The School Campus

In the event a student, faculty, staff, or visitor who exhibits symptoms of COVID-19 or who tests positive for COVID-19 has been on the school campus, the school will close all areas of the campus the individual used or visited. Mount Madonna will wait 24 hours before having a Third-party Cleaning Company clean and disinfect the areas. The Third-party Cleaning Company will use disinfectants from List N and will wear appropriate PPE while cleaning and disinfecting the areas. If the cleaning and disinfection is performed by School-employed custodial or maintenance staff, Mount Madonna will provide PPE to such staff. Mount Madonna will prohibit anyone from entering the areas until after they have been cleaned and disinfected. Mount Madonna will also clean and disinfect any surfaces or objects touched by the individual.

Provision of Personal Protective Equipment (PPE)

- Employers must conduct a hazard assessment to determine if any PPE is needed to protect employees from hazards that are present or are likely to be present in the workplace, including health hazards. ([8 C.C.R. § 3380.](#)) If such hazards are present, or likely to be present, the employer shall:
 - Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
 - Communicate selection decisions to each affected employee; and
 - Select PPE that properly fits each affected employee.
- If workplace hazards, including health hazards, are present, employers must also select and provide employees with PPE that:
 - Is properly fitting;
 - Is maintained in a safe, sanitary condition;
 - Will effectively protect employees against workplace hazards, including health hazards;
 - Is of such design, fit and durability as to provide adequate protection against the hazards for which they are designed;
 - Is reasonably comfortable and does not unduly encumber the employee's movements necessary to perform his or her work;
 - Is approved for its intended use;
 - Is distinctly marked so as to facilitate identification of the manufacturer; and
 - Complies with the applicable California Code of Regulations, Title 8 standard(s).

- Employers must assure that the employee is instructed and uses protective equipment in accordance with the manufacturer's instructions.

Protocol for Meals at School and Childcare Facilities

Mount Madonna has adopted these protocols to establish practices to mitigate the spread of COVID-19 during meal times and to promote safe and healthy dining.

Consumption of Meals in Individual Classrooms

Students will eat their meals in a designated classroom. The groups of students assigned to each classroom will be as small and consistent as practicable. Students will be supervised by one or more teacher(s) or staff while eating. The same students and teacher(s) or staff will be grouped together as often as possible.

Mount Madonna will provide appropriate supplies for the cleaning and disinfecting of surfaces at the conclusion of a meal period. This will include supplies for trash removal. Trash will be promptly removed from classrooms at the conclusion of a meal period.

Consumption of Meals Outdoors

When weather permits, groups of students will be assigned to eat outdoors. Students may eat on the Preschool Deck/Outdoor Dining Area, Farmhouse Deck, Farmhouse Outdoor Classroom, Farmhouse Annex Outdoor Dining Area, Courtside Outdoor Classroom, Courtside Annex Outdoor Classroom, Courtside Annex Deck, Oak/Waterfall Outdoor Classroom, Gaga Pit Oak Outdoor Classroom, Middle School "Science" Outdoor Classroom, Middle School "English" Outdoor Classroom, Four Square Outdoor Area, Library Outdoor Classroom, Old Oak Outdoor Classroom, High School "Science" Outdoor Classroom, Quad Outdoor Classroom, and Amphitheater. The groups of students assigned to each outdoor space will be as small and consistent as practicable. Students will be supervised by one or more teacher(s) or staff while eating. The same students and teacher(s) or staff will be grouped together as often as possible.

Mount Madonna will provide appropriate supplies for the cleaning and disinfecting of surfaces at the conclusion of a meal period. This will include supplies for trash removal. Trash will be promptly removed from these outdoor areas.

□ Managing Behavior During Meal Periods

Faculty and staff must require that students maintain a distance of six feet from one another while eating. Employees are expected to actively monitor

students to promote safe and hygienic eating practices. This includes discouraging students from sharing food, drinking cups, and eating utensils. This also includes having students wash their hands with soap and water before and after eating, after coughing or sneezing, and any time they use the restroom during the meal period.

Students will continue to wear face coverings while traveling to a dining space. Once students take a seat with their food, they will then remove their face coverings before they begin to eat. Students' face coverings should be stored away from their food to avoid contamination of their food or soiling of the face covering. As soon as students finish eating, they must wash their hands or use hand sanitizer and then, with clean hands, put their face coverings back on.

For young children, supervision and reinforcement of these expectations is particularly critical. Employees are expected to teach, model, and reinforce healthy habits and social skills, including but not limited to the following:

- Explain to children why it is not healthy to share drinks or food, particularly when sick.
- Practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (handwashing should last 20 seconds)
- Teach children to use a tissue to wipe their noses and to cough inside their elbow.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

□ **Physical Distancing of School Employees while on Meal Breaks**

Faculty and staff must continue to follow the school's Protocols for Cleaning and Disinfecting the school Campus and its Protocols for Physical Distancing and Individual Responsibility for Employees and Students, even while on meal breaks. Faculty and staff may not congregate in break rooms or staff lounges while on meal breaks unless they can remain separated by at least six feet, and they must adhere to the maximum capacity limits posted in each of these rooms. Faculty may also eat their meals in their individual classrooms or outdoor areas, and must adhere to social distancing requirements. If employees use communal resources such as refrigerators, microwaves, and water dispensers to store and prepare their food, they must clean and disinfect those surfaces after each use, consistent with the school's Protocols for Cleaning and Disinfecting the school Campus.

Hygiene Practice and Resources for Parents

- Mount Madonna will train employees prior to the first day of school on the following issues (either through videos, virtual training, in person for):
 - Proper handwashing techniques according to the CDC guidance: <https://www.cdc.gov/handwashing/index.html>;
 - Proper hygiene practices: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>;
 - CDC information and training on proper use, removal, and washing of cloth face coverings, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
 - How to self-screen for symptoms and when not to report to work/come to school (CDC information is accessible here <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).
 - Provide resources to parents for how to speak with their children about COVID-19, physical distancing, and the wearing of face coverings (see CDC materials, which are accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>).

Mount Madonna has shared these resources with families and we will teach and reinforce these behaviors.

II. COVID-19 Screening

Internal Guidelines and Recommendations for Personal Protective Equipment (PPE) for Staff Performing Screenings (Internal Document)

Reliance on Personal Protective Equipment ("PPE")

The school recommends that screeners wear gloves, face shield, and a KN95 mask. Non-medical masks (cloth face coverings without a filter) are not PPE. These are for slowing the spread of COVID-19 but are not known to be effective in protecting against infection. Screeners are required to wear a face mask.

Protocol for Employee COVID-19 Symptom Screening (Internal Document)

Mount Madonna School has partnered with Imhealthytoday (IHT), a “Data-driven, Data-Managed” program to assist in maintaining a safe and healthy environment for our community. Parents, faculty and staff shall screen themselves as well as their child(ren) daily by checking their temperature and completing the Imhealthytoday screening. Parents must keep their child at home if the child exhibits one or more symptoms associated with COVID-19 and notify the school’s front office or email attendance@mountmadonnaschool.org of the reason for the child’s absence. Mount Madonna adopts this Employee COVID-19 Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Industrial Relations, California Department of Education, and local public health officials. This policy will remain in place until further notice.

A. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting

- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the school may update this list as the CDC identifies additional or different symptoms.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should not come to work, and should report their need for time off to their supervisor as soon as possible.

B. Self-Screening and Self-Reporting Obligations

Faculty and staff working on campus shall self-screen daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to leaving for work. An employee exhibiting one or more symptoms associated with COVID-19 shall stay home and notify his or her supervisor of the reason for his or her absence. Employees who report symptoms associated with COVID-19 may return to school after they have met the requirements set forth in Section D of this Policy.

In addition to daily reporting the results of self-screenings, employees are obligated to report the following information as applicable and isolate at home as recommended by the CDC:

- If the employee has traveled outside of the country, he or she may not return to work for 14 days after returning to the U.S.
- If the employee had close contact with someone who was ill with COVID-19, he or she may not return to work until 14 days after the date of exposure. According to the CDC, “close contact” means being within 6 feet of an individual for at least 15 minutes with or without wearing a mask.
- If a member of the employee’s household is ill with confirmed or suspected COVID-19, he or she may not return to work until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until it is safe for that individual to discontinue isolation.

C. Screening Procedure

Employees should anticipate delays due to the screening procedure and arrive at least 15 minutes prior to the scheduled start of their workday.

Non-exempt employees are to “clock in” when they arrive at the School so that they are compensated for any screening and waiting time.

Upon arrival, a designated screener will:

- Take the employee’s temperature using a non-invasive contactless infrared thermometer (If necessary, the designated screener may take an employee’s temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result.)
- Visually check the employee for symptoms associated with COVID-19s;
- Confirm that all employees have completed the ImHealthyToday checker;

Screeners will be trained on CDC recommendations for proper use of personal protective equipment.

D. Exclusion From Worksite Based on Symptoms of COVID-19

No persons who have a fever of 100.4° F (38.0° C) or other symptoms associated with COVID-19 will be permitted on campus. If the screener determines that an employee is presenting with symptoms associated with COVID-19, the employee will not be allowed to enter the school facilities/campus and will be sent home pursuant to the school’s Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at Work.

Employees who are sent home based on symptom screening results must notify their supervisor(s) as soon as possible by phone or email and await further instructions. The school may track employees’ potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee’s medical symptoms, will be considered confidential medical records.

If an employee subsequently reports that he or she has tested positive for COVID-19, the school shall notify the school community without disclosing any personally identifiable information. In addition, the school will consult with the local county department of public health to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to school until one of the following occurs:

- He or she certifies that at least 10 days have passed since the symptoms first appeared AND the employee has been free from fever

without the use of fever-reducing medication for at least 3 days AND respiratory symptoms have improved;

- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable); or
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

Protocol for Student COVID-19 Symptom Screening Policy to be shared with Parents

We have partnered with Imhealthytoday (IHT), a “Data-driven, Data-Managed” program to assist in maintaining a safe and healthy environment for our community. Parents, faculty and staff shall screen themselves as well as their child(ren) daily by checking their temperature and completing the Imhealthytoday screening. Parents must keep their child at home if the child exhibits one or more symptoms associated with COVID-19 and notify the school’s front office or email attendance@mountmadonnaschool.org of the reason for the child’s absence.

In order to protect the safety of our students, employees, and the school community at large, school employees will screen students and any parents or visitors for symptoms of COVID-19 at designated screening points. Mount Madonna adopts this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

The school asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

A. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue

- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

B. Self-Screening and Self-Reporting Obligations

Parents shall screen their child(ren) daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. Parents, faculty and staff shall screen themselves as well as their child(ren) daily by checking their temperature and completing the Imhealthytoday screening. Parents must keep their child(ren) at home if the child(ren) exhibits one or more symptoms associated with COVID-19 and notify the school’s front office or email attendance@mountmadonnaschool.org of the reason for the child(ren)’s absence. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements set forth in Section E of this Policy.

In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC: “Close

contact” means being within six (6) feet of an individual for at least 15 minutes.

- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain least 6 feet away from the ill individual until 14 days have passed to the extent possible.

C. Campus Access

All families will complete the Imhealthytoday daily screening before departing their house. We have designated multiple locations on campus for temperature screening. MMS will set up hand hygiene stations at the entrance points so that children can wash their hands before they enter the school facilities each day.

Preschool and Kindergarten: Preschool and kindergarten children will be screened from 9:15-9:30 am. Preschool and kindergarten parents will park and drop-off their children at the Lakeview Building. Parents will pick up their children from the steps of the Lakeview Building from 3:00-3:15 pm. The school will provide markers that are six feet apart. While waiting in the screening line, preschool and kindergarten parents and caregivers are responsible for wearing a face covering and ensuring that they and their children remain at least six feet apart from other families.

Elementary School: Each morning, staff will greet each family in their car at the kiosk located past the Mount Madonna Center Gate. Staff will confirm that the daily screening has been submitted for each child, and staff will perform a temperature check on each student using a non-touch digital thermometer. If you forgot to complete the daily screening, staff will ask that you pull to the right of the kiosk to complete the screening and verify with a staff member that you have received a green badge for each of your children.

After completing the temperature screening, you will be directed to the bus stop where you will drop off your children. Staff will greet each child and direct them to their teacher. Each student will use hand sanitizer before walking to class. While waiting in the screening line, students are responsible for wearing a face covering and ensuring that they remain at least six feet apart from others. After students are screened, elementary teachers will walk their students to their classrooms.

PICK-UP: Afternoon pick-up will follow the same routine as the morning drop-off without the IHT Daily Checker verification and temperature check. Cars will enter campus using the MMC gate starting at 3:15 pm. Cars will line up for pick-up in front of the bus shed and parents will remain in

vehicles. For pedestrian safety and traffic flow, students will not be permitted to enter vehicles until the vehicle reaches the designated area. If you need to pick up your student early please call the office (408-847-2717) in advance to make arrangements.

Middle and High School: BUSES: Buses will enter at 491 Summit Road and drop students off as usual at the bus turnaround. MMS staff will take the temperature of students and dispense hand sanitizer as students exit the bus. Bus riders must have completed their IHT Daily Checker BY 7AM otherwise families will be responsible for driving their student to school that day.

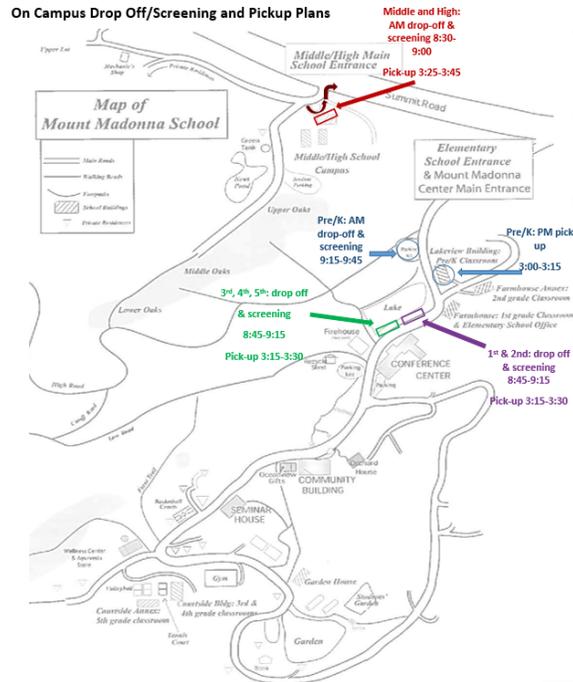
STUDENT DRIVERS: Vehicles will enter at the Hawks' Nest Lot and make an immediate left. They will line up for their temperature check, IHT Daily Checker Verification and hand sanitizer. Once they have completed the check they may proceed to their assigned parking space. Students must then walk to the bus turnaround where they will be given hand sanitizer to use before walking to class.

ALL OTHER VEHICLES: Vehicles will enter at the Hawks' Nest Lot and make an immediate left. They will line up for their temperature check, IHT Daily Checker Verification and hand sanitizer. Once they have completed the check, they will proceed to the bus turnaround where students will be allowed to exit the vehicle.

PICKUP:

BUSES and STUDENT DRIVERS: These students will follow the same process as in previous years.

ALL OTHER STUDENTS: Students will wait at the bus turnaround for their afternoon ride to come through the queue before being allowed to enter the vehicle. Parents will not be permitted to park now will students be able to walk to waiting vehicles as in previous years.



D. Symptom Screening

Designated screeners will screen all students as follows before they can enter the school campus. The school will set up hand hygiene stations at the entrance points so that children can wash their hands before they enter the school facilities each day. The screening will include:

- Taking each person’s temperature using a non-invasive contactless infrared thermometer. If necessary, the School may take an individual’s temperature a second time to confirm the results of the first test or if the results of the first test suggest an erroneous result;
- Visually checking for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity;
- Confirming each family has completed the ImHealthyToday checker for each child;

All documentation regarding a student’s COVID-19 symptoms will be considered confidential medical records pursuant to the School’s Policy for Use and Disclosure of Student Information Related to COVID-19.

All screeners are trained on the CDC recommendations for proper use of personal protective equipment.

E. Exclusion From School Based On Symptom Screening

Persons presenting with a fever of 100.4° F (38.0° C) or above will be excluded from the school campus. Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home immediately. In determining whether to exclude a student based on symptoms of COVID-19, the School will consider whether the student has a history of allergies or other non-contagious illness. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- A health care provider certifies that at least 10 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for at least three (3) days AND respiratory symptoms have improved;
- A health care provider provides the school with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- A health care provider provides the school with a note certifying that he or she is free from COVID-19; or
- The person is otherwise safe to be around others per CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The School will maintain COVID-19 test results and doctor's notes submitted pursuant to this Policy as students' confidential medical records.

III. COVID-19 Exposure Involving Employees

CHECKLIST FOR MANAGING COVID-19 EXPOSURES INVOLVING EMPLOYEES

1. Has the employee notified the school that the employee tested positive for COVID-19?
 - a. If yes, **go to No. 4 below.**
 - b. If no, **go to No. 2 below.**
2. Did the employee exhibit one or more symptoms associated with COVID-19, such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea (“Symptoms Associated with COVID-19”) during a daily temperature or symptom screening or while performing work on the School campus, but has not tested positive for COVID-19?
 - a. If yes, **go to No. 3 below.**
 - b. If no, **go to No. 5 below.**
3. Follow these steps if employee exhibits Symptoms Associated with COVID-19:
 - a. **Send employee home:**
 - i. **Immediately** send employee home or seek medical care
 - If employee is unable to drive, arrange for the employee’s emergency contact to pick up employee and take the employee home or to seek medical care
 - If employee is exhibiting **emergency warning signs** for COVID-19, **seek emergency medical care immediately, i.e., call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.
 - ii. While employee waits to be picked up by employee’s emergency contact or by an emergency medical care provider:

- Make sure employee waits in an **isolated room/area** away from others
 - Make sure employee is **wearing a face mask**
- b. **Clean and Disinfect:**
- i. **Close off** all areas of the School campus the employee used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - ii. If a **third-party professional cleaning service** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Contact: SERVPRO of Watsonville / Hollister, 831-275-1901, 11345 Commercial Parkway, Castroville, CA 95012
<https://www.servprowatsonvillehollister.com/company-profile>
 - Inform them that an individual exhibiting Symptoms Associated with COVID-19 was on campus
 - Schedule deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee to occur 24 hours after the employee last used or visited the area(s)
 - iii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee
 - Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency ("EPA") List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)

- Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (e.g., disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- c. **Arrange for a substitute:**
- i. If the employee is a classroom teacher or has supervisory duties over students, coordinate an emergency substitute to fill in for employee's duties
- d. **Protect employee's privacy:**
- i. Do **not** share employee's name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
 - ii. Do **not** share employee's name or any other identifiable information with any students, parents, members of the School community, or any other individual
- e. **Coordinate employee's leave status with the School's Human Resources administrator:**
- i. Assess employee's ability to telework and assess employee's eligibility for leave under **No. 7** and **No. 8** below.
- f. **Assess Workers' Compensation eligibility:**
- i. **Applicable until July 5, 2020, unless extended by Governor Newsom:** Provide employee with a [Workers' Compensation Claim Form \(DWC1\)](#) and [Notice of Potential Eligibility](#) and follow school's procedure for workplace injuries
- g. **Contact public health department:**
- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home
- h. **Direct employee:**
- i. To notify Ann Goewert and Eric Forbes immediately if they subsequently test positive for COVID-19
 - If the employee tests positive for COVID-19, **go to No. 4 below.**
 - ii. That he/she/they cannot return to work until employee meets CDC criteria to discontinue home isolation and until the

employee completes the Employee Certification to Return to Work by certifying to one or more of the following:

- At least 10 days have passed since employee first began to exhibit Symptoms Associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea AND employee has been free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines AND any respiratory symptoms employee exhibited have improved.
- Employee was tested for COVID-19 after employee began exhibiting Symptoms Associated with COVID-19 and the test shows that employee is not infected with COVID-19. Employee must provide a copy of the viral (*i.e.*, non-antibody) test.
- Employee's health care provider certifies that employee is free from COVID-19. Employee must provide a copy of the health care provider's note.

i. **When employee returns to work:**

- i. Direct employee to notify his/her/their supervisor immediately if employee experiences a recurrence of any Symptoms Associated with COVID-19

- If employee exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

4. Follow these steps if employee has notified the School that he/she/they has tested positive for COVID-19.

a. ***If the employee is on campus, send employee home:***

- i. **Immediately** send employee home or seek medical care

- If employee is unable to drive, arrange for the employee's emergency contact to pick up employee and take the employee home or to seek medical care
- If employee is exhibiting **emergency warning signs** for COVID-19, **seek emergency medical care immediately, *i.e.*, call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.

