



THE GENEVA SCHOOL

REOPENING PLAN 2020-2021

The following guidelines have been approved by the Board and Administration of The Geneva School

1. Cleaning and Disinfection
2. Cohorting
3. Entrance, Egress, and Movement Within the School
4. Face Coverings and Other Essential Protective Gear
5. Health Screenings for Students and Staff
6. Healthy Hygiene Practices
7. Identification and Tracing of Contacts
8. Physical Distancing
9. Staff Training and Family Education
10. Testing of Students and Staff
11. Triggers for Switching to Distance Learning
12. Communication Plans
13. School Website URL

1. Cleaning and Disinfection

- a. All classrooms will be professionally cleaned nightly.
- b. Classrooms will be disinfected with a blue light wand.
- c. High use areas (door handles, sink handles, bathroom surfaces, tables, students desks and chairs) will be cleaned throughout the day.
- d. Any rooms with a confirmed COVID-19 case will be cleaned and disinfected 24 hours after the exposure.
- e. All classrooms will be equipped with cleaning wipes to wipe high use areas throughout the day.
- f. High use items will be assigned to students and not shared.

2. Cohorting

- a. Identify small groups
 - i. The Geneva School naturally has small groups as we are a small school.
 - ii. No class is larger than 11 students.

- iii. Classes will stay in their own classroom with their homeroom teacher throughout the day.
- iv. When outside at lunch, small groups can continue to be realized by splitting lunch times and utilizing open areas.

3. Entrance, Egress and Movement Within the School

- a. Drop off and Pick up
 - i. At drop off each family cohort will remain in their car while the car at the front of the line exits and is screened and sanitized. That family cohort will enter the school as another family is helped out of their car. This will keep students distanced as they enter their classrooms.
 - ii. Students will be required to wear face coverings when arriving and departing campus
 - iii. At pick up students are required to stay in their class cohort and will be put in their car as the parent or guardian drives through the designated pick-up area.
- b. Hallways will be marked with arrows so that students stay to one side when going to the restroom.
- c. Students will be encouraged to use the restroom during recess to minimize departure from the classroom.
- d. Classes will walk in straight lines and will remain six feet from any other class.

4. Face Covering and Other Essential Protective Gear

- a. All students will sit behind student transparent encompassing desk shields.
 - i. Shields are three sided
 - ii. Panels are 24 inches high
 - iii. Mounts to each desk securely
- b. All students third grade and above will be required to wear face coverings. Students Kindergarten through second grade will be encouraged to wear face coverings. All staff will wear face coverings.
 - i. Teachers will teach and reinforce the proper use of face coverings. Face shields, masks, and gaiters are acceptable. From now on these items are referred to as "Face Covering".
 - ii. Students will be regularly reminded not to touch their face covering.
 - iii. Parents will be reminded to wash or replace face coverings daily.
 - iv. Information will be sent home before the start of school through our schoolwide email communication system on the proper use and washing of face coverings.
 - v. Students who meet exemption requirements from wearing a face covering will be required to sit behind a desk shield.
 - vi. Students will be allowed to remove their face covering for meals, snacks, or outdoor recreation, or if it needs to be replaced. Face coverings will be kept

in a clean paper bag marked with each student's name. Gaiters are recommended as they can simply be lowered around the neck and are not at risk of being lost or exchanged with another student.

- vii. Students will be excused from campus if they are not exempt from wearing a face covering under the CDHP guidelines and refuse to wear a parent or school provided face covering.
- c. All staff must use a face covering in accordance with CDHP guidelines.
 - i. CDHP guidelines will be reviewed with all staff during our August 10th staff meeting.
 - ii. When a face covering cannot be used for pedagogical reasons, a face shield may be used by the teacher and/ or staff. Staff will wear a face covering outside the classroom.
 - iii. There will be no food distributed at The Geneva School

5. Health Screenings for Students and Staff

- a. All students and staff will be screened each morning before entering a classroom.
 - i. Staff will fill out a self screening form and be temperature checked upon arrival. See screening form in supporting documents.
 - ii. Parents will be asked to self screen their children before coming to school each day.
 - iii. Students will be temperature checked at drop off each day prior to entering the classrooms.
- b. Students and staff who are sick will be required to stay home until they are clear of all symptoms (please see chart here) [COVID Measures at The Geneva School](#).