- ii. While employee waits to be picked up by employee's emergency contact or by an emergency medical care provider:
 - Make sure employee waits in an **isolated room/area** away from others
 - Make sure employee is **wearing a face mask**

b. **Clean and Disinfect:**

- i. **If employee has been on campus in the last 14 days, close off** all areas of the school campus the employee used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the school's Policy for Cleaning and Disinfecting the school Campus
- ii. If a **third-party professional cleaning service** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Contact: SERVPRO of Watsonville / Hollister, 831-275-1901, 11345 Commercial Parkway, Castroville, CA 95012
<https://www.servprowatsonvillehollister.com/company-profile>
 - Inform them that an individual exhibiting symptoms associated with COVID-19 was on campus
 - Schedule deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee to occur 24 hours after the employee last used or visited the area(s)
- iii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee
 - Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency ("EPA") List

N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)

- Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- c. **Arrange a substitute:** If the employee is a classroom teacher or has supervisory duties over students, coordinate emergency substitute to fill in for employee's duties
- d. **Protect employee's privacy:**
- i. Do **not** share employee's name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
 - ii. Do **not** share employee's name or any other identifiable information with any students, parents, members of the School community, or any other individual
- e. **Coordinate employee's leave status with the School's Human Resources administrator:**
- f. Assess employee's ability to telework and assess employee's eligibility for leave under **No. 7** and **No. 8** below. **Workers' Compensation eligibility:**
- i. **Applicable until July 5, 2020, unless extended by Governor Newsom:** Provide employee with a [Workers' Compensation Claim Form \(DWC1\) and Notice of Potential Eligibility](#) and follow School's procedure for workplace injuries
- g. **Direct employee:**
- i. That he/she/they cannot return to work until the employee completes the Employee Certification to Return to Work by certifying to one or more of the following:
 - Employee has not had any Symptoms Associated with COVID-19, and at least 10 days have passed since the test. Employee must provide a copy of the viral (*i.e.*, non-antibody) test.
 - Employee has not had any Symptoms Associated with COVID-19, and was subsequently tested for COVID-19 using at least two consecutive respiratory specimens collected more than 24 hours apart and the tests show that Employee is not infected with COVID-19. Employee must provide a copy of the viral (*i.e.*, non-antibody) tests.

- Employee is free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms Employee exhibited have improved, and Employee was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Employee is not infected with COVID-19.
- h. **Contact local public health department:**
- i. Notify local public health department of the positive COVID-19 case
 - ii. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home
- i. **Consider closing campus in consultation with local public health officials:**
- i. In consultation with the local public health officials, the Head of School will consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer
 - ii. If school closure is warranted:
 - Communicate plans for school closure with students, parents, and employees
 - Provide guidance to parents and employees reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or employees from gathering elsewhere
 - Implement distance learning plan to maintain continuity of education
 - Maintain regular communications with the local public health department
- j. **Communicate potential exposure with School community:**
- i. Maintain confidentiality of employee’s information
 - Do **not** share employee’s name or any other personally identifiable information with any School employees unless that employee has a **legitimate** need to know

- Do **not** share employee's name or any other personally identifiable information with any students, parents, members of the School community, or any other individual
- ii. Send **Notice to School Community on Exposure to COVID-19** modified based on the circumstances, or similar notice that:
- Does **not** identify the employee by name;
 - Does **not** include information that would enable the reader to identify the employee (*e.g.*, the communication should not identify a specific work location if there is only one known employee that works in that location); and
 - Provides enough information for the reader to have a meaningful discussion with a healthcare provider and take the appropriate risk mitigating steps (*e.g.*, increased social distancing, hand washing, self-monitoring of symptoms, etc.)
- k. **When employee returns to work:**
- i. Direct employee to notify his/her/their supervisor immediately if employee experiences a recurrence of any Symptoms Associated with COVID-19
- If employee exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**
5. Has employee notified the School that he/she/they has had close contact with an individual who has tested positive for COVID-19, and the employee has been on campus within the last 14 days, but the employee is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19?
- a. If yes, **go to No. 6 below.**
- b. If no, **go to No. 9 below.**
6. Steps if employee notified the School that he/she/they has had close contact with an individual who has tested positive for COVID-19, and the employee has been on campus within the last 14 days, but the employee is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19:
- a. **Send employee home:**
- i. *If the employee is on campus, send employee home **immediately***
- b. **Direct employee:**

- i. To self-monitor for Symptoms Associated with COVID-19
 - ii. To notify their supervisor immediately if they subsequently test positive for COVID-19
 - If the employee tests positive for COVID-19, **go to No. 4 above.**
 - iii. That employee cannot return to work until 14 days have passed since employee's exposure to the individual with COVID-19 as advised by the Centers for Disease Control and Prevention ("CDC") and the employee completes an Employee Certification to Return to Work form.
- c. **Clean and Disinfect:**
- i. **Close off** all areas of the School campus the employee used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - ii. If a **third-party professional cleaning service** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Contact: SERVPRO of Watsonville / Hollister, 831-275-1901, 11345 Commercial Parkway, Castroville, CA 95012
<https://www.servprowatsonvillehollister.com/company-profile>
 - Inform them that an individual exhibiting Symptoms Associated with COVID-19 was on campus
 - Schedule deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee to occur 24 hours after the employee last used or visited the area(s)
 - iii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the employee used or

- visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee
 - Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency (“EPA”) List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- d. **Arrange a substitute:** If the employee is a classroom teacher or has supervisory duties over students, coordinate emergency substitute to fill in for employee’s duties
- e. **Protect employee’s privacy:**
- i. Do **not** share employee’s name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
 - ii. Do **not** share employee’s name or any other identifiable information with any students, parents, members of the School community, or any other individual
- f. **Coordinate employee’s leave status with the School’s Human Resources administrator:**
- i. Assess employee’s ability to telework and assess employee’s eligibility for leave under **No. 7** and **No. 8** below
- g. **Contact public health department:**
- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home
- h. **When employee returns to work:**
- i. Direct employee to notify his/her/their supervisor immediately if employee experiences a recurrence of any Symptoms Associated with COVID-19
 - If employee exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

7. Assess Ability to Telework:

- a. In consultation with the Human Resources administrator or other appropriate School administrator, assess employee's ability to telework.
 - i. If employee is able to telework, enter into a Telework Agreement with employee that governs the terms of the telework arrangement.
 - ii. If employee is unable to telework or is only able to telework on a reduced or modified work schedule, **go to No. 8 below.**

8. Coordinate Leave Eligibility:

- a. Assuming employee is unable to telework or only able to telework on a reduced or modified work schedule, coordinate with the Human Resources administrator to assess the types of leaves and benefits to which employee may be eligible:
 - i. Emergency Paid Sick Leave (EPSL). If employee is unable to work or telework, employee may be entitled to EPSL of up to two weeks (80 hours) if a full-time employee (or a prorated two-week equivalent for a part time employee) at employee's regular rate of pay if any of the following applies:
 - The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - ii. In accordance with School policy, and state and federal law, employee may be entitled to disability, workers' compensation, FMLA/CFRA leaves, leave under California's Paid Sick Leave Law, and/or the use of any available leave/PTO accruals.
 - iii. Inform employees about labor laws, including but not limited to, Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable.

9. Assess Next Steps:

- a. Employee may be required to report to work/continue working on the same terms and conditions as normal.
 - i. If employee subsequently exhibits Symptoms Associated with COVID-19 while working, **go to No. 3 above.**

- ii. If employee notifies the School that he/she/they has tested positive for COVID-19, **go to No. 4 above.**
 - iii. If employee notifies the School that he/she/they has had close contact with an individual who has tested positive for COVID-19, and the employee has been on campus within the last 14 days, **go to No. 6 above.**
- b. If employee claims not to be able to work for reasons related to COVID-19 not addressed herein, *e.g.*, having a disability, being over 65 years of age, or having a serious underlying health condition, then assess next steps in coordination with the Human Resources administrator or other appropriate School administrator.

Certification for Employee Returning to Work After International Travel

I, _____ (“Employee”), certify that the following is true and correct.

At least 14 days have passed since I have returned from international travel, and I have not exhibited symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

I understand and agree that if I exhibit symptoms associated with COVID-19 (e.g., fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) after returning to work, I must inform my supervisor immediately, and the school may direct me to stay away from work until I meet Mount Madonna School’s requirements in the applicable policy to return to work.

Employee Name

Signature

Date

Policy and Protocols for Physical Distancing and Individual Responsibility at School for Employees

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for employees in schools and is adopted for the protection of students, employees, and families. Employees will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

Mount Madonna may modify this policy, as necessary, to comply with changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such social distancing measures are no longer necessary.

P. Campus Access

Mount Madonna will establish one main entry and exit point to the Lower and Upper School’s campuses to promote physical distancing. The entry and exit points will be located at the gated entrance to the Lower and Upper School Campuses. Employees will be assigned to enter and exit at specific entry and exit points each school day they are on campus. Lower School faculty will enter campus at the Hanuman Center Gates while Upper School faculty and all other staff will enter campus at the Hawk Nest Gate.

Prior to entering Mount Madonna’s campus, all employees will be subject to screening requirements consistent with Mount Madonna’s Policy and Protocols for Screening Employees. While waiting to be screened, employees must remain at least 6-feet apart from others. Employees who pass the screening requirements will be required to wash or sanitize their hands prior to entering their worksites and/or classrooms.

During this time, Mount Madonna will restrict access to Mount Madonna's campus, and if and when visitors and volunteers, including parent volunteers may return to campus. At that time, all campus visitors must be approved in advance by Ann Goewert. Visitors, who are authorized to enter Mount Madonna's campus, will not be able to do so until they have cleared the screening protocols set forth in Mount Madonna's Policy and Protocols for Screening Students/Employees.

Signs will be placed at conspicuous places at all School entrances that instruct employees, students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g., cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs must also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while on campus.

Q. Physical Distancing – On Campus Generally

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers that designate intervals of 6 feet will be placed throughout campus and must be followed.

Mount Madonna will rearrange classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, Mount Madonna may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

Meetings will be held virtually, and non-essential meetings will be cancelled or postponed. In-person meetings, including parent-teacher conferences, will be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must take place in a location that allows all individuals to maintain a minimum distance of 6 feet and all individuals should sign-in to document attendees. Persons

attending the meeting should disinfect the space they occupied during the meeting (*e.g.*, chair, area of the table at which they sat), and the location used for the meeting must be cleaned and disinfected according to Mount Madonna's Policy for Cleaning and Disinfecting before it can be used again.

Mount Madonna will conduct trainings virtually, or if in-person, employees shall avoid grouping together and ensure minimum physical distancing is maintained. As of July 17, 2020, field trips are prohibited. Mount Madonna encourages virtual field trips, assemblies and on-site performances. If and will, field trips will no longer be prohibited, Mount Madonna will evaluate field trips on a case-by-case basis.

Employees are expected to enforce Mount Madonna's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees will require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will also schedule student restroom breaks to avoid overcrowding.

Physical distancing is key to preventing the spread of COVID-19. Mount Madonna is complying with Governor Newsom's mandate for distance learning only provided a waiver is unavailable (July 17, 2020) and as such prohibits school programs in which employees and students gather elsewhere, off campus, or create situations where there are in large group gatherings (*e.g.*, parties, etc.)

R. Social Visits to Be Avoided

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that they maintain minimum physical distance of 6 feet between themselves and any other person at all times.

S. Physical Distancing in Classrooms

Consistent with the CDC, CDE and state guidelines, lower school students will be grouped in stable educational cohorts by grade level, based on the physical distancing and spatial constraints of the classroom (*i.e.*, the total square footage of the classroom). These stable cohorts will be grouped together each day to minimize the mixing of student groups. The school has structured the cohorts by grade level. Teachers will stay within their assigned educational cohort and reinforce physical distancing strategies amongst the students.

For the middle school program, students will be grouped in stable educational cohorts by grade level based on the physical distancing and spatial constraints of the classroom (*i.e.*, the total square footage of the classroom). These cohorts will be grouped together each day to minimize the

mixing of student groups. Teachers will stay within their assigned educational cohort and reinforce physical distancing strategies amongst the students. Starting in eighth grade, students have options for math courses, and students will be divided for math.

For the high school program, students will be assigned to distance grouping. Distance groups are determined by the number of students a room can accommodate. Students will remain with their grade level with the exception of one mixed-grade math courses and mixed-grade level electives.

Mixed Grade Level Classes	Grade		Alternative Option for Distance Grouping
Algebra 2/ Algebra 2H	14 Freshmen	1 Sophomore	14 freshmen can meet in Library (their dedicated 9th grade homeroom) and 1 sophomore can Zoom from the outdoor classroom 9
Geometry/ Geometry H	3 Freshmen	3 Sophomores	3 freshmen can meet in the outdoor classroom 10 and 3 sophomore can Zoom from their classroom B4 (their dedicated homeroom classroom)
PreCalculus / PreCalculus H	5 Sophomores	5 Juniors	5 juniors can Zoom from B8 (their dedicated homeroom classroom) and 5 sophomores can meet in the outdoor classroom 11
Calculus AB	6 Juniors	2 Seniors	6 juniors can meet in outdoor classroom 12 and 2 seniors will Zoom from A2
Mixed Grade Level Electives	Grade		Alternative Option for Distance Grouping
Engineering for Change	9 Juniors	7 Seniors	9 juniors can meet in outdoor classroom 12 and 7 seniors can Zoom from A2
Art History	2 Juniors	1 Senior who learn remotely	No alternative option required

Teachers will reinforce physical distancing strategies amongst the students.

The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart. Student desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not facing one another. Assigned seating arrangements will be used to the extent possible.

Assigned seats is recommended for tracking purposed when there is a COVID-19 exposure.

Mount Madonna shall designate additional indoor and outdoor spaces which will be used as classroom space, such as the Assembly Room and Gymnasiums.

Weather permitting, teachers shall open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children. If doing so poses a health or safety risk to persons in the classroom, Mount Madonna will consider alternatives.

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses. Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students may need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student’s belongings must be separated from others and in individually labeled containers, cubbies, or areas.

Teachers are encouraged to implement strategies for classroom discussion and turning in assignments that minimizes contact but encourages engagement and participation. Teachers should develop practices that promote physical distancing but also permit students to have movement.

Physical distancing strategies should not result in unintended segregation of students or interfere with specific support for needs (or medical needs) for preschool-age students, or students with disabilities or behavioral challenges. Physical distancing strategies should also not inhibit emergency protocols, or prohibit access to students. Teachers are expected to meet student personal or support needs as necessary.

T. Preschool Classroom Capacity and Structure

In accordance with the California Department of Social Services (“CDSS”) and county requirements, preschool students will be in groups of 10 or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible, and consistent with CDSS and local adult/child staffing ratios for preschool programs. Children who are in the same family will be in the same group, to the greatest extent possible.

All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.

For napping, cots, cribs and mats will be placed 6 feet apart, with the children's heads placed alternatively in opposite directions.

All students' personal items should be labeled and kept in a separate bag to ensure personal items are separate from others, and personal toys should be kept home during this time until further notice.

U. Handwashing/Promoting Healthy Hygiene Practices

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility or classroom, going on break, and before and after their work shift.

Employees must also promote and reinforce regularly handwashing of students. Hand-washing should take place at the beginning of the day, before and after meals, after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that involve sharing supplies and materials.

Employees will teach and reinforce CDC guidance on proper handwashing techniques found here: <https://www.cdc.gov/handwashing/index.html>. Employees will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Employees will remind students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

Teachers and staff should build routines for washing of hands upon entering and leaving the classroom or other campus space, and create regular cleaning practices for frequently used items.

V. Cloth Face Coverings/Face Shields

All students, faculty and staff must wear face coverings while at school at all times, except during designated meal times or drinking water. Students who refuse to wear cloth face coverings will be sent home. The following individuals are exempt from wearing a face covering: persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. In addition, individuals with a mental health condition or disability that prevents wearing a face covering are exempt from wearing a face covering.

- **Cloth Face Coverings**

Cloth face coverings must be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Cloth face coverings are not surgical faces masks, respirators, or personal protective equipment. However, the School will provide employees who are screening students and other employees with KN95 face masks.



How to wear mask properly



Cloth face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Employees are responsible for maintaining face coverings with proper care. Cloth face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Mount Madonna will provide each employee with one (1) washable cloth face covering, KN95 masks, and extra unused disposable masks upon returning to Mount Madonna. Employees are welcome to use their own face coverings from home, as long as they are workplace appropriate. Mount Madonna will

have face covering or face shields available for employees who fails to bring one or whose face covering becomes damaged while at school.

Employees with medical conditions or disabilities that prevent them from being able to wear a cloth face covering, will be provided with accommodations made on a case-by-case basis consistent with Mount Madonna's Policy on Reasonable Accommodation of Employees.

- **Face Shields**

Teachers and students may wear a face shield accompanied by a cloth face covering. At times for pedagogical reasons, elementary teachers may use face shields without a cloth face covering to enable younger students to see their faces and to avoid potential barriers to phonological instruction. Once that portion of the lesson requiring a face shield is completed, the teacher must return to wearing a face covering. On the bus, the driver will wear a face covering and students will wear a face shield accompanied by a cloth face covering.

Restrooms

Custodial staff will conduct regular cleanings of restrooms.

W. Break/Meal Periods

Employee breaks and meal periods will be staggered. If using a shared amenity, like a table or bench, exercise caution and assume such equipment has not been cleaned or disinfected. Employees are expected to follow all physical distancing strategies while on a break or during a meal period. Employees are also expected to comply with and enforce Mount Madonna's Protocols for Meals at Schools and Childcare Facilities and ensure that students are not sharing water bottles, food, or other items.

X. Playgrounds/Outdoor Play Activities/Athletics

Outdoor physical education or play activities will be staggered for different student groups, and limited to an assigned designated area of the campus. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Teachers will be expected to manage their student group within their assigned designated area of the campus during outdoor physical education or play activities, and will not be permitted to leave their designated area.

Teachers should develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate. Physical education and athletics will be limited to activities that do not involve physical contact with other students.

Playground equipment may be used by one student group at a time, and will be disinfected between uses.

All outdoor play equipment used by students will be cleaned and disinfected between uses by different groups of children.

Y. Field Trips, Performances, and School Assemblies

At this time, CPHD does not permit field trips. Teachers are encouraged to plan virtual activities and events in lieu of field trips, assemblies, and on-site performances.

Z. Employee Cleaning and Disinfecting Responsibilities

Mount Madonna School and each employee of Mount Madonna serve a critical role in promoting a safe and healthy school and workplace. To that end, Mount Madonna will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees as set forth in Mount Madonna's handbook so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.
- Teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, sink handles, and any other surface or object in the classroom touched or used by students.
- Teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, pencils, pens, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.

- Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this School’s Cleaning and Disinfecting Policy and as directed by their supervisor.

AA. Developing Illness at School

Employees who develop a fever and cough during the school day or other symptoms consistent with COVID-19 should notify their supervisor, put on a cloth face covering (if not already on) and immediately move to an isolation area.

To minimize educational disruption, Mount Madonna will cross-train employees so that more than one employee is familiar with essential job duties. Employees may be trained and assigned to assist in a variety of positions, if needed. For this reason, all teachers must maintain up-to-date lesson plans at all times.

Employees must immediately notify their supervisor if a student develops a fever or cough or other symptoms consistent with COVID-19 during the school day. The employee is expected to review and follow the School’s separate “Protocol on When a Student Exhibits Symptoms Consistent with COVID-19”.

BB. School Buses/Vehicles

Mount Madonna will modify, as necessary, all School transportation methods to comply with physical distancing strategies. Mount Madonna may cross-train drivers on routes to ensure that more than one employee is prepared to drive a route if there are unexpected absences.

Employees are required to follow and enforce all physical distancing protocols while on any School transportation.

CC. Enforcement of Student Physical Distancing

All employees are also required to review the separate School Policy and Protocols for Physical Distancing and Individual Responsibility at School for Students, and to implement and enforce those protocols. If physical distancing cannot be adhered to for some activity, cancel the activity. Avoid activities where students or others can easily congregate in a limited space. Teachers should also consider ways to promote health hygiene practices and build routines to enforce physical distancing measures.

Protocol for Employee COVID-19 Symptom Screening (Internal Document)

We have partnered with Imhealthytoday (IHT), a “Data-driven, Data-Managed” program to assist in maintaining a safe and healthy environment for our community. Parents, faculty and staff shall screen themselves as well as their child(ren) daily by checking their temperature and completing the Imhealthytoday screening.

In order to protect the safety of our students, employees, and the school community at large, employees will be screened for symptoms of COVID-19 prior to entering School facilities/campuses. Mount Madonna adopts this Employee COVID-19 Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Industrial Relations, California Department of Education, and local public health officials. This policy will remain in place until further notice.

E. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting

- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the school may update this list as the CDC identifies additional or different symptoms.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should not come to work, and should report their need for time off to their supervisor as soon as possible.

F. Self-Screening and Self-Reporting Obligations

Faculty and staff working on campus shall self-screen daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to leaving for work. All employees will complete the ImHealthyToday checker each day. An employee exhibiting one or more symptoms associated with COVID-19 shall stay home and notify his or her supervisor of the reason for his or her absence. Employees who report symptoms associated with COVID-19 may return to school after they have met the requirements set forth in Section D of this policy.

In addition to daily reporting the results of self-screenings, employees are obligated to report the following information as applicable and isolate at home as recommended by the CDC:

- If the employee has traveled outside of the country, he or she may not return to work for 14 days after returning to the U.S.
- If the employee had close contact with someone who was ill with COVID-19, he or she may not return to work until 14 days after the date of exposure. According to the CDC, “close contact” means being with 6 feet of an individual for at least 15 minutes.
- If a member of the employee’s household is ill with confirmed or suspected COVID-19, he or she may not return to work until 14 days after the date of exposure and shall remain least 6 feet away from the ill individual until it is safe for that individual to discontinue isolation.

G. Screening Procedure

Employees should anticipate delays due to the screening procedure and arrive at least 15 minutes prior to the scheduled start of their workday.

Non-exempt employees are to “clock in” when they arrive at the School so that they are compensated for any screening and waiting time.

Upon arrival, a designated screener will:

- Take the employee’s temperature using a non-invasive contactless infrared thermometer (If necessary, the designated screener may take an employee’s temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result.)
- Visually check the employee for symptoms associated with COVID-19s;
- Confirm each employee has completed the daily ImHealthyToday checker

Screeners will be trained on CDC recommendations for proper use of personal protective equipment.

H. Exclusion From Worksite Based on Symptoms of COVID-19

No persons who have a fever of 100.4° F (38.0° C) or other symptoms associated with COVID-19 will be permitted on campus. If the screener determines that an employee is presenting with symptoms associated with COVID-19, the employee will not be allowed to enter the school facilities/campus and will be sent home pursuant to the Mount Madonna’s Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at Work.

Employees who are sent home based on symptom screening results must notify their supervisor(s) as soon as possible by phone or email and await further instructions. The school may track employees’ potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee’s medical symptoms, will be considered confidential medical records.

If an employee subsequently reports that he or she has tested positive for COVID-19, Mount Madonna shall notify the school community without disclosing any personally identifiable information. In addition, Mount Madonna will consult with the local county department of public health to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to Mount Madonna until one of the following occurs:

- He or she certifies that at least 10 days have passed since the symptoms first appeared AND the employee has been free from fever

without the use of fever-reducing medication for at least 3 days AND respiratory symptoms have improved;

- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable); or
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

Temperature Test and Screening Form: Employees

Name of Employee Tested and Screened ("Employee") _____ Date _____

Temperature Test:

Employee was tested with a non-invasive contactless infrared thermometer that indicated that Employee has a fever, which is defined as a temperature of 100.4 degrees Fahrenheit or higher.

First reading: _____ degrees Fahrenheit

Second reading, if necessary: _____ degrees Fahrenheit

Symptom Screening:

Employee was asked whether they presented any of the following symptoms, which the CDC associates with COVID-19. Employee indicated that he/she/they presented the following symptom(s):

<input type="checkbox"/>	Symptom	Date of Onset
<input type="checkbox"/>	Cough	_____
<input type="checkbox"/>	Shortness of breath or difficulty breathing	_____
<input type="checkbox"/>	Chills	_____
<input type="checkbox"/>	Repeated shaking with chills	_____
<input type="checkbox"/>	Muscle or body aches	_____
<input type="checkbox"/>	Headache	_____
<input type="checkbox"/>	Sore throat	_____
<input type="checkbox"/>	New loss of taste or smell	_____
<input type="checkbox"/>	Nausea	_____
<input type="checkbox"/>	Vomiting	_____
<input type="checkbox"/>	Diarrhea	_____
<input type="checkbox"/>	Congestion or runny nose	_____

Name of Employee Who Conducted Test

Date

Protocol When An Employee Exhibits Symptoms Associated with COVID-19 at Work (Internal Document)

Employees exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other employees and report this information to their supervisor by phone or email as soon as possible so that they can be relieved from work and sent home, and ensure they are wearing a face mask.

Mount Madonna may seek emergency medical attention on behalf of an employee if symptoms associated with COVID-19 become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The school may also arrange for an emergency contact to pick up the employee if the employee is not able to drive home.

An employee exhibiting one or more symptoms associated with COVID-19 who is not able to leave campus on his or her own, will be required to wait in a designated isolation room/area while the employee waits for transport home or to a healthcare facility.

Mount Madonna will close off indoor areas contaminated by the ill employee's respiratory droplets until the area has been cleaned and disinfected according to the Cleaning and Disinfecting Policy. The school will similarly disinfect any shared equipment used by the employee.

The employee may not return to school until one of the following occurs:

- The employee certifies that at least 10 days have passed since the employee's symptoms first appeared, the employee has been free from fever without the use of fever-reducing medication for at least 3 days, and the employee's respiratory symptoms have improved;
- The employee provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The employee's health care provider certifies that he or she is free from COVID-19; or
- The employee is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Employees must complete the Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

Policy for Use and Disclosure of Employee Confidential Medical Information Related to COVID-19 (Internal Document)

The purpose of this policy is to safeguard confidential employee medical information in a manner compliant with the Confidentiality of Medical Information Act ("CMIA"), the Americans with Disabilities Act ("ADA") and the Fair Employment and Housing Act ("FEHA") with respect to all confidential medical information that the School obtains through implementing the following policies, or by other means:

- (1) Protocol for Employee COVID-19 Symptom Screening; and
- (2) Accommodation of Employees Who are at High-Risk of Severe Illness from COVID-19.

The policies above authorize Mount Madonna to collect certain confidential medical information about employees. As used in this policy, "Confidential Medical Information" is defined as any individually identifiable information, in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient's medical history, mental or physical condition, or treatment.

This policy shall be effective immediately and shall remain in effect as long as necessary to safeguard Confidential Medical Information acquired or obtained by Mount Madonna and as otherwise required by law.

Scope of Coverage

This policy covers the Confidential Medical Information that Mount Madonna School acquires or obtains for employees and applicants relating to COVID-19. The information covered by this policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

Specifically, this policy covers the following types of Confidential Medical Information:

- All Confidential Medical Information acquired by Mount Madonna during or because of the administration of the school policies listed above. For example, the policy covers COVID-19 test results, temperature test results, the results of screenings for symptoms

associated with COVID-19, and information regarding other medical conditions.

- All Confidential Medical Information that Mount Madonna School obtains by means other than by screening administered by the school. For example, the County Public Health Department may inform the school that an employee has tested positive for COVID-19 or an employee may voluntarily disclose a positive or negative COVID-19 diagnosis that is not the result of a test result obtained directly by the school.
- All Confidential Medical Information related to COVID-19 that the school acquires or obtains, including, but not limited to, information about an employee's health or medical conditions that may put the employee at increased risk of serious illness if the employee contracts COVID-19 [as provided under the School's Policy for Accommodation Of Employees Who Are At High-Risk Of Severe Illness From COVID-19].

Permissible Uses and Disclosures of Confidential Medical Information Related to COVID-19

Mount Madonna School may use and disclose an employee's Confidential Medical Information related to COVID-19 for certain public interest and benefit purposes that are job-related and consistent with business necessity, including, but not limited to:

- Where there is a serious threat to public health or safety;
- To a public health authority that is authorized by law to collect or receive the information for the purpose of preventing or controlling disease and conducting public health investigations; and
- As required by law.

The uses and disclosures of an employee's Confidential Medical Information related to COVID-19 for these purposes do not require the employee's authorization. Further, Mount Madonna School may use and disclose an employee's Confidential Medical Information related to COVID-19 for the following purposes:

- If compelled by judicial or administrative process or by any other specific provision of law;
- If compelled by a search warrant;
- If compelled by a medical examiner, forensic pathologist, or coroner; To be used in a lawsuit, arbitration, grievance, or other claim or challenge to which the employer and employee are parties

and in which the employee has placed in issue his or her medical history, mental or physical condition, or treatment;

- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons; and
- To first aid and safety personnel if the employee's condition might require emergency treatment.

Disclosures of Confidential Medical Information Related to COVID-19 to the Employee

Employees are entitled to access and review their medical file as maintained by the school. Mount Madonna must disclose the Confidential Medical Information contained in the employee's medical file to the employee when requested.

Reasonable Safeguards for Confidential Medical Information Related to COVID-19

Mount Madonna School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of employee Confidential Medical Information related to COVID-19. As with other Confidential Medical Information the School receives, the school will store Confidential Medical Information related to COVID-19 in a medical file that is separate and distinct from the employee's personnel file.

Mount Madonna School employees must utilize the following safeguards in order to limit the incidental use and disclosure of Confidential Medical Information related to COVID-19:

- (1) Determine if individuals not permitted to access Confidential Medical Information are with an employee before discussing the employee's Confidential Medical Information.
- (2) Do not assume an employee will permit disclosure of his/her/their Confidential Medical Information to anyone in the workplace, including a family member or friend.
- (3) Dispose of unnecessary paper products that contain Confidential Medical Information in a shredder.

Limiting the Use of Confidential Medical Information Related to COVID-19

Mount Madonna limits the use of Confidential Medical Information to the “minimum necessary” amount needed to accomplish the intended purpose of the use of the information. Any use of the information must be job-related and consistent with business necessity.

Limiting the Disclosures of Confidential Medical Information Related to COVID-19

All requests for Confidential Medical Information, whether routine or non-routine, are handled by the school’s head of school, Ann Goewert, or Eric Forbes, Business Manager. Mount Madonna employees must therefore direct all requests for Confidential Medical Information to Ann Goewert or Eric Forbes.

Accounting of Disclosures

Employees are entitled to an accounting of any disclosures of their Confidential Medical Information. When an employee requests an accounting of the school’s disclosures of their Confidential Medical Information, the school will provide the accounting in a timely manner.

Policy on Requests to Amend Confidential Medical Information Related to COVID-19

Employees are entitled to request that the Mount Madonna amend or addend Confidential Medical Information contained in the employee’s medical file if the information is incomplete or inaccurate.

If the employee requests to addend the Confidential Medical Information contained in the employee’s medical file, the school will add the employee’s written addendum to the file. Mount Madonna shall provide the written addendum as part of all subsequent disclosures of the employee’s Confidential Medical Information.

If the School accepts an employee’s request to amend the existing record, Mount Madonna shall make a reasonable effort to provide the amended information to the following:

- (1) Persons the employee identifies as needing the information; and
- (2) Persons the school knows may rely on un-amended information to the program participant’s detriment.

If the Mount Madonna denies an employee's request for amendment of medical records, the school will provide the employee a written denial of the request and allow the employee to submit a statement of disagreement within 30 business days. Mount Madonna shall place both the school's written denial and any statement provided by the employee in the employee's medical file.

Protocol on Requests to Restrict Use and Disclosure of Confidential Medical Information Related to COVID-19

Employees are entitled to request the school restrict the use or disclosure of Confidential Medical Information. However, the school is under no obligation to agree to requests for restrictions made by employees.

Confidential Communications Protocol

The School provides employees the opportunity to request alternative means for receiving communications regarding Confidential Medical Information.

Authorization for Use and Disclosure of Medical Information

Confidentiality of Medical Information Act (CMIA), Civil Code § 56, et seq.

Pursuant to California's Confidentiality of Medical Information Act, I, _____ [Name of Employee], authorize [Name of Health Care Provider, Laboratory, etc.] to disclose the medical information described in this authorization to Mount Madonna School. I also authorize the same representatives from the Mount Madonna School to use the medical information for the purposes described in this authorization.

This authorization is limited to the following types of information:

COVID-19 test results, including but not limited to any results of tests administered to detect the presence of the COVID-19 virus (SARS-CoV-2)

The recipients of this information may use the information for the following purpose(s):

Managing, controlling, and responding to COVID-19 infections among Mount Madonna School personnel, medical accommodation request, workers' compensation claim.

Expiration Date: [Name of Health Care Provider, Laboratory, etc.] is no longer authorized to disclose medical information described in this authorization after [Insert Date].

Right to Receive Copy of This Authorization: I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the Mount Madonna School will provide me with a copy of this authorization.

I authorize the disclosure and use of my medical information as described above for the purposes listed

above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.

Employee's Name (PLEASE PRINT)

Signature

Date

Emergency Paid Sick Leave and Emergency FMLA Policy (Internal Document)

Consistent with the Families First Coronavirus Act, Mount Madonna provides Emergency Family and Medical Leave (Emergency FMLA) to eligible employees who are unable to work (or telework) due to the closure of their child's school or unavailability of their child care provider.

I. Eligibility

Employees are eligible for up to 12 weeks of job-protected Emergency FMLA if the following requirements are met:

- The employee has worked for the school for at least 30 calendar days;
- The employee is unable to work (or telework) due to a need to care for a son or daughter (under 18 years of age or 18 years of age or older who is incapable of self-care because of a mental or physical disability) whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority;
- There is no other suitable person (*e.g.*, co-parent, co-guardian, or normal child care provider) available to care for the son or daughter during the period for which the employee takes Emergency FMLA; and
- The employee has not otherwise exhausted his or her other Family Medical Leave (FMLA), as set forth in the School's separate policy regarding FMLA. Emergency FMLA is not provided in addition to the total 12 weeks of FMLA leave available to eligible employees.

II. Definitions

- (a) "Child Care Provider"** means a provider who receives compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law; and satisfies the State and local requirements. However, the eligible child care provider *need not be*

compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

(b) "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

III. Notice

Employees shall request leave as soon as practicable either orally or in writing or may provide such notice through the employee's spokesperson (e.g., spouse, adult family member, or other responsible party) if the employee is unable to provide such notice him or herself.

If an employee fails to provide proper notice, Mount Madonna will provide the employee notice of the failure and an opportunity to provide the required documentation, described below, prior to denying the request for leave.

Certification and Documentation of Need for Leave

In order to substantiate the need for Emergency FMLA, the employee must provide the following information prior to taking leave:

- (a) Employee's name;
- (b) Date(s) for which leave is requested;
- (c) Qualifying reason for the leave and documentation to support that reason in the form of a certification provided by the school;
- (d) Oral or written statement that the employee is unable to work because of the qualified reason for leave;
- (e) The name of each child being cared for and the age of each child;
- (f) The name of the school, place of care, or child care provider that has closed or become unavailable;
- (g) A representation that no other suitable person (*e.g.*, co-parent, co-guardian, or normal child care provider) will be caring for the son or daughter during the period for which the employee takes Emergency FMLA; and
- (h) With respect to the need to care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care to such child.

Mount Madonna will provide a written request form that an employee may use to provide the information listed above and a certification form to provide written support for an employee's need for Emergency FMLA.

Mount Madonna reserves the right to request that employees provide any additional materials the school needs to support a request for tax credits pursuant to the FFCRA.

IV. Paid Leave Entitlement

The first 10 days of Emergency FMLA may consist of unpaid leave unless the employee elects to utilize other paid leaves, including Emergency Paid Sick Leave, sick leave, personal leave, or vacation.

For the remaining 10 weeks, an employee is entitled to be paid leave at two-thirds of the employee's regular rate of pay, but not to exceed a cap of \$200 per day and \$10,000 total.

V. Substitution of Accrued Leave

Mount Madonna will coordinate other paid leave, including Emergency Paid Sick Leave, sick leave, personal leave, or vacation, at the employee's option, during these remaining 10 weeks if two-thirds of the employee's regular pay exceeds \$200 per day and \$10,000 total.

VI. Intermittent Leave

Employees may use Emergency FMLA Leave on an intermittent basis if the school approves of such use, and as long as: (1) such use is completed by December 31, 2020, and (2) the employee continues to need intermittent leave in order to care for a son or daughter (under 18 years of age or 18 years of age or older who is incapable of self-care because of a mental or physical disability) whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority.

VII. Health Insurance Benefits

While on Emergency FMLA leave, employees will continue to be covered by the School's group health insurance (which includes health, dental, and vision) for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job.

VIII. Restoration to Prior Position

Employees out on Emergency FMLA Leave are entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave. Mount Madonna may deny job restoration to key Eligible Employees, as defined under the FMLA (29 CFR 825.217), if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school.