6. Healthy Hygiene Practices

- a. Cleaning and disinfection
 - i. Frequently touched surfaces will be cleaned and disinfected often. Including door handles, sink handles, desk, and chairs, and school equipment or writing instruments..
 - ii. Use of shared items will be limited. Individual student resources will be provided in each classroom.
 - iii. No school transport vehicles will be used.
 - iv. The school will be professionally cleaned nightly. The bathrooms and other high use areas will be cleaned multiple times throughout the day.
 - v. Each student desk will be supplied with personal hand sanitizer bottles and personal tissue packs and teachers will encourage use.
- b. Shared objects
 - i. Sharing items will be discouraged.
 - ii. Students will be supplied with individual sets of utensils (pens, pencils, crayons, etc.) and books.

- iii. Children's belongings will be kept in their backpacks on personally marked hooks.
- c. Ventilation - Please see attached executed construction contracts for ventilation
 - i. The Geneva School will have before the start of school and has signed a proposal from a licensed contractor the addition of 10 MERV 16 "Hospital & general surgery" grade air filters in every classroom.
 - ii. UVC and fresh air vents are to be installed and wired to all 5 commercial AC units that supply air to all of the classrooms. This will increase the air flow to reduce particle stagnation and increase filtration of the MERV 16 system as well as provide safe ultraviolet light to destroy airborne particles.
 - iii. Install 5 new T-Stat WiFi thermostats with independent online and on location control to pre-set regular air flow before class and during classroom times.
 - iv. Addition of air scrubbers (3) in the main hallway that will each handle over 3,000 sq. ft. of air purification for common area space connected to the independent classrooms.
- d. Modified layouts
 - i. All student desks will face the front of the classroom.
 - ii. Student desks will be fitted with plastic-three sided dividers to contain air droplets between students.
 - iii. No group transportation will be provided.
 - iv. Increased air circulation plus MERV 16 air filtration will remove down to 0.1 to 0.3 microns of particles from the air above the classroom.
- e. Physical barriers and guides
 - i. Each desk will have a three sided, 24inch tall plastic barrier.
 - ii. Tape will be put on the floor to guide movement in the hallways.
- f. Hand sanitization
 - i. Each child will be required to use hand sanitizer upon exiting their vehicle.
 - ii. Each classroom will have a hand sanitizer station at the door.
 - iii. Each desk will be supplied with a personal bottle of hand sanitizer.
 - iv. Each class will be assigned a sink to use to wash their hands before and after each recess and lunch. This process will be monitored by the teacher.
- g. Communal Spaces
 - i. The Geneva School will provide two separate lunch spaces and will stagger lunch time so that only 2 classes are in a lunch area at any given time.
- h. Food Services
 - i. Students will be required to bring their food from home each day.
 - ii. No sharing of food will be aloud.
 - iii. Students will bring their own reusable water bottles each day.
- i. Protections for Staff and Children at higher risk
 - i. The Geneva School is providing PPE for all staff and children.
 - ii. The Geneva School does not currently have high risk staff.
 - iii. High risk students or students of high risk parents will be learning remotely.