An employee who is laid off or whose employment is otherwise terminated on or after March 1, 2020 and who is rehired on or before December 31, 2020, will be eligible for unused Emergency FMLA Leave provided that the employee had been on the Mount Madonna's payroll for 30 or more of the 60 calendar days prior to the date the employee was laid off or otherwise terminated.

IX. Expiration

Unused Emergency FMLA Leave will not be reinstated after December 31, 2020.

The provision of this section shall expire on December 31, 2020 or when the Emergency Family and Medical Leave Expansion Act is no longer effective.

Authority: On March 18, 2020, the Families First Coronavirus Response Act (H.R. 6210, which is accessible here: <https://www.congress.gov/bill/116th-congress/house-bill/6201/text>) was signed into law, which provides for Emergency FMLA Leave. This law went into effect on April 1, 2020.

EMERGENCY PAID SICK LEAVE

Consistent with the Federal Families First Coronavirus Act, Mount Madonna will, commencing April 1, 2020 through December 31, 2020, provide employees with Emergency Paid Sick Leave as follows:

I. Permitted Uses

- (a) Employees are entitled to up to 80 hours of Emergency Paid Sick Leave at their regular rate of pay, subject to the caps set forth in section IV of this Policy, if they are unable to work or telework for the following reasons:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (b) Employees are entitled to up to 80 hours of Emergency Paid Sick Leave at two-thirds of the employee's regular rate of pay, if they are unable to work or telework because of one of the following reasons:
 - (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (2) The employee is caring for a son or daughter whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions, and no other suitable person is available to care for the employee's son or daughter during the period of such leave.
 - (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

II. Definitions

- (a) "Child Care Provider" means a provider who receives compensation for providing child care services on a regular basis. The term

includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law; and satisfies the State and local requirements. However, the eligible child care provider *need not be compensated or licensed* if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

- (b) "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.
- (c) "Subject to a Quarantine or Isolation Order" means a quarantine or isolation order includes quarantine, isolation, containment, shelter-in-place, or stay-at-home orders issued by any Federal, State, or local government authority that cause the employee to be unable to work even though his or her employer has work that the employee could perform but for the order. This also includes when a Federal, State, or local government authority has advised categories of citizens (*e.g.*, of certain age ranges or of certain medical conditions) to shelter in place, stay at home, isolate, or quarantine, causing those categories of employees to be unable to work even though their employers have work for them.
- (d) "Individual" for the purpose of Section I(b)(1) above means an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. "Individual" does not include persons with whom the employee has no personal relationship.

III. Amount of Leave

Full time employees working 40 hours per week may take up to 80 hours of Emergency Paid Sick Leave.

Part time employees may take up to the number of hours that they work on average over a two-week period as determined by reviewing the six-month period prior to the usage of leave.

Leave taken as Emergency Paid Sick Leave is in addition to any other statutory or contractual leave to which the employee is entitled, or other

leaves provided pursuant to School policies. Unused Emergency Paid Sick Leave does not carryover for any employees, and any unused leave will expire on December 31, 2020.

Employees hired on or after April 1, 2020 who took the full 80 hours of Emergency Paid Sick Leave when employed by another employer are not entitled to take any additional Emergency Paid Sick Leave with the school. An employee who has taken some, but not all, of the Emergency Paid Sick Leave to which they are entitled when they were employed by another employer is entitled only to the remaining portion of such leave from the school if the employee meets the eligibility requirements provided in Section I.

IV. Caps on Amount of Pay Provided for Emergency Paid Sick Leave

Emergency Paid Sick Leave is subject to the following caps:

- (a) \$511/Day and \$5,110 in the Aggregate for the Following Employee-Related COVID-19 Absence Reasons:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (b) \$200/Day and \$2,000 in the Aggregate for the Following COVID-19 Absence Reasons:
 - (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (2) The employee is caring for a son or daughter whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 - (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

V. Notice of Leave

An employee who needs to use Emergency Paid Sick leave should notify their supervisor or the Head of School as soon as possible either orally or in writing regarding their need for such leave. Employees may provide such notice through the employee's spokesperson (e.g., spouse, adult family member, or other responsible party) if the employee is unable to provide such notice him or herself.

If an employee fails to provide proper notice, Mount Madonna will provide the employee notice of the failure and an opportunity to provide the required documentation, described below, prior to denying the employee's request for leave.

Certification and Documentation **Regarding the Need for Leave**

In order to substantiate the need for Emergency Paid Sick Leave, the employee must provide the following information:

- (1) Employee's name;
- (2) Date(s) for which leave is requested;
- (3) Qualifying reason for the leave and documentation in support of that reason in the form of a certification provided by the school;
- (4) Oral or written statement that the employee is unable to work because of the qualified reason for leave.

In addition, based on the qualifying reason for use of Emergency Paid Sick Leave, the employee is required to provide to the school documentation in support of his/her request for Emergency Paid Sick Leave as follows:

- (1) To take Emergency Paid Sick Leave because the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, the employee must provide the name of the health care provider who advised the employee to self-quarantine due to concerns related to COVID-19.
- (2) To take Emergency Paid Sick Leave because the employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order, the employee must provide either:
 - i. The name and relationship to the individual; and
 - ii. The name of the government entity that issued the Quarantine or Isolation Order to which the individual being care for is subject; or the name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19.
- (3) To take Emergency Paid Sick Leave because the employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions, the employee must provide:

- i. The name and age of the Son or Daughter being cared for;
- ii. The name of the School, Place of Care, or Child Care Provider that has closed or become unavailable;
- iii. A representation that no other suitable person will be caring for the Son or Daughter during the period for which the Employee takes Emergency Paid Sick Leave or Emergency FMLA; and
- iv. With respect to the need to care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care to such child.

The School will provide a written request form that an employee may use to provide the information listed above and certification forms to provide written support for an employee's need for Emergency Paid Sick Leave.

The School reserves the right to request that employees provide any additional materials it may need to support a request for tax credits pursuant to the FFCRA.

I. Substitution of Accrued Paid Leaves

An employee receiving Emergency Paid Sick leave in amounts that are less than the employee's regular wages or salary may use any other unused accrued leave (sick leave, vacation, personal leave) in order to receive the employee's full wages.

II. Intermittent Use

The School may approve an employee's intermittent use of Emergency Paid Sick leave either: (1) to care for a child whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; or (2) if the employee is unable to telework their normal schedule of hours due to one of the qualifying reasons for leave set forth in Section I of this Policy.

III. Sick Leave Is Not Considered Hours Worked

Emergency Paid Sick Leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused Emergency Paid Sick leave upon termination, resignation, retirement or other separation from employment with the School. No employee will receive a cash-out of emergency paid sick leave in lieu of taking emergency paid sick leave for one of the qualifying uses listed above in Section I.

IV. Reinstatement Rights

An employee who uses Emergency Paid Sick Leave is entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave such that the employee who not otherwise have been employed at the time of reinstatement.

An employee who is laid off or whose employment is otherwise terminated on or after March 1, 2020 and who is rehired on or before December 31, 2020 will be eligible for unused Emergency Paid Sick Leave for the qualifying reasons set forth in Section I of this Policy. Unused Emergency Paid Sick Leave will not be reinstated after December 31, 2020.

Authority: *On March 18, 2020, the Families First Coronavirus Response Act (H.R. 6210, which is accessible here: <https://www.congress.gov/bill/116th-congress/house-bill/6201/text>) was signed into law. This law provides for Emergency Paid Sick Leave, in addition to other entitlements. The leave is protected and employers may not discharge, discipline, or discriminate against employees who take the leave or who file any complaint or institute proceedings under the act.*

REQUEST FOR EMERGENCY FMLA LEAVE AND/OR EMERGENCY PAID SICK LEAVE

Employee Name _____ Date of Request _____

Department _____ Position Title _____

Hire Date _____

Employee Signature _____

Please complete the following form if you are requesting to take Emergency FMLA Leave ("EFMLA") and/or Emergency Paid Sick Leave ("EPSL") under the Families First Coronavirus Response Act ("FFCRA"). The information requested in this form must be submitted as soon as practicable after the need for leave arises.

I am requesting (check one or both):

_____ Emergency FMLA Leave

_____ Emergency Paid Sick Leave

If approved for EFMLA, the first 10 days of this leave are unpaid but you have the option to use any available accrued vacation, personal, sick, or EPSL during those 10 days.

If you are requesting EFMLA and want to use EPSL for the first 10 days, check both options above and complete both Sections of this form.

If you are requesting EFMLA and want to use accrued leave other than EPSL, complete Section One of this form and request the vacation, personal, or sick leave as you would normally.

SECTION ONE: REQUEST FOR EFMLA

I am requesting EFMLA for the following reason (check one):

_____ I am unable to work (including telework) due to a need for leave to care for my son or daughter because my son or daughter's school or place of care has been closed for reasons related to

COVID-19 and because no suitable person is available to care for my son or daughter during the period of such leave.

_____ I am unable to work (including telework) due to a need for leave to care for my son or daughter because the child care provider of my son or daughter is unavailable for reasons related to COVID-19 and because no suitable person is available to care for my son or daughter during the period of such leave.

The name of the school or child care provider is _____.

The name and age of each child I need to care for are _____

_____.

I am requesting EFMLA begin on _____, 2020.

I expect to use EFMLA until _____, 2020.

I am requesting to take EFMLA on an intermittent basis: _____
_____ Yes No

I am requesting to take EFMLA on an intermittent basis as follows:

_____.

I am requesting to take EFMLA on an intermittent basis for the following reason(s):

_____.

I acknowledge that I may be denied EFMLA or may be not granted the entirety of EFMLA requested if I have already previously used all or a portion of FMLA leave.

Employee Signature

I acknowledge that if approved for EFMLA that the first 10 days of EFMLA are unpaid but that I have the option to use during those 10 days any available accrued vacation personal, sick, or EPSL I may have.

Employee Signature

Only Sign If You Are Caring for Children Older than 14 During Daylight Hours:
My request for EFMLA relates to the need to provide care for a child older than 14 during daylight hours, and I hereby state that there are that special circumstances existing requiring me to provide care for that child.

Employee Signature

I acknowledge that I will provide written support for the reason I need to take EFMLA by completing the certification at the end of this form.

Employee Signature

NOTE ON DOCUMENTATION: To provide written support for your request for EFMLA, complete the EFMLA Certification at the end of this request form and return it along with this request form. Please note the School reserves the right to request that employees provide any additional materials it may need to support a request for tax credits pursuant to FFCRA

SECTION TWO: REQUEST FOR EPSL

I am requesting EPSL because I am unable to work or telework because of the following reason:

_____ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19. The name of governmental entity (e.g., state, city, county) issuing the order is _____.

_____ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. The name of the health care provider is _____.

_____ I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

_____ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

The name of the individual and my relationship (e.g., immediate family member, roommate) to them are _____.

The name of governmental entity (e.g., state, city, county) issuing the order or the name of the health care provider issuing the advice is _____.

_____ I am caring for a son or daughter whose school or place of care has been closed, or whose child care provider is unavailable for COVID-19 related reasons and because there is no other suitable person available to care for my child during the period of such leave.

The name of the school or child care provider is _____.

The name and age of each child I need to care for are _____.

Only Sign If You Are Caring for Children Older than 14 During Daylight Hours: My request for ESPL relates to the need to provide care for a child older than 14 during daylight hours, and I hereby state that there are that special circumstances existing requiring me to provide care for that child.

Employee Signature

_____ I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

I am requesting ESPL begin on _____, 2020.

I expect to use ESPL until _____, 2020.

I am requesting to take ESPL on an intermittent basis: _____
Yes No

I am requesting to take ESPL on an intermittent basis as follows:

_____.

I am requesting to take EPSL on an intermittent basis for the following reason(s):

I understand that intermittent leave will not be provided to me if I am not teleworking and the reason for the leave is one of the following:

- I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- I am experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- I am caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

I acknowledge that I will provide written support for the reason I need to take EPSL by completing the EPSL Certification at the end of this form.

Employee Signature

NOTE ON DOCUMENTATION: To provide written support for your request for EPSL, complete the EPSL Certification at the end of this request form and return it along with this request form. Please note the School reserves the right to request that employees provide any additional materials it may need to support a request for tax credits pursuant to FFCRA.

EMPLOYEE CERTIFICATION OF NEED FOR EMERGENCY FAMILY AND MEDICAL LEAVE

I, _____, certify that I have a child, whose school or place of care has been closed, or whose childcare provider is unavailable for reasons related to a COVID-19. I represent that no other suitable person will be caring for my child during the period for which I take Emergency Family Medical Leave. I understand that if my childcare needs change, I must immediately inform my supervisor and the School and I may be directed to report back to work (or telework).

Signature

Date

If you are caring for a child older than 14 during daylight hours, please also complete this additional certification: I certify that special circumstances exist that leave me unable to work (including telework) because of a need to provide care for a child older than fourteen during daylight hours.

Signature

Date

EMPLOYEE CERTIFICATION OF NEED FOR PAID EMERGENCY SICK LEAVE

I, _____, certify that I am unable to work (or telework) for one of the following reasons:

- _____ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- _____ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- _____ I am experiencing symptoms of COVID-19 (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) and seeking a medical diagnosis.
- _____ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- _____ I am caring for my child whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 related reasons and there is no other suitable person to care for my child during the period in which I am requesting EPSL.
- _____ I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

I understand that if my circumstances change, I must immediately inform my supervisor and the School and I may be directed to report back to work (or telework).

Signature

Date

Only Sign If You Are Caring for Children Older than 14 During Daylight Hours: My request for ESPL relates to the need to provide care for a child older than 14 during daylight hours, and I hereby certify that there are that special circumstances existing requiring me to provide care for that child.

Employee Signature

Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Results, or Exposure

I, _____ (“Employee”), certify that the following is true and correct (*check as appropriate*):

- All of the following are true and correct:
 - At least 10 days have passed since I first began to exhibit symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; **AND**
 - I have been free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines; **AND**
 - Any respiratory symptoms I exhibited have improved.
- I was tested for COVID-19 after I began exhibiting symptoms consistent with COVID-19 and the test shows that I am not infected with COVID-19. **A copy of the viral (i.e., non-antibody) test is attached.**
- My health care provider certifies that I am free from COVID-19. **A copy of the health care provider’s note is attached.**
- I tested positive for COVID-19, I am free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms I exhibited have improved, and I was subsequently tested for COVID-19 using at least two consecutive respiratory specimens collected more than 24 hours apart and the tests show that I am not infected with COVID-19. **A copy of the viral (i.e., non-antibody) tests are attached.**
- I tested positive for COVID-19, but have not had any symptoms associated with COVID-19, and at least 10 days have passed since the test. **A copy of the viral (i.e., non-antibody) test is attached.**

- I tested positive for COVID-19, but have not had any symptoms associated with COVID-19, and I was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that I am not infected with COVID-19. **A copy of the viral (i.e., non-antibody) tests are attached.**
- I had close contact (was within 6 feet for 15 minutes or more) with a person known to have COVID-19, I have not had any symptoms associated with COVID-19 and I have not tested positive for COVID-19, **AND:**
 - It has been 14 days since I had close contact with that person; **OR**
 - It has been 14 days since the person who I had close contact with has been required to self-isolate.

I understand and agree that if I exhibit symptoms associated with COVID-19 (e.g., fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) after returning to work, I must inform my supervisor immediately, and the School may direct me to stay away from work until I meet the School's requirements in the applicable policy to return to work.

Employee Name

Signature

Date

Accommodation Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19 (Internal Document)

Mount Madonna may at its discretion provide certain employment-related accommodations to employees who, because they are age 65 or older or have an underlying medical condition, are at higher risk of severe illness if they contract the virus that causes COVID-19, in order to reduce the risk of such employees contracting the virus. Employees who have a disability will need to be reasonably accommodated pursuant to applicable state or federal law.

A. Those Eligible to Request Accommodations

This policy applies to and covers all school employees who can demonstrate that they are at higher risk of severe illness if they contract the virus that causes COVID-19 because they are age 65 or older or have one or more of the underlying medical conditions enumerated below.

Based on the available information at the time that this policy was adopted, the Centers for Disease Control and Prevention ("CDC") identifies the following individuals as those who might be at higher risk of severe illness if the individual contracted the virus that causes COVID-19:

- People 65 years of age and older;
- People who have chronic lung disease;
- People with moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised by conditions such as cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, and prolonged use of corticosteroids and other immune weakening medications;
- People with severe obesity (body mass index of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis; and
- People with liver disease

Mount Madonna may modify the above enumerated conditions based on new information or guidance provided by the CDC or other public health authorities.

Further, employees may request accommodations, and the School will consider these requests, if they are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19.

B. Process for Accommodation Request

If an employee is age 65 or older, has any of the recognized underlying medical conditions enumerated herein, or another condition that places them at higher risk for severe illness if they contract the virus that causes COVID-19, the employee may inquire with the School's Head of School, Ann Goewert, or Business Manager, Eric Forbes, regarding a potential workplace accommodation.

While the request for accommodation under this policy is separate and distinct from a request for a reasonable accommodation under the ADA and the FEHA, an employee at higher risk of severe illness if they contract the virus that causes COVID-19 must make such an accommodation request in accordance with the school's Reasonable Accommodation Policy.

Following receipt of the request, Mount Madonna may require a note from the employee's health care provider certifying that the employee has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if the employee contracts the virus that causes COVID-19. Mount Madonna may require additional information from the health care provider, including, but not limited to, documentation to determine whether the employee's underlying condition necessitates an accommodation.

Employees who are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19, may inquire with the School's Head of School, Ann Goewert, or Business Manager, Eric Forbes, regarding a potential accommodation, and the school will consider this request. In considering this request, Mount Madonna may require a note from the household member's healthcare provider certifying that the household member has a qualified underlying medical condition that exposes the household member to a higher risk of severe illness if they contract the virus that causes COVID-19.

Determinations regarding accommodations under this policy will be made on a case-by-case basis by the school. Accommodations may include, but are not limited to, the following:

- Alternative work assignments or locations;

- Telework;
- Reassignment;
- Increased social distancing measures; and/or
- Leave.

This policy will remain in effect until the end of the present public health emergency, as declared by the Governor or local health officials.

Telework Policy PURPOSE Form (Internal Document)

The purpose of this policy is to authorize and define the scope of school services and operations that may be provided in an alternative work location. This policy provides guidelines for telework. The Head of School has the sole discretion to withdraw, modify, expand, or bypass these guidelines.

ELIGIBILITY CRITERIA

Pursuant to this policy, Mount Madonna may designate and require certain employees to work remotely from an alternative work location. Designated employees will be advised of telework requirements by the Head of School, their immediate supervisor, or designee. Please note that not all positions may be eligible for telework and the circumstances when a position is eligible may vary depending on the nature of position and the needs of the school. If approved by the School, the telework assignment will be confirmed by a Telework Agreement ("TA" or "Agreement") to be executed by the school and the employee.

Should any employee not designated for telework desire to request a telework arrangement, that employee should speak with his/her immediate supervisor. The school will determine on a case-by-case basis whether any position is appropriate for telework.

Any telework arrangement, whether designated by the school or requested by an employee and approved by the school, is subject to the terms of this Policy. Mount Madonna reserves the right to re-evaluate telework designations and authorizations on a case-by-case basis.

Should either the supervisor or the Head of School determine, at any time, that an employee's telework arrangement is not satisfactory, the school reserves the right in its sole discretion to cancel the telework arrangement. In addition, emergency telework designations and **authorizations are not guaranteed for any specified period and the school may require employees to return to on-campus work at any time.**

EMPLOYEE RESPONSIBILITIES:

Supervisor Responsibilities: In effecting the terms of this Policy, supervisors are expected to:

- Be alert to the potential for application of this Policy to the particular needs/services of the school.