- j. Gatherings
 - i. The Geneva School will not have gatherings except weekly chapel
 - 1. Chapel will be held in an indoor/outdoor space that allows for six feet distancing
 - 2. All students and staff, second grade and above will be required to wear masks
 - 3. Students second grade and below will be strongly encouraged to wear masks
 - 4. Students in the lower grades without masks will be prioritized for outdoor seating.
 - ii. No visitors will be allowed on campus.
 - iii. No field trips will be permitted at this time.
- k. Identify small groups
 - i. The Geneva School naturally has small groups as we are a small school.
 - ii. No class is larger than 11 students.
 - iii. Classes will stay to themselves throughout the day.
 - iv. When outside at lunch, small groups can continue to be realized by splitting lunch times and utilizing open areas.
- l. Drop off and Pick up
 - i. At drop off each family cohort will remain in their car while the car at the front of the line exits and is screened and sanitized. That family cohort will enter the school as another family is helped out of their car. This will keep students distanced as they enter their classrooms.
 - ii. Students will be required to wear face coverings when arriving and departing campus
 - iii. At pick up students are required to stay in their class cohort and will be put in their car as the parent or guardian drives through the designated pick-up area.
- m. Staff Replacement
 - i. If a staff member becomes sick, we will use our pre-approved substitutes to cover classes. Substitutes will answer a self questionnaire on personal health to be suitable to teach and will be subjected to the same temperature check protocol as regular faculty.

7. Identification and Tracing of Contacts

- a. The Head of School, Mrs. Bonecutter, will be the identified liaison responsible for responding to COVID-19 concerns. She will be trained to coordinate the documentation and tracking of possible exposure.
 - i. Mrs. Bonecutter will notify the Orange County Health Officer's office, Dr. Chau, in the event a child or faculty member tests possible.
 - ii. Mrs. Bonecutter will notify the school community in the case of a positive COVID-19 test through our regular communication system.

- b. The Geneva School requests that staff be tested monthly
 - i. The Geneva School staff and students may use a licensed medical professional to test with the Innova Antigen test or similar FDA approved test.
 - ii. The Geneva School staff and students may use a licensed medical professional to test with the FDA approved BIOTIME SARS-CoV-2 IgG/IgM Rapid Qualitative Test or similar approved FDA test.
 - iii. The Geneva School will request that all students get tested before they begin school or they may be required to utilize distance learning.
 - iv. The Geneva School requests that all staff be tested on a monthly basis, unless they have prior tested positive for COVID-19 antibodies.
- c. Plan for if a staff member or student becomes sick
 - i. Please see the [COVID Symptoms List](#)
 - ii. The isolation room will be used for any student or staff member exhibiting symptoms while transportation is arranged to home or a healthcare facility:
 1. This room will only be used by isolated individuals while they wait for transportation home home.
 2. This room will be cleaned after 24 hours of an isolated individual being in the room.
 3. The isolation room will be Room 29.
 4. County Health officials will be notified regarding any positive COVID-19 tests results.
 5. Please see [Covid Measures at The Geneva School](#) for our plan for handling sick staff, students, and exposed cohorts.
 - iii. Distance learning opportunities will be provided to sick students.
 - iv. Any COVID-19 illness and exposures will be investigated to determine if any school-related factors could have contributed to risk of infection. Protocols will be updated as needed to prevent or reduce further cases.

8. Physical Distancing

- a. Non classroom space
 - i. Visitors will not be allowed on campus during school hours.
 - ii. Communal activities will be limited where practicable.
 - iii. Larger rooms will be used for science and art to allow for social distancing.
 - iv. Classes will be held outside when reasonable.
 - v. The hallway will be marked with arrows indicating directions so that students do not crowd in hallways.
 - vi. Recess and lunch times will be staggered so that crowding is not an issue.
 - vii. Classes will stay six feet apart when walking to and from recess and lunch.
 - viii. Lunch and snacks will be eaten outside, weather permitting and in class when weather does not permit outside eating.
 - ix. No extra curricular activities will be held until schools can open regularly.