- Identify the extent to which each employee may telework and communicate expectations clearly to employees.
- Determine how confidential information will be handled.
- Determine equipment needs.
- Remind employees to be prepared and to take home materials and equipment as necessary.
- Monitor employees telework, including work schedules for non-exempt employees.
- Contact the Head of School or Business Manager with any questions about this Policy or an individual employee's telework request/arrangement.

Responsibilities of All Employees Authorized to Telework: Under this policy, employees that are designated or authorized to telework are expected to:

- Satisfy all existing duties, obligations, responsibilities, and conditions of employment, which will remain unchanged unless otherwise notified by the school. Employees are expected to continue to abide by all school policies and procedures.
- Be able to work effectively and safely at home and have the appropriate tools to do so. Employees must keep their remote work areas free from obstructions and hazards.
- Prior to working from home, employees are required to complete this evaluation checklist from the Occupational Safety and Health Administration in order to perform a safety inspection of their home-office workspace:
https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html
- Work regularly scheduled hours daily unless otherwise directed by the School.
- Be available during normal work hours.
- Be responsive to and available for school-related telephone calls, conference calls, video conferences and emails while telecommuting during designated work hours.
- Employees who require assistance or would like to request reimbursement for costs associated with their telework equipment, materials or worksite should contact the Head of School or Business Manager, who will evaluate each request on a case-by-case basis.
- Continue to abide by the school's practices, policies, and procedures for requests of sick, vacation, and other leaves of absences, as provided for in the Mount Madonna Handbook, which may be modified from time to time. If an employee becomes ill while teleworking under this policy, he/she shall notify his/her supervisor immediately and, if

the employee is non-exempt, record on his/her timesheet any hours not worked due to illness.

- Take reasonable precautions to ensure their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the school's network.
- Exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the School's record retention policies. This includes safeguarding all sensitive and confidential information (both on paper and in electronic form) relating to the school work they access while teleworking and taking reasonable precautions to prevent third parties from accessing or handling sensitive and confidential school information that they access while teleworking.
- If the school has provided school owned equipment, employees agree to follow the school's policy for the use of such equipment. Employees must report to their supervisor any loss, damage, or unauthorized access to school owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
- Have a telework site that is reasonably free of distractions (*e.g.*, ensuring that dependent care does not interfere with work responsibilities), with reliable and secure internet or wireless access.
- Notify their supervisor if they are unable to perform work because of equipment failure or unforeseen circumstances or anticipate they will be unavailable due to other reasons.

Non-Exempt Employee Responsibilities: Non-exempt employees must comply with all school policies with regard to meal and rest periods, working hours, timesheets and overtime, as set forth below:

- Non-exempt employees shall be assigned a work schedule in accordance with this Policy and consistent with the employee's workweek.
- Timesheets must be completed for each payroll period, and sent to the employee's supervisor on the dates indicated by the Business Manager. Supervisors will review and approve timesheets and send them to Business Manager for processing payroll.
- Employees understand and agree that while they are working from home, the school is relying on them to accurately and completely report all time worked. Employees understand that they will not be paid for any time worked that they do not report on their timesheet for that payroll period.
- Non-exempt employees are prohibited from performing work outside of their regular scheduled hours unless otherwise pre-approved to do so in writing by their supervisor. Absent emergency circumstances,

this includes checking and responding to email or business-related phone calls outside of scheduled work hours. Similarly, non-exempt employees may not work overtime hours unless they have received prior written approval from their supervisor to do so. A non-exempt employee who fails to secure written authorization before working overtime may face discipline in accordance with the school's policy for working unauthorized overtime.

- Employees must record the time they begin and end work each day, as well as the beginning and end of each meal period and rest break.
- When completing timesheets, employees must account for all hours worked, as well as time off taken for approved sick leave, vacation, personal leave, or other approved leaves.
- Hours worked includes any work employees are performing for the benefit of the school, and as directed by their supervisor, and includes time spent checking and responding to work related emails, and making work related phone calls. Hours worked also includes time that the employee is expected to be available to perform work as needed. For example, if a non-exempt employee is expected to be available to perform work for specified hours each day as needed, the employee should record this time on the timesheet as hours worked. The Head of School or the employee's supervisor may require non-exempt employees to record the tasks they are performing each workday, and the time when the task was performed.

COMPENSATION AND BENEFITS

Teleworking employees' salary, wages and benefits will remain unchanged unless otherwise notified by the school. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries or illnesses to their supervisor immediately. The school will not be responsible for injuries, illnesses or property damage unrelated to such work activities, including injuries or illnesses to third persons when said injuries occur at the alternative worksite.

I have read and understand this Telework Policy and agree to abide by its terms. Any breach of the TA by the employee may result in termination of the TA or disciplinary action, up to and including termination of employment.

EMPLOYEE PRINT NAME:

SIGNATURE:

DATE: _____

Please sign and return to _Eric Forbes_.

IV. COVID-19 Exposure Involving Students

CHECKLIST FOR MANAGING COVID-19 EXPOSURES INVOLVING STUDENTS (INTERNAL DOCUMENT)

1. Have parents or student notified the school that student has tested positive for COVID-19?
 - a. If yes, **go to No. 4 below.**
 - b. If no, **go to No. 2 below.**
2. Did the student exhibit one or more symptoms associated with COVID-19, such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea (“Symptoms Associated with COVID-19”) during a daily temperature or symptom screening or during the school day while on the school campus?
 - a. If yes, **go to No. 3 below.**
 - b. If no, **go to No. 5 below.**
3. If student exhibits Symptoms Associated with COVID-19 during a daily temperature or symptom screening or during the school day while on the school campus, but has not tested positive for COVID-19, follow these steps:
 - a. **Contact parents or seek medical care:**
 - i. **Immediately** contact student’s parents/legal guardians (“parent” or “parents”) or, if parents are unavailable, student’s emergency contact to pick up student **as soon as possible**
 - Student must be signed out by a parent or student’s emergency contact unless the Head of School or designee specifically authorizes otherwise
 - ii. If student is exhibiting **emergency warning signs** for COVID-19, **seek emergency medical care immediately, i.e., call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.

b. Isolate student:

- i. While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:
 - Isolate student in designated **isolation room/area** away from others
 - Make sure student is **wearing a face mask**
 - Designated employee should supervise student while wearing proper Personal Protective Equipment (“PPE”) and, if feasible, maintaining a 6-foot distance from student

c. Clean and Disinfect:

- i. **Close off** all areas of the school campus that the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School’s Policy for Cleaning and Disinfecting the School Campus
- ii. If a **third-party professional cleaning services** will be cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - Contact: SERVPRO of Watsonville / Hollister, 831-275-1901, 11345 Commercial Parkway, Castroville, CA 95012
<https://www.servprowatsonvillehollister.com/company-profile>
 - Inform them that an individual exhibiting Symptoms Associated with COVID-19 was on campus
 - Schedule deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
- iii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, offices,

breakrooms, multi-purpose rooms, and all surfaces and objects touched by the student

- Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency (“EPA”) List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
- Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

d. **Protect student’s privacy:**

- i. Do **not** share student’s name or any other identifiable information with any school employees unless that employee has a **legitimate** need to know
- ii. Do **not** share student’s name or any other identifiable information with any students, parents, members of the school community, or any other individual

e. **Contact public health department:**

- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and contact tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home

f. **Inform parents:**

- i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
- ii. To notify the school immediately if the student subsequently tests positive for COVID-19
 - If the student tests positive for COVID-19, **go to No. 4 below.**
- iii. That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:
 - At least 10 days have passed since student first began to exhibit Symptoms Associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose,

nausea or vomiting, or diarrhea AND student has been free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines AND any respiratory symptoms student exhibited have improved.

- Student was tested for COVID-19 after student began exhibiting Symptoms Associated with COVID-19 and the test shows that student is not infected with COVID-19. Parents must provide a copy of the viral (*i.e.*, non-antibody) test.
- Student's health care provider certifies that student is free from COVID-19. Parents must provide a copy of the health care provider's note.

g. When student returns to school:

- i. Inform parents and student to notify the school immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

4. Follow these steps if parents or student has notified the school that student has tested positive for COVID-19.

a. If the student is on campus, contact parents or seek medical care:

- i. **Immediately** contact student's parents or, if parents are unavailable, student's emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student's emergency contact unless the Head of School or designee specifically authorizes otherwise
- ii. If student is exhibiting **emergency warning signs** for COVID-19, **seek emergency medical care immediately, i.e., call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.

b. Isolate student:

- i. While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:

- Isolate student in designated **isolation room/area** away from others
 - Make sure student is **wearing a face mask**
 - Designated employee should supervise student while wearing proper Personal Protective Equipment (“PPE”) and, if feasible, maintaining a 6-foot distance from student
- c. **Clean and Disinfect:**
- i. **If student has been on campus in the last 14 days, close off** all areas of the School campus the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School’s Policy for Cleaning and Disinfecting the School Campus
 - ii. If a **third-party professional cleaning service** will be cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - Contact: SERVPRO of Watsonville / Hollister, 831-275-1901, 11345 Commercial Parkway, Castroville, CA 95012
<https://www.servprowatsonvillehollister.com/company-profile>
 - Inform them that an individual exhibiting Symptoms Associated with COVID-19 was on campus
 - Schedule deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
 - iii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student

- Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency (“EPA”) List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
- Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

d. Inform parents:

- i. Of remote learning and support and opportunities for extensions to turn in assignments while student is out of school
- ii. That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:
 - Student has not had any Symptoms Associated with COVID-19, and at least 10 days have passed since the Student’s positive COVID-19 test.
 - Student has not had any Symptoms Associated with COVID-19, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19.
 - Student is free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms Student exhibited have improved, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19.

e. Contact local public health department:

- i. Notify local public health department of the positive COVID-19 case
- ii. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home

f. **Consider closing campus in consultation with local public health officials:**

- i. In consultation with the local public health officials, the Head of School should consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer
- ii. If school closure is warranted:
 - Communicate plans for school closure with students, parents, and employees
 - Provide guidance to parents and employees reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or employees from gathering elsewhere
 - Implement distance learning plan to maintain continuity of education
 - Maintain regular communications with the local public health department

g. **Communicate potential exposure with School community:**

- i. Maintain confidentiality of student's information
 - Do **not** share student's name or any other personally identifiable information with any school employees unless that employee has a **legitimate** need to know
 - Do **not** share student's name or any other personally identifiable information with any students, parents, members of the school community, or any other individual
- ii. Send **Sample Notice to School Community on Exposure to COVID-19** modified based on the circumstances, or similar notice that:
 - Does **not** identify the student by name;
 - Does **not** include information that would enable the reader to identify the student; and
 - Provides enough information for the reader to have a meaningful discussion with a healthcare provider and take the appropriate risk mitigating steps (*e.g.*, increased social distancing, hand washing, self-monitoring of symptoms, etc.)

h. **When student returns to school:**

- i. Inform parents and student to notify the school immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**
5. Has parent or student notified the school that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, but the student is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19?
- a. If yes, **go to No. 6 below.**
 - b. If no, **go to No. 7 below.**
6. Steps if parent or student notified the school that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, but the student is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19:
- a. ***If the student is on campus, contact parents:***
 - i. Contact student's parents or, if parents are unavailable, student's emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student's emergency contact unless the Head of School or designee specifically authorizes otherwise
 - b. **Isolate student:**
 - i. While student waits to be picked up by parents or emergency contact:
 - Isolate student in designated **isolation room/area** away from others
 - Make sure student is **wearing a face mask**
 - Designated employee should supervise student while wearing proper Personal Protective Equipment ("PPE")
 - c. **Inform parents:**
 - i. Of remote learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. To monitor student for Symptoms Associated with COVID-19

- iii. To notify the school immediately if student subsequently tests positive for COVID-19
 - If the student tests positive for COVID-19, **go to No. 4 above.**
 - iv. That student cannot return to school until 14 days have passed since student's exposure to the individual with COVID-19 as advised by the Centers for Disease Control and Prevention ("CDC") and the parents complete a Student Certification to Return to Work form.
- d. **Clean and Disinfect:**
- i. **Close off** all areas of the school campus the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - ii. If a **third-party professional cleaning service** will be cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - Contact: SERVPRO of Watsonville / Hollister, 831-275-1901, 11345 Commercial Parkway, Castroville, CA 95012
<https://www.servprowatsonvillehollister.com/company-profile>
 - Inform them that an individual exhibiting Symptoms Associated with COVID-19 was on campus
 - Schedule deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
 - iii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas,

multi-purpose rooms, and all surfaces and objects touched by the student

- Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency (“EPA”) List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
- Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

e. **Protect student’s privacy:**

- i. Do **not** share student’s name or any other identifiable information with any school employees unless that employee has a **legitimate** need to know
- ii. Do **not** share student’s name or any other identifiable information with any students, parents, members of the school community, or any other individual

f. **Contact public health department:**

- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home

g. **When student returns to school:**

- i. Inform parents and student to notify the School immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

7. Assess Next Steps:

- a. Student may continue to attend school as normal.
 - i. If student subsequently exhibits Symptoms Associated with COVID-19, **go to No. 3 above.**
 - ii. If parents or student notify the school that student has tested positive for COVID-19, **go to No. 4 above.**
 - iii. If parents or student notify the school that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, **go to No. 6 above.**

- b. If parents state that student is not able to attend school for reasons related to COVID-19 not addressed herein, *e.g.*, having a disability, having a serious underlying health condition, living with an individual with a serious underlying health condition, then assess next steps on an individual basis.

COVID-19 Release and Waiver Agreement

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine or medication for COVID-19 or its related illnesses ("COVID-19"). COVID-19 is associated with a serious and potentially deadly condition called Multisystem Inflammatory Syndrome in Children (MIS-C). COVID-19's highly contagious nature means that exposure to others or contact with surfaces that have been exposed to the virus can lead to infection. Individuals who have COVID-19 may not show any symptoms, even if they are contagious. It is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. For more information on COVID-19, visit the websites of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) or the California Department of Public Health (<https://covid19.ca.gov/>).

Aware of the foregoing, I am voluntarily agreeing to have my child, _____, return to the campus of Mount Madonna School (hereinafter "School").

I understand that the School has implemented safety rules and precautions in order to mitigate the spread of COVID-19. However, those measures do not completely protect against the spread of COVID-19. Moreover, it may not always be possible for students to follow social distancing and other precautions such as maintaining a six-foot distance from one another.

I agree that I and my child must comply with such rules and precautions which may include, but are not limited to, mask wearing, hand washing, hand sanitizing, and social distancing. I understand that if I or my child fails to comply with these rules and precautions, my child could be subject to discipline up to and including dismissal from the School. I understand these rules and precautions may need to be adjusted throughout the course of the school year, as information about COVID-19 evolves. I acknowledge that even if my child and I follow all directions, instructions, and rules and exercise utmost personal care, there will remain a certain irreducible inherent risk to me and my child, and I accept that risk.

I agree that if my child is exhibiting symptoms of respiratory illness, a fever of 100.4°F or higher, or any other known symptoms of COVID-19, my child will not attend or return to School until my child has satisfied the School's

policy to return to School after exhibiting symptoms of COVID-19. I agree that I will immediately inform the School if my child tests positive for COVID-19 or has been exposed to anyone who has tested positive for COVID-19 in the prior 14 days.

By signing this agreement, I acknowledge the contagious nature of COVID-19, the fact that it can be difficult to identify, and the inherent risks of my child and I being exposed at the School to those who may be infected with COVID-19, including School employees, agents, contractors, volunteers, or other students. I voluntarily assume the risk that my child or I may be exposed to or infected by COVID-19 by entering the School's campus and that such exposure or infection may result in personal injury, serious illness, permanent disability, and/or even death. I further acknowledge that children who become infected with COVID-19 may later develop MIS-C and I assume this risk.

I understand and acknowledge that given the unknown and evolving nature of COVID-19, it is not possible to fully list each and every individual risk of contracting COVID-19. I understand that the risk of becoming exposed to or infected by COVID-19 at the School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees, agents, contractors, volunteers, and students.

I voluntarily assume full responsibility for myself and my child for any and all risks of illness, injury, disability or death associated with exposure to COVID-19, as well as from use of any protective equipment, including but not limited to face masks that the School may voluntarily provide.

To the fullest extent permitted by law, I completely absolve, release, and waive any potential claims I or my child may have against the School, its directors, officers, employees, agents, and volunteers ("Released Parties") including, but not limited to, claims for personal injury, disability, illness, damage or death from exposure to COVID-19, whether such exposure occurs during or after my attendance at the School's campus or School events. Also, I agree, on behalf of myself, my personal representatives and heirs, not to make any type of legal or equitable claim arising from my or my child's exposure to COVID-19, against the Released Parties, whether or not it arises through the negligence, omission, or default of Released Parties or a student. I further agree that if any such claim is made against the Released Parties, I will indemnify and defend the Released Parties with respect to any such claim. Such duty of defense shall arise immediately upon tender.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I MAY BE WAIVING CERTAIN

LEGAL RIGHTS OF MYSELF AND MY CHILD, INCLUDING THE RIGHT TO SUE. THIS AGREEMENT SHALL BE BINDING UPON ME AND MY HEIRS, MY CHILD, LEGAL REPRESENTATIVES, AND ASSIGNS, AND SHALL INURE TO THE BENEFIT OF THE SCHOOL AND THEIR SUCCESSORS AND ASSIGNS.

PARENT OR LEGAL GUARDIAN OF STUDENT: DATE:

PARENT OR LEGAL GUARDIAN OF STUDENT: DATE:

Certification for Student Returning to School After International Travel

We, the undersigned Parents/Legal Guardians of _____ (“Student”), certify that the following is true and correct:

At least 14 days have passed since Student has returned from international travel, and Student has not exhibited symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

I understand and agree that if Student exhibits symptoms associated with COVID-19 (*e.g.*, fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) after returning to school, I must inform the School immediately, and the School may direct me to keep Student stay away from School until I meet the School’s requirements in the applicable policy to return to school.

_____	_____	_____
Parent/Legal Guardian 1 Name	Signature	Date
_____	_____	_____
Parent/Legal Guardian 2 Name	Signature	Date

Policy and Protocols for Student Physical Distancing and Individual Responsibility at School

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in Schools and is adopted for the protection of students, employees, and families. Students in the school community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

O. Preschool and Kindergarten Stable Cohorts

In accordance with the California Department of Social Services (“CDSS”) and county requirements, preschool students will be in groups of 12 or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible, and consistent with CDSS and local adult/child staffing ratios for preschool programs. Children who are in the same family will be in the same group, to the greatest extent possible.

P. K-12 Classroom Capacity and Structure

Consistent with the CDC, CDE and state guidelines, lower school students will be grouped in stable educational cohorts by grade level, based on the physical distancing and spatial constraints of the classroom (i.e., the total square footage of the classroom). These stable cohorts will be grouped together each day to minimize the mixing of student groups. The school has structured the cohorts by grade level. Teachers will stay within their

assigned educational cohort and reinforce physical distancing strategies amongst the students.