- x. There is no playground equipment to climb on.
- xi. PE will only be held outside.
- b. Classroom space
 - i. Childrens' belongings will be kept in their backpacks.
 - ii. Backpacks will be kept on a hook with a personal name tag.
 - iii. Student materials will be individually labeled in the classroom.
 - iv. Electronic devices are not permitted except by teachers.
 - v. Classes will stay in their own rooms with their homeroom teacher.
 - vi. Outdoor space will be maximized for safe distancing of students.
 - vii. Space between students and desks will be maximized.
 - viii. All desks will be fitted with desk shields, hand sanitizer, and tissue.
 - ix. Movement within the classroom will be minimized.
 - x. Music class will not conduct any singing or choral activity-woodwind instruments are not used at The Geneva School.
 - xi. Students will turn in assignments and will be kept in individual files used only by the respective student.
 - xii. All HVAC units will be updated to produce MERV 16 air filtration (hospital & surgery grade) in all classroom space used by students and staff.
 - xiii. UVC particle ultraviolet lights will have been added to all 5 commercial grade HVAC systems that serve the classrooms, along with upgrades to the air-vents for greater air flow.
 - xiv. New Thermostats connected to an online WiFi system will allow for timed air flow to circulate air prior to, during and after the time of classroom sessions to maximize air circulation and MERV 16 filtration.
 - xv. Air scrubbers have been installed in all hallways

9. Staff Training and Family Education

- a. All staff will be trained at a mandatory meeting on August 10th which will include
 - i. The Geneva School's updated sanitation practices
 - ii. Physical distancing guidelines
 - iii. Proper use of and cleaning of face coverings
 - iv. The Geneva School's screening practices
 - v. Understanding how COVID-19 is spread
 - vi. Prevention of COVID-19 if you are sick
 - vii. COVID-19 symptom identification and when to seek medical attention
 - viii. The Geneva School's plan and procedures to follow when children or adults become sick at school
 - ix. The Geneva School's plan and procedures to protect staff from COVID-19 illness
- b. Training families

- i. Families will receive all the above training information through our schoolwide email newsletter at least one week before school starts. It is also posted on our website.
- c. All students will be trained in their individual classrooms on the first day of school.

10. Testing of Students and Staff

- a. The Geneva School will request that all students get tested before they begin school or they may be required to use online distance learning
- b. The Geneva School requests that all staff be tested on a monthly basis, unless they test have prior tested positive for Covid-19 antibodies
 - i. Anyone that tests positive for the antibodies or antigens will be requested to receive an Viral RNA test.
 - ii. Students and staff will not be allowed to return to school until ten days after a positive test and three days after all symptoms have subsided.
 - iii. Students will be able to engage in online distance learning during any self quarantine period.
- c. The Geneva School will use a licensed medical professional that uses the Innova Antigen test.
- d. The Geneva School will use a licensed medical professional that uses the FDA approved BIOTIME SARS-CoV-2 IgG/IgM Rapid Qualitative Test.

11. Triggers for Switching to Distance Learning

- a. Please see [COVID-19 Measures at The Geneva School](#)
- b. In the case of a confirmed COVID-19 classroom, the class will resume online learning during their 14 day quarantine.
- c. If students from more than 5% of the families in the school test positive in a 14 day period the school will shut down and resume online learning for a 14 day quarantine period.

12. Communication Plans

- a. Local Officials
 - i. Mrs. Bonecutter will be responsible for communicating with Dr. Chau's office.
 - ii. Mrs. Bonecutter will stay in contact with other private schools in the county and the county office of education.
- b. Staff
 - i. Mrs. Bonecutter will communicate with staff through distanced meetings, online video teleconferences, and email regarding cases and exposures at school.
- c. Parents and students
 - i. Mrs. Bonecutter will communicate to parents and students about cases and exposures at school via the schoolwide email newsletter, hard copy

newsletters, class newsletters, and the school communication text system (EducateSMS).

d. All communication will adhere to any FERPA or HIPAA privacy requirements.

13. School Website URL

a. www.genevaschooloc.org