For the middle school program, students will be grouped in stable educational cohorts by grade level based on the physical distancing and spatial constraints of the classroom (i.e., the total square footage of the classroom). These cohorts will be grouped together each day to minimize the mixing of student groups. Teachers will stay within their assigned educational cohort and reinforce physical distancing strategies amongst the students. Starting in eighth grade, students have options for math courses, and students will be divided for math.

For the high school program, students will be assigned to distance grouping. Distance groups are determined by the number of students a room can accommodate. Students will remain with their grade level with the exception of mixed-grade math courses and mixed-grade level electives.

Mixed Grade Level Classes	Grade		Alternative Option for Distance Grouping
Algebra 2/ Algebra 2H	14 Freshmen	1 Sophomore	14 freshmen can meet in Library (their dedicated 9th grade homeroom) and 1 sophomore can Zoom from the outdoor classroom 9
Geometry/ Geometry H	3 Freshmen	3 Sophomores	3 freshmen can meet in the outdoor classroom 10 and 3 sophomore can Zoom from their classroom B4 (their dedicated homeroom classroom)
PreCalculus / PreCalculus H	5 Sophomores	5 Juniors	5 juniors can Zoom from B8 (their dedicated homeroom classroom) and 5 sophomores can meet in the outdoor classroom 11
Calculus AB	6 Juniors	2 Seniors	6 juniors can meet in outdoor classroom 12 and 2 seniors will Zoom from A2
Mixed Grade Level Electives	Grade		Alternative Option for Distance Grouping
Engineering for Change	9 Juniors	7 Seniors	9 juniors can meet in outdoor classroom 12 and 7 seniors can Zoom from A2
Art History	2 Juniors	1 Senior who learn remotely	No alternative option required

Teachers will reinforce physical distancing strategies amongst the students.

Q. Use of Markers and Signage

Markers that designate intervals of 6 feet will placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.

R. Physical Distancing in Classrooms

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain at least 6 feet of physical distancing from others in the classroom whenever possible. In all classrooms, desks, activity stations, tables, and chairs will be spaced at least 6 feet apart from one another. Desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will sit on only one side of the table, spaced apart, so that children are not facing one another. Assigned seating arrangements will be used to the extent possible.

Mount Madonna has also designated additional indoor spaces which will be used as classroom space, such as the library, the assembly room, and the upper and lower school gymnasiums. All School buildings and rooms will have maximum capacity limits consistent with implementing physical distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

Indoor classrooms will open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to children.

Mount Madonna will utilize outdoor classroom space for instruction, weather permitting. The following areas of the school have been designated as outdoor classroom space: Farmhouse Outdoor Classroom, Courtyard Outdoor Classroom, Courtyard Annex Outdoor Classroom, Oak/Waterfall Outdoor Classroom, Gaga Pit Oak Outdoor Classroom, Middle School "Science" Outdoor Classroom, Middle School "English" Outdoor Classroom, Four Square Outdoor Area, Library Outdoor Classroom, Old Oak Outdoor Classroom, High School "Science" Outdoor Classroom, Quad Outdoor Classroom, and Amphitheater.

Circle time, as applicable to younger students, and other activities which bring students close together, will not take place during this time.

The sharing of materials will be limited, and students will be provided with an individual set of supplies instead of using a communal bin.

Each student's belongings must be separated in an individually labeled storage container, cubby, or area.

S. Recess and Lunch Periods

Lunches will take place in individual classrooms or in outdoor areas designated for each grade level. For the present time, students will not be permitted to share tables during meals, and all food services (i.e., the snack bar, access to microwaves, utensils) will be suspended. Students are not

permitted to touch or share others' food. The school has shut off water fountains. The touchless water dispenser is still available for students to fill their water bottles. Please ensure your student comes to school with healthy snacks and lunch, preferably packed in reusable containers, along with reusable utensils and napkins.

T. Playgrounds/Outdoor Play Activities/Athletics

Outdoor physical education or play activities will be staggered for different student groups to promote physical distancing.

Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least six feet from other students during physical education and athletic activities.

Playground equipment may be used by one student group at a time and will be disinfected between uses.

All outdoor play equipment used by students will be cleaned and disinfected between uses by different groups of children.

U. Restrooms

Each grade level will be assigned a restroom and/or stalls in a restroom. To remind students to stand six feet apart, the school will place markers on the ground. Occupancy will be limited and bathroom breaks will be built into the schedule. During assigned breaks from learning, teachers and staff will be stationed outside of bathrooms to reinforce wearing face covers and distancing. Teachers will teach and reinforce healthy hygiene habits, such as washing hands for 20 seconds, using a paper towel to touch fixtures or door handles. Custodial staff will conduct regular cleaning and disinfecting of restrooms.

V. Entering and Exiting the School

Mount Madonna will have two entry and exit points to promote physical distancing. The entry and exit points will be the gate at Hanuman Center Campus and at the gate to upper school. Students will be assigned to enter at specific entry points and exit at specific exit points each school day. Students in the same family will be assigned the same entry and exit point, to the extent practical. Students will be required to maintain physical distancing of six feet from others when entering and exiting the school, and parents accompanying students during drop off and pick-up will be required to remain in their vehicles, with the exception of preschool and kindergarten parents.

Prior to entering the facilities, students will be subject to symptom screening requirements consistent with the school's Policy and Protocols for Screening Students.

Mount Madonna will set up hand hygiene stations at the entrance points so that children can wash their hands before they enter the school facilities each day.

During this time, Mount Madonna is restricting parents, parent volunteers and visitors from entering campus. If and when Mount Madonna opens campus to parents and visitors, they will not be able to enter until they have cleared the screening protocols set forth in the school's Policy and Protocols for Screening Students.

Preschool and kindergarten drop-off and screening will take place at the Lakeview parking lot above the lake. First to fifth grade student drop-off and screening will take place near the bus stop adjacent to the lake. Middle and high school student drop off and screening will be stationed at the bus circle near the main middle and high school campus entrance. After clearing the screening protocols, students will be directed to their classrooms by school staff. Preschool and Kindergarten students will be accompanied to their classrooms by their teachers or school staff who have cleared the school's screening requirements.

W. Handwashing/Hygiene

The teachers will teach and reinforce proper handwashing techniques following CDC guidance, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. We trust that parents will educate their children on proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>).

Students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving and leaving home, when arriving and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.

At school, students will be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. We encourage parents to also remind their children to follow these practices.

X. Face Coverings

All students must wear face coverings while at school at all times, except during designated meal times or drinking water. Students who refuse to wear cloth face coverings will be sent home. The following individuals are exempt from wearing a face covering: persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. In addition, individuals with a mental health condition or disability that prevents wearing a face covering are exempt from wearing a face covering.

Parents should also discuss proper use of face covering with their children, and have children practice wearing face coverings prior to the Fall. On June 23, 2020, The New York Times published an article titled, [How to Help Kids Embrace Mask Wearing](https://www.nytimes.com/2020/06/23/well/family/children-masks-coronavirus.html) (<https://www.nytimes.com/2020/06/23/well/family/children-masks-coronavirus.html>). This article has helpful times on how to introduce the use of wearing a mask to children.

Students are encouraged to bring their own face coverings from home, but the school will have face coverings available to students who fail to do so or whose face coverings become damaged while at school.

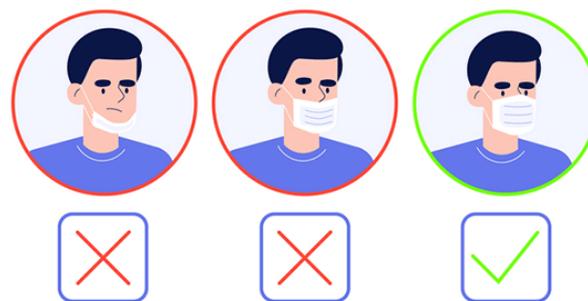
Cloth Face Coverings

Cloth face coverings must be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps ([Properly wearing and using cloth face coverings](#)). The CDC has created training on proper use, removal, and washing of cloth face coverings, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.



Face coverings are intended to protect other people in case the wearer is unknowingly infected.

How to wear mask properly



If the cloth face coverings no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears, then they are not acceptable and must be discarded. MMS will provide a disposable mask for anyone whose mask is no longer effective or able to be worn properly. Cloth face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Face Shields

Students may wear a face shield accompanied by a cloth face covering. At times for pedagogical reasons, elementary teachers may use face shields

without a cloth face covering to enable younger students to see their faces and to avoid potential barriers to phonological instruction. Once that portion of the lesson requiring a face shield is completed, the teacher must return to wearing a face covering. On the bus, the driver will wear a face covering and students will wear a face shield accompanied by a cloth face covering.

Developing Illness at School

Students who develop a fever and cough during the school day or other symptoms consistent with COVID-19 will be moved to an isolation area, consistent with the school's separate Protocol on When a Student Exhibits Symptoms Consistent With COVID-19. Parents will be required to pick up their children from school.

Y. Field Trips and School Assemblies

At this time, CDPH prohibits school field trips. We encourage virtual activities and events in lieu of field trips, assemblies, and on-site performances. If and when field trips are permitted, we will evaluate field trips on a case-by-case basis.

Z. School Buses/Vehicles

School buses transporting children to school will have a maximum student capacity based on physical distancing requirements. Prior to entering the bus, parents will screen students using measures consistent with the School's COVID-19 Symptom Screening Policy and submit the screening form to the school. Students will be directed to maintain physical distancing when entering and exiting the vehicle, and will be required to wear cloth face masks and face shields while on the vehicle, and when entering and exiting the vehicle. Physical cues will be present on the bus to help students distance.

Upon entering the school bus, each child will use hand sanitizer. They will be directed to sit in a manner consistent with physical distancing. Students will be assigned seats and seated one student to a bench. Siblings will be assigned to sit on the same bench. Seats required to be vacant will be marked or blocked.

If possible, students will be seated from the rear forward when entering the vehicle. At school pick-up, students will board based on the order of drop-off, with students who get off first boarding last and sitting in the front of the vehicle.

Windows will remain partially open to increase air ventilation. At least two windows will be fully opened.

Each school bus is equipped with extra unused face covering.

After each use, buses are disinfected using an electrostatic sprayer and disinfection products listed on the Environmental Protection Agency (EPA) approved list "N".

AA. Additional Considerations for Preschool Classrooms

All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.

For napping, cots, cribs and mats will be placed 6 feet apart, with the children's heads placed alternatively in opposite directions.

All students' personal items should be labeled and kept in a separate bag to ensure personal items are separate from others, and personal toys should be kept home during this time until further notice.

BB. Posting and Distribution

Mount Madonna will have signs posted at conspicuous places at all School entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs will also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while inside.

Protocol for Student COVID-19 Symptom Screening

Policy to be shared with Parents

We have partnered with Imhealthytoday (IHT), a “Data-driven, Data-Managed” program to assist in maintaining a safe and healthy environment for our community. Parents, faculty and staff shall screen themselves as well as their child(ren) daily by checking their temperature and completing the Imhealthytoday screening.

In order to protect the safety of our students, employees, and the school community at large, school employees will screen students and any parents or visitors for symptoms of COVID-19 at designated screening points. Mount Madonna adopts this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

The school asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

F. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat

- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

G. Self-Screening and Self-Reporting Obligations

Parents shall screen their child(ren) daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. Parents, faculty and staff shall screen themselves as well as their child(ren) daily by checking their temperature and completing the Imhealthytoday screening. Parents must keep their child(ren) at home if the child(ren) exhibits one or more symptoms associated with COVID-19 and notify the school’s front office or email attendance@mountmadonnaschool.org of the reason for the child(ren)’s absence. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements set forth in Section E of this Policy.

In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC: “Close contact” means being within six (6) feet of an individual for at least 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain least 6 feet away from the ill individual until 14 days have passed to the extent possible.

H. Campus Access

All families will complete the Imhealthytoday daily screening before departing their house. We have designated multiple locations on campus for temperature screening. MMS will set up hand hygiene stations at the entrance points so that children can wash their hands before they enter the school facilities each day.

Preschool and Kindergarten: Preschool and kindergarten children will be screened from 9:15-9:30 am. Preschool and kindergarten parents will park and drop-off their children at the Lakeview Building. Parents will pick up their children from the steps of the Lakeview Building from 3:00-3:15 pm. The school will provide markers that are six feet apart. While waiting in the screening line, preschool and kindergarten parents and caregivers are responsible for wearing a face covering and ensuring that they and their children remain at least six feet apart from other families.

Elementary School: Each morning, staff will greet each family in their car at the kiosk located past the Mount Madonna Center Gate. Staff will confirm that the daily screening has been submitted for each child, and staff will perform a temperature check on each student using a non-touch digital thermometer. If you forgot to complete the daily screening, staff will ask that you pull to the right of the kiosk to complete the screening and verify with a staff member that you have received a green badge for each of your children.

After completing the temperature screening, you will be directed to the bus stop where you will drop off your children. Staff will greet each child and direct them to their teacher. Each student will use hand sanitizer before walking to class. While waiting in the screening line, students are responsible for wearing a face covering and ensuring that they remain at least six feet apart from others. After students are screened, elementary teachers will walk their students to their classrooms.

PICK-UP: Afternoon pick-up will follow the same routine as the morning drop-off without the IHT Daily Checker verification and temperature check. Cars will enter campus using the MMC gate starting at 3:15 pm. Cars will line up for pick-up in front of the bus shed and parents will remain in vehicles. For pedestrian safety and traffic flow, students will not be permitted to enter vehicles until the vehicle reaches the designated area. If you need to pick up your student early please call the office (408-847-2717) in advance to make arrangements.

Middle and High School: **BUSES:** Buses will enter at 491 Summit Road and drop students off as usual at the bus turnaround. MMS staff will take the

temperature of students and dispense hand sanitizer as students exit the bus. Bus riders must have completed their IHT Daily Checker BY 7AM otherwise families will be responsible for driving their student to school that day.

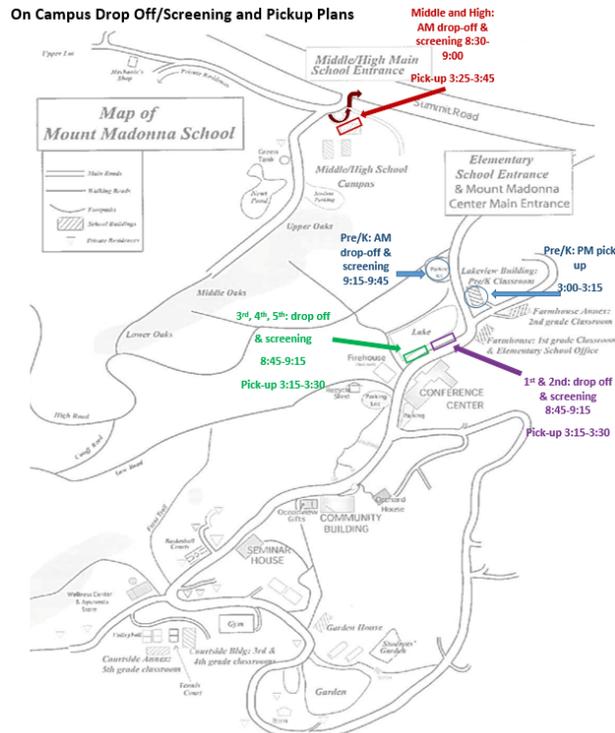
STUDENT DRIVERS: Vehicles will enter at the Hawks' Nest Lot and make an immediate left. They will line up for their temperature check, IHT Daily Checker Verification and hand sanitizer. Once they have completed the check they may proceed to their assigned parking space. Students must then walk to the bus turnaround where they will be given hand sanitizer to use before walking to class.

ALL OTHER VEHICLES: Vehicles will enter at the Hawks' Nest Lot and make an immediate left. They will line up for their temperature check, IHT Daily Checker Verification and hand sanitizer. Once they have completed the check, they will proceed to the bus turnaround where students will be allowed to exit the vehicle.

PICKUP:

BUSES and STUDENT DRIVERS: These students will follow the same process as in previous years.

ALL OTHER STUDENTS: Students will wait at the bus turnaround for their afternoon ride to come through the queue before being allowed to enter the vehicle. Parents will not be permitted to park now will students be able to walk to waiting vehicles as in previous years.



I. Symptom Screening

Designated screeners will screen all students as follows before they can enter the school campus. The school will set up hand hygiene stations at the entrance points so that children can wash their hands before they enter the school facilities each day. The screening will include:

- Taking each person’s temperature using a non-invasive contactless infrared thermometer. If necessary, the School may take an individual’s temperature a second time to confirm the results of the first test or if the results of the first test suggest an erroneous result;
- Visually checking for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity;
- Confirm that parents have submitted ImHealthyToday checker for each child.

-

We will track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records pursuant to the School's Policy for Use and Disclosure of Student Information Related to COVID-19.

All screeners are trained on the CDC recommendations for proper use of personal protective equipment.

J. Exclusion From School Based On Symptom Screening

Persons presenting with a fever of 100.4° F (38.0° C) or above will be excluded from the school campus. Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home immediately. In determining whether to exclude a student based on symptoms of COVID-19, the School will consider whether the student has a history of allergies or other non-contagious illness. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- A health care provider certifies that at least 10 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for at least three (3) days AND respiratory symptoms have improved;
- A health care provider provides the school with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- A health care provider provides the school with a note certifying that he or she is free from COVID-19; or
- The person is otherwise safe to be around others per CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The School will maintain COVID-19 test results and doctor's notes submitted pursuant to this Policy as students' confidential medical records.

Temperature Test and Screening Form: Student

Name of Student Tested and Screened:

Date

Temperature Test:

Student was tested with a non-invasive contactless infrared thermometer that indicated that Student has a fever, which is defined as a temperature of 100.4 degrees Fahrenheit or higher.

First reading: _____ degrees Fahrenheit

Second reading, if necessary: _____ degrees Fahrenheit

Symptom Screening:

Student or Student's parent was asked whether Student presented any of the following symptoms, which the CDC associates with COVID-19. Student or student's parent indicated that Student presented the following symptom(s):

	Symptom	Date of Onset
<input type="checkbox"/>	Cough	
<input type="checkbox"/>	Shortness of breath or difficulty breathing	
<input type="checkbox"/>	Chills	
<input type="checkbox"/>	Repeated shaking with chills	
<input type="checkbox"/>	Muscle pain	
<input type="checkbox"/>	Headache	
<input type="checkbox"/>	Sore throat	
<input type="checkbox"/>	New loss of taste or smell	
<input type="checkbox"/>	Nausea	
<input type="checkbox"/>	Vomiting	
<input type="checkbox"/>	Diarrhea	
<input type="checkbox"/>	Congestion or runny nose	

Name of Employee Who Conducted Test

Date

Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School – Policy to be shared with Parents

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. Mount Madonna will separate the student from others in a designated isolation room/area, direct the student to wear a face covering or medical mask if feasible, and will notify the student's parent or guardian.

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Head of School or designee specifically authorizes otherwise. Mount Madonna may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until one of the following occurs:

- The student's parent or guardian certifies that at least 10 days have passed since the student's symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 3 days, and the student's respiratory symptoms have improved;
- The student provides the school with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student's health care provider certifies that he or she is free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Students' parent or guardian must complete the Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to School. Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with

extensions to turn in assignments, and will be provided with remote learning academic support.

Policy for Use and Disclosure of Student Confidential Medical Information Related to COVID-19(Internal Document)

In order to protect the health and safety of the school community and pursuant to guidance and recommendations from the Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health, the California Department of Education, and local public health officials, the School is implementing policies to take students' temperatures and screen for symptoms associated with COVID-19 daily. These policies authorize the School to collect certain medical information related to students.

The purpose of this policy is to safeguard confidential medical information in a manner compliant with the Confidentiality of Medical Information Act ("CMIA"), the Americans with Disabilities Act ("ADA") *If applicable:* and the Families Educational Rights and Privacy Act ("FERPA") with respect to all confidential medical information that the School acquires through implementing the Temperature Testing and COVID-19 Symptom Screening Policy, or obtains by other means.

A. Scope of Coverage

This policy covers the confidential medical information of all school students that the school acquires or obtains and which relates to COVID-19. The information covered by this policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the student at high-risk for a serious illness if the student contracted COVID-19.

Specifically, this policy covers the following types of confidential medical information:

- All confidential medical information acquired by the school during or because of the administration of the school policies related to COVID-19.
- All confidential medical information that the school obtains by means other than by testing or screening administered by the school. For example, the County Public Health Department may inform the school that a student has tested positive or a student may voluntarily disclose a positive or negative COVID-19 diagnosis not as the result of a test result obtained directly by the school.

- All confidential medical information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about a student's health or medical conditions that may put the student at increased risk of serious illness should the student contract COVID-19.

B. Permissible Uses and Disclosures of Confidential Medical Information

Mount Madonna may use and disclose a student's confidential medical information to certain parties for certain purposes, including, but not limited to:

- Disclosure to school employees who have a legitimate need to know the information;
- Disclosure to appropriate persons where there is a health or safety emergency and the information is necessary to protect the health or safety of the student or others;
- As required by law, subject to applicable restrictions.

C. Reasonable Safeguards for Confidential Medical Information

Mount Madonna employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of student confidential medical information.

As with other confidential medical information the school receives, the school will store confidential medical information related to COVID-19 in a medical file that is separate and distinct from the student's other pupil records.

The school password protects all computers/networks used to store confidential medical information and restricts access to the confidential medical information to be accessed on a need-to-know basis, only.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of confidential medical information:

- (1) Determine if individuals not permitted to access confidential information are with a student before discussing the student's confidential medical information.
- (2) Do not assume a student will permit disclosure of his/her/their confidential medical information to any individual.
- (3) Dispose of unnecessary paper products that contain confidential medical information in a shredder.

Authorization for Use and Disclosure of Medical Information

Confidentiality of Medical Information Act (CMIA), Civil Code § 56, et seq.

Pursuant to California's Confidentiality of Medical Information Act, I, the parent or legal guardian of _____ [Name of Student] ("Student"), authorize [Health Care Provider, Laboratory, etc.] to disclose Student's medical information as described in this authorization to representatives from Mount Madonna School. I also authorize the same representatives from Mount Madonna School to use the medical information for the purposes described in this authorization.

This authorization is limited to the following types of information:

COVID-19 test results, including but not limited to any results of tests administered to detect the presence of the COVID-19 virus (SARS-CoV-2)

The recipients of this information may use the information for the following purpose:

Managing, controlling, and responding to COVID-19 infections among Mount Madonna School students and employees, medical accommodation request.

Expiration Date: [Health Care Provider, Laboratory, etc.] is no longer authorized to disclose medical information described in this authorization after [INSERT DATE].

Right to Receive Copy of This Authorization: I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, Mount Madonna School will provide me with a copy of this authorization.

I authorize the disclosure and use of Student's medical information as described above for the purposes listed

above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.

Parent/Guardian Name Signature Date

Parent/Guardian Name Signature Date

Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Results, or Exposure

We, the undersigned Parents/Legal Guardians of _____ (“Student”), certify that the following is true and correct (*check as appropriate*):

- All of the following are true and correct:
 - At least 10 days have passed since Student first began to exhibit symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; **AND**
 - Student has been free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines; **AND**
 - Any respiratory symptoms the Student exhibited have improved.
- Student was tested for COVID-19 after he/she/they began exhibiting symptoms consistent with COVID-19 and the test shows that Student is not infected with COVID-19. **A copy of the viral (*i.e.*, non-antibody) test is attached.**
- My health care provider certifies that Student is free from COVID-19. **A copy of the health care provider’s note is attached.**
- Student tested positive for COVID-19, Student is free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms Student exhibited have improved, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19. **A copy of the viral (*i.e.*, non-antibody) tests are attached.**
- Student tested positive for COVID-19, but has not had any symptoms associated with COVID-19, and at least 10 days have passed since the test. **A copy of the viral (*i.e.*, non-antibody) test is attached.**

- Student tested positive for COVID-19, but has not had any symptoms associated with COVID-19, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19. **A copy of the viral (*i.e.*, non-antibody) tests are attached.**
- Student had close contact (was within 6 feet for 15 minutes or more) with a person known to have COVID-19, Student has not had any symptoms associated with COVID-19, and Student has not tested positive for COVID-19, **AND:**
 - It has been 14 days since Student had close contact with that person; **OR**
 - It has been 14 days since the person who Student had close contact with has been required to self-isolate.

I understand and agree that if Student exhibits symptoms associated with COVID-19 (*e.g.*, fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) after returning to school, I must inform the School immediately, and the School may direct me to keep Student stay away from School until I meet the School’s requirements in the applicable policy to return to school.

Parent/Legal Guardian 1 Name	Signature	Date

Parent/Legal Guardian 2 Name	Signature	Date

V. Communication Plan

Sample Notice to Parents on School Reopening Plans, Policies and Protocols

Dear Mount Madonna School Parents,

Many of you have asked about our plans for the Fall. At this time, we are excited to announce that we anticipate resuming in-person instruction in the Fall, with in-person classes resuming on September 8 for preschool, lower and upper school students and September 14 for new preschool students. Our decision to resume in-person instruction is consistent with State and local orders¹, which permit schools to reopen with policies in place to promote the health and safety of students and staff.

The California Department of Public Health ("CDPH"), the California Department of Education ("CDE"), and the Center for Disease Control and Prevention ("CDC") have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible in order to minimize the spread of COVID-19. In the event the school must pivot to remote learning, the School has designed a hyflex learning instructional model, which will include a combination of synchronous and asynchronous instruction. This hyflex learning model offers whole group and smaller group instruction to support the academic, social and emotional needs of our students.

In addition, the School will be implementing the following new policies and protocols, which are attached for your review: (1) Protocols for Student and Visitor COVID-19 Symptom Screening; (2) Protocols When a Student Exhibits Symptoms Associated with COVID-19 at School; and (3) Protocols for Student Physical Distancing and Individual Responsibility.

Please take the time to carefully review these policies, and to discuss them with your children. We encourage parents to speak with their children about how school will look different in the Fall, and to continue practicing CDC handwashing and face covering protocols outside of school. (These CDC protocols are accessible at <https://www.cdc.gov/handwashing/index.html>;

¹ Many counties have orders that do not at this time permit schools to reopen for in person instruction, so this should be included only if this is consistent with local orders at the time this is distributed.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>. The CDC has provided information on how to speak about COVID-19 with children, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>.

As the School reopens, your cooperation is essential to maintaining a safe learning environment. The School asks that students and their families do their part to reduce the spread of COVID-19 by having students stay home from school when they are ill or have been potentially exposed pursuant to the School's new protocols and policies. The School's new policies also include protocols for student temperature/symptom screening, self-screening and reporting.

We will be sending parents an instructional video for students that demonstrates some of the new physical distancing measures.

The measures that we are taking are consistent with guidance and recommendations issued by the CDC, CDE, CPDH, and local health officials, and are in place to promote the health and safety of our students and staff, which is our top priority.

We know that school will look very different in the Fall, but much will remain the same. We are the same School with the same values, and we remain committed to delivering a strong academic curriculum and system of supports for our students. It may take some time to adjust to these changes, but we are confident in the resilience of our community and our students.

For those families who are interested in continuing a remote instruction only program this Fall, please contact Kami Pacheco, Director of Lower School, Bob Kaplan, Middle School Coordinator, or Shannon Kelly, Director of Upper School, to discuss those options. As always, please feel free to contact me with any other questions and concerns at ann.goewert@mountmadonnaschool.org.

We are grateful for the partnership of our parent community, and we look forward to continuing to partner with you in the Fall as we transition to on-campus learning.

Thank You,
Ann Goewert, Ph.D.
Head of School

Memorandum to Managers and Supervisors on COVID-19 Policies, Protocols, and Procedures

DATE: [Date]
TO: All School Supervisors
FROM: **Head of School/ Business Manager /Director of Human Resources]**
RE: *Guidance for Supervisors Implementing COVID-19 Policies, Protocols and Procedures*

On September 8, Mount Madonna School will be reopening for in person instruction following the current state and county orders which now permit PK-12 schools to resume in person instruction with modifications in place.

This memorandum serves as a guidance for the Directors and Supervisors as they work with employees returning to work and adjusting to new policies, procedures, and protocols that Mount Madonna adopted in order to promote the health and safety of employees returning to work and students returning to school.

Educate Yourself About Mount Madonna School's New COVID-19 Policies, Procedures, and Protocols

As employees return to work on campus, they will need to adjust to a number of new policies, procedures, and protocols that the school implemented in order to promote the health and safety of our employees and students. As a supervisor, employees may ask you questions about these new policies. You should prepare yourself to respond to questions from your staff by becoming familiar with these policies, which include:

- Protocol When An Employee Exhibits Symptoms Associated with COVID-19 at Work
- Protocol When A Student Exhibits Symptoms Associated with COVID-19 at School
- Protocol for Employee COVID-19 Symptom Screening
- Protocol for Student and Visitor COVID-19 Symptom Screening

- Policy for Use and Disclosure of Employee Confidential Medical Information Related to COVID-19
- Policy for Use and Disclosure of Student Confidential Medical Information Related to COVID-19
- Protocols for Cleaning and Disinfecting the School Campus
- Protocols for Meals at Schools and Childcare Facilities
- Emergency Paid Sick Leave and Emergency FMLA Leave Policy
- Policy and Protocols for Physical Distancing and Individual Responsibility for Employees
- Policy and Protocols for Physical Distancing and Individual Responsibility for Students
- Accommodations Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19
- Telework Policy

In the event that you have questions about these policies, you can contact Ann Goewert at ann.goewert@mountmadonnaschool.org or 408-846-4041. If you believe that certain policies, procedures, or protocols cannot be applied to your staff (for example, employees who must come into contact with another employee or student with less than 6-foot distance between them due to their job duties), please discuss these concerns with me.

In the event that your staff have questions about these policies that you do not feel comfortable answering, please direct your staff to contact Ann Goewert at ann.goewert@mountmadonnaschool.org or 408-846-4041.

Apply School COVID-19 Policies in a Fair and Uniform Manner

- Directors and supervisors must apply all COVID-19 policies in a fair and uniform manner, without regard to non-job-related characteristics, including, but not limited to, race, color, creed, religion, national origin, gender, sexual orientation and age. Uniform and fair implementation typically does not rely on subjective factors (for example, whether or not a supervisor gets along better with one employee over another). Make no special arrangements with any employees or otherwise treat any employees or groups of employees in an unequal or disparate manner. Policies that are applied or enforced unequally may cause strife in the workplace and may, under

certain circumstances, lead to civil action against the School and/or the manager or supervisor who took the action.

- Navigating compliance with COVID-19 policies, procedures, and protocols will be challenging and will likely involve issues related to employee health and personal employee matters that are sensitive to some employees. Therefore, when and where necessary, consult with me or Eric Forbes and do not discipline an employee for non-compliance with COVID-19 policies and procedures without first consulting with us.

Communicating With Employees

- In coordination with me, determine the best ways to communicate with staff about Mount Madonna School's COVID-19 policies, procedures, and protocols. Consider clearly and simply explaining to employees the reasoning behind the policies and how such policies will be applied in their work setting.
- Ensure that the staff has access to all applicable Mount Madonna COVID-19 policies, procedures and protocols and be prepared to provide such policies, procedures, and protocols upon request by staff both in hard copy and email.
- Communicate with staff that you are available to answer questions related to the policies, procedures, and protocols and identify the best ways they may contact you with any such questions.
- Refrain from criticizing the policies, procedures, and protocols with employees and remember that you are a member of the School's administration responsible for applying and enforcing the policies, procedures, and protocols.

Memorandum to Employees on COVID-19 Policies, Protocols, and Procedures

DATE: [Date]

TO: All Employees

FROM: **Head of School/ Director of Lower and Upper School**

RE: *Expectations of Employees Returning to Work*

On September 8, Mount Madonna School will be reopening for in-person instruction following the current state and county orders which now permit PK-12 Schools to resume in person instruction with modifications in place.

Mount Madonna is committed to promoting a safe and healthy workplace for its employees and students. To that end, we have adopted a number of policies and protocols designed to limit the likelihood of transmission of COVID-19 at our School. In order to achieve this goal, the school will be implementing the following policies, procedures, and protocols:

- Protocol When An Employee Exhibits Symptoms Associated with COVID-19 at Work
- Protocol When A Student Exhibits Symptoms Associated with COVID-19 at School
- Protocol for Employee COVID-19 Symptom Screening
- Protocol for Student and Visitor COVID-19 Symptom Screening
- Policy for Use and Disclosure of Student Confidential Medical Information Related to COVID-19
- Protocols for Cleaning and Disinfecting the School Campus
- Protocols for Meals at Schools and Childcare Facilities
- Emergency Paid Sick Leave and Emergency FMLA Leave Policy
- Policy and Protocols for Physical Distancing and Individual Responsibility for Employees

- Policy and Protocols for Physical Distancing and Individual Responsibility for Students
- Accommodations Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19
- Telework Policy

Mount Madonna will make copies of these policies available to all employees. As a school employee, you will be expected to observe and comply with these policies, procedures and protocols in order to return to and remain at work.

Once school reopens, supervisors will be monitoring employee conduct in order to promote strict observance, compliance with, and enforcement of these policies.

Mount Madonna appreciates your continued understanding and flexibility as we continue to navigate the public health emergency caused by the COVID-19 pandemic. Furthermore, the School appreciates the vital work you are all doing to support our students.

Employee Social Distancing and Workplace Safety Responsibilities – Do’s and Don’ts of Compliance

“DO”s and “DON’T”s of Compliance

- **DO** wave and say hello. **DON’T** shake hands or hug.
- **DO** wear a face covering while in communal areas of the School, including in classrooms, and in shared outdoor areas. **DON’T** wear a face covering that is no longer in good repair.
- **DO** stay 6 feet away from others at all times to the extent practical and consistent with the health and safety needs of students. **DON’T** think that’s all you have to do to comply.
- **DO** comply with all signs about one-way hallways, entrances, exits, and limits on elevators. **DON’T** go your habitual route or squeeze in one more.
- **DO** ask yourself, “Can I accomplish this task with an email, phone call or videoconference?” **DON’T** have in-person meetings unless you really must do so.
- **DO** wipe down anything you touch with the disinfectant products provided. **DON’T** rely on others to do it for you.
- **DO** wash your hands for at least 20 seconds with soap and water if you use the restroom, sneeze, touch your face, blow your nose, clean, disinfect, sweep or mop, smoke, eat, drink, enter the facility or leave the facility – wash immediately after.
- **DO** use hand sanitizer when soap and water are not available. **DON’T** make this substitution a habit.
- **DO** provide students with an individual set of supplies they need for in classroom projects and assignments. **DON’T** encourage students to share their set of individual supplies.
- **DO** hold students accountable for turning in assignments. **DON’T** be inflexible on extending deadlines to account for student absences.

- **DO** consider ways to promote healthy hygiene practices and build routines to enforce physical distancing measures. **DON'T** plan, schedule, or implement activities where physical distancing cannot be adhered to.
- **DO** stay connected with friends and family during this challenging time. **DON'T** have them visit you at work.
- **DO** ask your supervisor if you have any questions about your responsibilities. **DON'T** rely on guesses or rumors.
- **DO** set a good example for students and subordinates by consistently following School policies and protocols on frequent handwashing, physical distancing guidelines, wearing face coverings, and other COVID-19 precautions. **DON'T** think that it is okay not to follow a policy "just this once."

Notice of Exposure to COVID-19

Dear Mount Madonna School Community,

I am writing to share with you that the School was recently notified that [an employee of our School/a student at our School in the [redacted] grade/ a parent/a vendor], who was last on campus [time period] has just tested positive for COVID-19. We appreciate the diligence and dedication to our community that the [employee / student/student's parents/vendor] has/have shown in acting quickly to notify the School about this development and we wish our [employee/student/School community member] a swift recovery.

I realize that this may cause concerns and raise questions. As an initial matter, please know that we take our obligation to balance privacy and community safety interests very seriously, which is why I am only able to share limited information. I ask that all community members please respect the privacy of the impacted individual(s) and refrain from speculation as it does not help to protect or serve our community. We are in the process of contacting those individuals whom we have reason to believe may have had increased exposure.

Please also know that we are following our protocols based on guidance from local health officials and other public health authorities, such as the CDC. To that end, _____ [insert relevant information from health officials or based on protocols, such as whether there will be closure to clean and disinfect, etc].

We are also taking this opportunity to remind all of us of the need to adhere to applicable health orders, as well as our School's health and safety protocols and procedures, including to maintain social distancing at all times, to practice thorough hygiene, to monitor for symptoms, and if symptoms arise, to stay away from others and seek medical advice.

Please feel free to reach out if you have any questions. I want to thank each of you for your continued attentiveness to the steps we need to take together to care for one another.

Sincerely,

Ann Goewert

Head of School

Notice of COVID-19 School Outbreak

Dear Mount Madonna School Community,

We would like to inform you that we are working with the County of Santa Cruz Health Service Agency (HSA) on their investigation of a COVID-19 outbreak in our school community. Our school is with the County of Santa Cruz HSA to follow up with all cases and symptomatic contacts to identify all exposed person and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to ether a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 6 feet from other people and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear in 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion of runny nose
- Nausea or vomiting
- Diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact me at 408-846-4041 or ann.goewert@mountmadonnaschool.org

Sincerely,

Ann Goewert

Head of School

Notice of School Closure Due to COVID-19

Dear Mount Madonna School Community,

We are informing you that we are closing our school, starting on [DATE] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation the County of Santa Cruz Health Service Agency, we have been advised that the school should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the school before reopening on [DATE].

During school closure, the school will switch to remote learning to continue our classes; please see the remote schedule located in Schoology so students can sign in to their Zoom classes to continue their schoolwork. The County of Santa Cruz Health Service Agency will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very mild, please do not send your child to school and consider getting your child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face coverings, stay at least 6 feet apart from other people, and wash their hand often with soap and water for at least 20 seconds. School staff should call in sick and stay home if presenting with symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear in 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion of runny nose
- Nausea or vomiting
- Diarrhea

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact me at 408-846-4041 or ann.goewert@mountmadonnaschool.org

Sincerely,

Ann Goewert

Head of School

Communication to Families about How to Respond to Possible COVID-19 Cases

How to Respond to Possible COVID Cases

The health and safety protocols followed by Mount Madonna School (MMS) are designed to mitigate the spread of COVID-19 are informed by guidance from the California Department of Public Health, the Santa Cruz County Health Services Agency, the Center for Disease Control, and in consultation with physicians and scientists. As flu season approaches, public health and physicians are encouraging flu shots as many of the symptoms and signs of the flu are similar to COVID-19.

We continue our practices of daily IHT screening, wearing masks, physical distancing, reinforcing healthy hygiene habits, and enhanced cleaning and sanitation routines. MMS will remain open for in-person learning unless the one or more of the following occur:

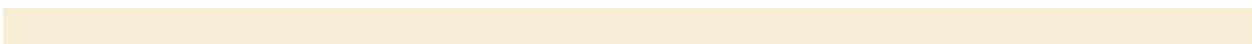
- We have positive COVID cases in our school community
- Air quality or the weather does not permit in-person learning
- The state or local health department instructs us to close campus
- There is significant non-compliance with the California COVID safety guidelines. The community-minded precautions we take off-campus are equally important as the ones we practice daily at MMS.

Daily IHT screening allows the school administration to monitor health on our campus. IHT offers an added benefit to our students, faculty, and staff by providing them with timely access to a medical professional should they feel unwell.

If a student, family member, faculty or staff develops COVID-19-LIKE SYMPTOMS	
What should you do?	Response and actions by MMS
Stay home, consult IHT or a healthcare provider, and test for COVID-19, if recommended by a healthcare provider.	
If you receive a positive test result: <ul style="list-style-type: none"> • Notify the local public health agency and inform MMS immediately • Stay home and consult a healthcare provider 	MMS will notify the local public health agency and will follow all instructions, which include <ul style="list-style-type: none"> • Notifying the school community of the confirmed positive case while

<ul style="list-style-type: none"> Remain in isolation for at least 10 days from symptom onset AND at least three days after fever and symptoms resolve 	<p>maintaining the confidentiality of the individual(s)</p> <ul style="list-style-type: none"> Conduct contact tracing Close classrooms and/or the school Disinfect and clean classrooms and shared spaces
<p>If you receive a negative test result and have symptoms:</p> <ul style="list-style-type: none"> Notify the school Return to school three days after the symptoms resolve or present documentation from a doctor including information about the pre-existing condition that may have caused the symptoms or documentation of a different diagnosis If symptoms persist, follow up with a healthcare provider and consider retesting 	<p>If you receive a negative test result and have symptoms:</p> <ul style="list-style-type: none"> The classroom and school will remain open for in-person learning
<p>If you do not undergo COVID-19 testing:</p> <ul style="list-style-type: none"> Return to school three days after the symptoms resolve with documentation from a doctor including information about the pre-existing condition that may have caused the symptoms or documentation of a different diagnosis OR Return to school ten days after the symptom onset if you are unable to provide documentation from a doctor 	<ul style="list-style-type: none">
<p align="center">If a student, family member, faculty or staff CAME IN CLOSE CONTACT WITH AN INDIVIDUAL WHO IS CONFIRMED COVID-19 POSITIVE</p> <p align="center"><i>* Close contact: a person has been less than six feet for longer than 15 minutes, regardless of whether the 15 minutes were consecutive or if the individual was wearing PPE or a cloth face covering.</i></p>	
<p>What should you do?</p>	<p>Response and actions by MMS</p>

<p>1. Stay home, consult IHT or a healthcare provider, and test for COVID-19, if recommended by a healthcare provider.</p> <p>2. Notify the local public health agency</p> <p>3. Notify MMS</p> <p>4. Follow the instructions from the public health agency</p>	
<p>If you receive a positive test result:</p> <ul style="list-style-type: none"> • Notify the school • Return to school after quarantine for 14 days from last exposure 	<p>If you receive a negative test result and have symptoms:</p> <ul style="list-style-type: none"> • The classroom and school will remain open for in-person learning
<p>If you do not undergo COVID-19 testing:</p> <ul style="list-style-type: none"> • Return to school three days after the symptoms resolve with documentation from a doctor including information about the pre-existing condition that may have caused the symptoms or documentation of a different diagnosis OR • Return to school ten days after the symptom onset if you are unable to provide documentation from a doctor 	<ul style="list-style-type: none"> •



To Notify Public Health:	
Santa Cruz County Human Services Agency	(831) 454-4114
Santa Clara County Public Health Department	(408) 792-5040
County of Monterey Health Department	(831) 755-4500
San Benito County Health & Human Services Agency	(831) 637-5367

Email Communication to Families about Returning to Campus After Holiday Break

JOIN US IN A SAFE RETURN TO SCHOOL ON

Thursday, January 14

We look forward to opening campus back up to our Hawks. Please read and adhere to the safety guidelines established by the School as well as local and State agencies and the CDC. Together we can keep our community safe!

Student Absences & Remote Learning Requests

Absences: Please call the registrar at (408) 847-2717 or [email](#) to report an absence.

Remote Learning Requests: If your child will continue remote learning after January 12, please email the appropriate division director so arrangements can be made with teachers.

Lower School: [Kami Pacheco](#)

Upper School: [Shannon Kelly](#)

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. **If your child is experiencing any of these COVID-19 symptoms, please have them stay home and seek the advice of a medical professional to determine if a COVID-19 test is needed and for**

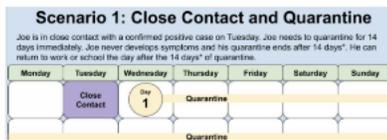
Regional Stay at Home Order

On December 3, the Office of Governor Gavin Newsom issued the [Regional Stay At Home Order](#). According to the order, "all individuals living in the Region shall stay home or at their place of residence except as necessary to conduct activities associated with the operation, maintenance, or usage of critical infrastructure, as required by law, or as specifically permitted in this order." While this is not Mount Madonna School's policy, the State directive supersedes the school's policy.

If your family has traveled within or out of State, you must self-quarantine for 10 days following your return home before your child may return to in-person learning. If your family has traveled out of the country, you must self-quarantine for 14 days following your return home before your child may return to in-person learning. Please communicate with the school by contacting your child's division director and the registrar.

Self-Quarantine and Isolation Guidelines

Below is helpful information outlining the different self-quarantine and isolation guidelines created by the CDC. Please review this graphic. These are just a few scenarios families may find themselves in. If you feel your family is in need of guidance of how to respond to a specific situation please do not hesitate to contact your family's medical provider and the School.



Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. **If your child is experiencing any of these COVID-19 symptoms, please have them stay home and seek the advice of a medical professional to determine if a COVID-19 test is needed and/or further self-quarantine:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

IHT Daily Checker

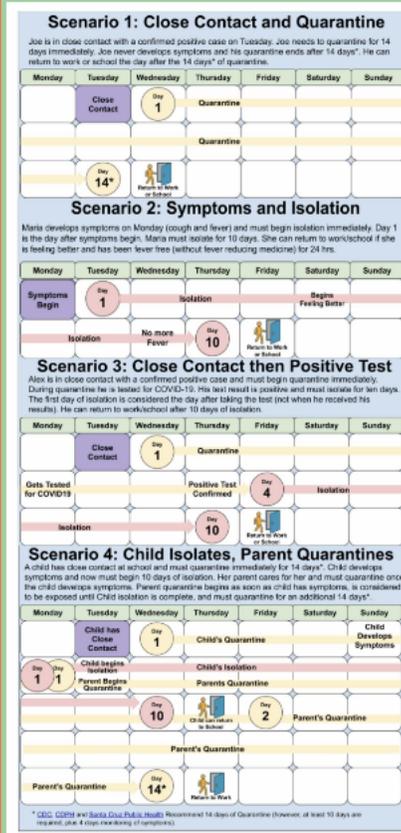
Bus Riders: Please ensure your child's daily checker is completed by 7 am.

All other children must have their daily checkers completed *before* arriving at school.

Having issues with IHT? Contact member services at (855) 806-3910.

Self-Quarantine and Isolation Guidelines

Below is helpful information outlining the different self-quarantine and isolation guidelines created by the CDC. Please review this graphic. These are just a few scenarios families may find themselves in. If you feel your family is in need of guidance of how to respond to a specific situation please do not hesitate to contact your family's medical provider and the School.



Face Masks

All children should come to school wearing a clean, well-fitted mask at all times and have a back up mask in their backpacks. Ill-fitting masks that are too big and fall below noses are not sufficient to keep your student and others safe.

Please take the time to acquire masks that:

- Fit well (child size if needed, and with adjustable earloops)
- do not have vents (nor is a buff/gaiter/bandana)
- is comfortable for your student to wear all day (please practice proper mask wearing at home)

We will be checking for proper masks at morning drop off each day.



Update: Governor Newsom Signs SB 1159 and AB 685 Into Law Impacting COVID-19 Related Workers' Compensation Coverage and Creating New Notice and Reporting Requirements Related to COVID-19 Workplace Exposures

CATEGORY: SPECIAL BULLETINS

Date: Sep 21, 2020 11:24 AM

Author: [Linda K. Adler](#) & [Savana V. Manglona](#)

On September 17, 2020, Governor Gavin Newsom signed into law two COVID-19 related bills – Senate Bill (“SB”) 1159 and Assembly Bill (“AB”) 685. **SB 1159 is an urgency bill that is effective immediately**, and sets forth rebuttable presumption standards to establish workers’ compensation coverage for employees who contract COVID-19. AB 685 modifies occupational safety standards to require employers to provide notice and report information related to COVID-19 exposures, and provides the California Division of Occupational Safety and Health (“Cal/OSHA”) expanded authority to enforce such requirements and ensure safe workplace operations. **AB 685 is effective January 1, 2021.**

Below is a summary of both bills and their impact on employers, including private schools.

SB 1159

SB 1159 amends existing workers’ compensation laws to address the impact of employees who contract COVID-19 and the extent that such illness is considered industrial, and therefore entitles the employee to workers’ compensation benefits.

A. Standard for Application of Workers' Compensation Rebuttable Presumption for an Employee's COVID-19 Illness

Employees injured in the course and scope of employment are generally entitled to receive workers’ compensation benefits for their injuries. Existing law establishes a series of specific injuries and illnesses for certain employees that are presumed to be industrial in nature and create a rebuttable presumption that will qualify them for workers’ compensation benefits immediately, unless an employer can provide sufficient information to indicate that the injury or illness is non-industrial.

Recognizing the unique challenges posed by the COVID-19 global pandemic, SB 1159 now creates a similar presumption for illness or death resulting from COVID-19 in the following circumstances: The bill codifies Executive Order N-62-20, issued by Governor Newsom on May 6, 2020, which expanded the workers’ compensation rebuttable presumption to **ANY** employee who reported to their place of employment between March 19 and July 5, 2020, and who tested positive for or was diagnosed with COVID-19 within the following 14 days during that time period.

1. The bill codifies Executive Order N-62-20, issued by Governor Newsom on May 6, 2020, which expanded the workers' compensation rebuttable presumption to **ANY** employee who reported to their place of employment between March 19 and July 5, 2020, and who tested positive for or was diagnosed with COVID-19 within the following 14 days during that time period.
2. The rebuttable presumption extends beyond July 6, 2020 and only applies if the employee works for an employer with five or more employees and the employee tests positive for COVID-19 within 14 days after reporting to their place of employment during a COVID-19 "outbreak" at the employee's specific work place. For purposes of this presumption, a COVID-19 "outbreak" exists if within 14 calendar days one of the following occurs at a "specific place of employment" (which excludes the employee's home):
 - If the employer has 100 employees or fewer at a specific place of employment, 4 employees test positive for COVID-19;
 - If the employer has more than 100 employees at a specific place of employment, 4% of the number of employees who reported to the specific place of employment, test positive for COVID; or
 - A specific place of employment is ordered to close by a local public health department, the State Department of Public Health or the Division of Occupational Safety and Health due to a risk of infection with COVID-19

For purposes of administering this "outbreak" presumption, SB 1159 requires employers to report to their workers' compensation claims administrator in writing within three business days when they know or reasonably should know that an employee has tested positive for COVID-19, along with other relevant information.

The Workers' Compensation Appeals Board ("WCAB") is bound by these presumptions unless presented with controverted evidence to dispute the presumption. Workers' compensation awarded for covered COVID-19 related illness or death includes full hospital, surgical, medical treatment, disability indemnity, and death benefits. The bill also makes a workers' compensation claim relating to a COVID-19 illness presumptively compensable, as described above, after only 30 days, rather than the standard 90 day time period for all other types of workers' compensation claims.

B. Application of Other COVID-19 Paid Benefits and Duration of New Law

However, SB 1159 requires an employee to exhaust any COVID-19 related supplemental paid sick leave benefits (*e.g.*, FFCRA's Emergency Paid Sick Leave or California's supplemental paid sick leave under AB 1867) and meet

certain certification requirements before receiving temporary disability benefits or an industrial injury leave of absence. In addition, the effective timeframe for workers' compensation benefits under SB 1159 based on illness or death due to COVID-19 is limited, as the law will remain in effect only until January 1, 2023, after which the law will sunset and be repealed unless extended further by the Legislature. SB 1159 also requires the Commission on Health and Safety and Workers' Compensation to conduct a study of the impact of COVID-19 on the workers' compensation system, to deliver a preliminary report to the Legislature and Governor by December 31, 2021, and to deliver a final report to the legislature by April 30, 2022.

C. Impact of SB 1159 on Schools

As SB 1159 is now law, private school employers need to be vigilant and prepared to respond to any indication that an employee has contracted COVID-19 and should coordinate with their workers' compensation insurance carriers and claims adjusters to establish best practices for reporting and responding to potential workers' compensation claims based on COVID-19. (SB 1159 adds Sections 77.8, 3212.86, 3212.87, and 3212.88 to the Labor Code.)

AB 685

In response to the COVID-19 pandemic and its impact on maintaining a safe workplace, AB 685 amends the Labor Code in several areas to require employers to adhere to stricter occupational health and safety rules and empowers Cal/OSHA with expanded enforcement powers to address such standards as follows – **effective January 1, 2021:**

A. New COVID-19 Employer Notice and Reporting Requirements

AB 685 requires employers, including private schools, to comply with certain reporting requirements and provide the following four notices related to potential COVID-19 exposures in the workplace **within one business day** of being informed of the potential exposure:

1. Potential COVID-19 Exposure Notice to Employees

If an employer or the employer's representative receives a notice of a potential exposure to COVID-19 in the workplace by a "*qualifying individual*," the employer must provide a written notice to all employees, and to the employers of subcontracted employees, who were present at the same worksite within the infectious period (as defined by the State Department of Public Health), stating that they may have been exposed to COVID-19. For purposes of this requirement, a "*qualifying individual*" means a person who can establish any of the following requirements:

- A laboratory-confirmed case of COVID-19;
- A positive COVID-19 diagnosis from a licensed health care provider;
- A COVID-19 related isolation order issued by a public health official; or

- Death due to COVID-19 as determined by the County public health department.

The notice must be sent in a manner the employer normally uses to communicate employment-related information. This can include personal service, email, or text message so long as it can be reasonably anticipated that employees will receive the notice within the one business day requirement. The notice must be in both English and the language understood by the majority of employees.

2. Potential COVID-19 Exposure Notice to Exclusive Representative of Represented Employees

If the affected employees who are required to receive this COVID-19 exposure notice include represented employees, the employer must send the same notice to the exclusive representative of the affected bargaining unit.

3. Notice of COVID-19 Related Benefits and Employee Protections

An employer must also provide all affected employees and the exclusive representative, if any, with a notice of information regarding any COVID-19-related benefits or leave rights under federal, state, and local laws, or pursuant to employer policy, as well as the employee's protections against retaliation and discrimination.

4. Notice of Safety Plan in Response to Potential COVID-19 Exposure

Finally, the employer must notify all employees, the employers of subcontracted employees, and any exclusive representative, of the employer's plans for implementing and completing a disinfection and safety plan pursuant to guidelines issued by the federal Centers for Disease Control.

Failure to comply with these requirements may subject the employer to a civil penalty. AB 685 also prohibits employers from requiring employees to disclose medical information except as required by law, and prohibits employers from retaliating against an employee for disclosing a qualifying case of COVID-19. Employers are also required to maintain records of these four notices for at least three years.

Where employers are notified of a number of cases that meet the definition of a COVID-19 "outbreak" as defined by the California Department of Public Health ("CDPH"), the employer must also notify the applicable local public health agency **within 48 hours** of the names, number, occupation, and worksite of any "qualifying individuals" related to the "outbreak".

An "outbreak" is currently defined by CDPH as "three or more laboratory-confirmed cases of COVID-19 within a two-week period among employees who live in different households." (See CDPH's "COVID-19 Employer Playbook – Supporting a Safer Environment for Workers and Customers – available online at <https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>)

CDPH is also required to make workplace statistics received from local health departments under this provision – other than personally identifiable employee information – available on its website, such that members of the public can track the number of cases and outbreaks by industry. These new COVID-19 notice and reporting requirements apply to all private school employees, except that the notice requirements do not apply to exposures by employees whose regular duties include COVID-19 testing or screening.

B. Cal/OSHA Will Be Authorized to Shut Down a Workplace, Operation, or Process That Creates an Imminent Hazard Due to COVID-19 Exposure Risk

Under current law, whenever Cal/OSHA finds that a place of employment or specific equipment in the workplace creates an imminent hazard to employees, Cal/OSHA has the authority to prohibit entry into the affected part of the workplace or to prohibit the use of the dangerous equipment in the workplace.

AB 685 expands and clarifies Cal/OSHA's authority within the context of COVID-19 related issues in the workplace. Under AB 685, if Cal/OSHA finds that a workplace or operation/process within a workplace exposes employees to a risk of COVID-19 infection and thereby creates an imminent hazard to employees, Cal/OSHA now has authority to prohibit entry to the workplace or the performance of such operation/process. If Cal/OSHA uses its authority to apply such a workplace restriction, it must then provide the employer with notice of the action and post that notice in a conspicuous place at the worksite. Any restrictions imposed by Cal/OSHA must be limited to the immediate area where the imminent hazard exists and must not prohibit any entry into or operation/process within a workplace that does not cause a risk of infection.

This expanded authority sunsets on January 1, 2023, and will be repealed automatically on that date unless further extended by the Legislature.

C. Amends Cal/OSHA Procedures for Serious Violation Citations Relating to COVID-19

Currently, before Cal/OSHA can issue a citation to an employer alleging a "serious violation" of occupational safety and health statutes or regulations, it must make a reasonable attempt to determine and consider whether certain mitigating factors were taken by an employer to rebut the potential citation. Cal/OSHA satisfies this requirement by sending an employer a description of the alleged violation at least 15 days before issuing a citation, and provides the employer an opportunity to respond. Even if an employer does not provide information in response to Cal/OSHA's inquiries, an employer is still not precluded from presenting such information at a later hearing to contest the citation.

AB 685 modifies this procedure until January 1, 2023 as applied to serious violation citations Cal/OSHA issues related to COVID-19. For such COVID-19

serious violation citations, Cal/OSHA is not obligated to provide an alleged violation at least 15 days prior to issuing the citation to allow an employer the opportunity to respond and can instead issue the citation immediately. The employer would still be able to contest the citation through the existing Cal/OSHA appeal procedures.

D. Impact of AB 685 on Schools

Because AB 685 is not effective until January 1, 2021, schools have some time to prepare for its new notice and reporting requirements. Employers should review and revise their existing procedures related to notification of COVID-19 exposures in the workplace in order to ensure they are ready to comply with the new notice and reporting requirements imposed by AB 685 once it becomes effective.

(AB 685 amends Sections 6325 and 6432 of and adds Sections 6325 and 6409.6 to the Labor Code.)

If you have questions about SB 1159 and AB 685 and how they may affect your school's operations, LCW attorneys are available to answer your questions.