



Student Policies, Procedures, and Protocols

The following includes the policies, procedures, and protocols for The Wesley School in order to meet conditions for compliance for on-campus activities during the COVID-19 pandemic. The school has established a COVID-19 compliance team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as liaison to DPH in the event of an outbreak on campus.

Sick Policy

The health and well-being of the Wesley community are of the utmost importance to all of us. Thus it is important to keep children home when they are sick or exhibiting contagious symptoms such as fever, cough, sneezing, changes in behavior (e.g. sluggishness), or changes in physical appearance (e.g. glassy eyes). Parents must keep them home from school to avoid spreading illness. At Wesley, we define “fever” as having a temperature above 100 degrees Fahrenheit. In this case, your child needs to stay home from school until they are fever-free for 24 hours after the cessation of using any fever-reducing medication. In addition, children who are vomiting or experiencing bouts of diarrhea should also remain home until they are free of these symptoms for at least 24 hours.

COVID-19 Specific Sick Policy

If you or a member of your immediate family begin to experience symptoms related to COVID-19 including fever, chills, cough, shortness of breath, sore throat, loss of smell, or painful swallowing, your child may be asked to self-isolate at home for a minimum of 14 days. In addition, if your child is sent home sick and is experiencing symptoms related to COVID-19, then your child may be required to self-isolate at home for a minimum of 14 days. In order to return to school, you must consult a healthcare provider.

If it is determined that a test is not needed to determine if your child is still contagious, then returning to school is possible after these three conditions have been met:

- The student has had no fever for at least 72 hours (that is, 3 full days of no fever without the use of medicine that reduces fevers)
- AND respiratory symptoms have improved (for example, cough or shortness of breath have improved)
- AND at least 10 days have passed since their symptoms first appeared

If a healthcare provider determines the student needs to be tested to determine if they are still contagious, then returning to school is possible after these three conditions have been met:

- The student no longer has a fever (without the use of medicine that reduces fevers)

- AND respiratory symptoms have improved (for example, cough or shortness of breath have improved)
- AND they received two negative tests in a row, at least 24 hours apart. Their doctor should follow CDC guidelines.

If you, a student, or a family tests positive then please contact our Safety Officer at safetyofficer@wesleyschool.org.

Protocol for Student and Visitor COVID19 Symptom Screenings

In order to protect the safety of our students, employees, and the school community at large, students will be screened for symptoms of COVID-19 prior to entering School facilities/campuses. This policy will remain in place until further notice.

We ask 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.

The following symptoms are listed as being associated with COVID-19 (Fever, defined as 100.4 degrees Fahrenheit or higher, cough, shortness of breath or difficulty breathing, chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, and diarrhea) Each of these symptoms will be referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and we may update this list as the CDC identifies additional or different symptoms.

Self-Screening and Self-Reporting Obligations

Parents need to screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. If the student exhibits one or more symptoms associated with COVID-19 then parents must keep their student at home and notify Wesley by emailing safetyofficer@wesleyschool.org with the reason for the student’s absence. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements outlined in the COVID specific sick 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 at least 6 feet away from the ill individual until 14 days have passed to the extent possible.

Campus Access

Access to campus will be restricted to designated point(s) of entry where a School employee will take the student’s temperature and screen for symptoms associated with COVID-19.

Parents, guardians, or caregivers will accompany their children to designated screening points at the designated time to avoid too many people gathering at one screening point at any time. While waiting to be screened, parents and caregivers are responsible for ensuring that they and their children remain at least six (6) feet apart from other families. Wesley employees may be assigned to walk young children from the screening area to their classrooms. Parents/caregivers will not be allowed to enter the campus past the screening area without specific authorization from the Head of School or an Associate Head of School. All parents or caregivers who are authorized to enter the facilities will be screened for symptoms associated with COVID-19 in the manner described.

Symptom Screening

Designated screeners will screen all students, parents, or visitors as follows before they can enter the school campus. The screening will include:

- Taking each person's temperature using a non-invasive contactless infrared thermometer. If necessary, the screener 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 suggests an erroneous result;
- Visually checking for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity;
- Asking whether the person has experienced symptoms associated with COVID-19 within the last 24 hours;
- Asking whether anyone in the household has had symptoms associated with COVID-19 or a positive COVID-19 test;
- Asking whether the person has had close contact with anyone with a positive test for COVID-19.

Wesley may track a student's potential exposure to COVID-19 and document their temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records.

Screeners will be trained on [CDC recommendations](#) for proper use of personal protective equipment.

SCHOOL EXPOSURE MANAGEMENT PLAN

Exclusion From School Based On Symptom Screening

Any student or visitor presenting with a fever of 100° F or above will not be allowed on the campus. We may also exclude any individual who presents symptoms associated with COVID-19.

Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home as soon as practicable as indicated in the COVID specific Sick Policy. In determining whether to exclude a student based on symptoms of COVID-19, we will consider whether the student has a history of allergies. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- they certify 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;
- they provide Wesley with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- their health care provider provides the School with a note certifying that they are free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, found [here](#) as it may be amended from time to time.

We will maintain COVID-19 test results and doctor's notes submitted as a part of a students' confidential medical record.

Isolation Procedures

Students who report symptoms at any point during the school day will be given a surgical mask and accompanied to the Community Room where they will remain in isolation while the school makes arrangements for them to be picked up as quickly as possible. An adult will remain outside of the Community Room to provide supervision. As soon as the student is picked up, the Community Room will be disinfected as per cleaning protocols.

Contact Tracing

The School will notify the local public health department of a positive COVID-19 case. In consultation and coordination with public health officials, the School will take the 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 individual to isolate at home. The School will work to identify close contacts, and exclude close contacts for 14 days after the last date the individual who tested positive was present at school while infectious. A close contact is defined as a person who is within 6 feet of a confirmed case for a total of 15 or more minutes in one day. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

Partial or Full Closure

If three or more cases within 14 days are reported, then the Head of School or Safety Officer will consult with the local public health officials for further guidance to determine whether the cluster is an outbreak which will require a partial or full closure of in-person learning. The length of time for the partial or full closure will be based on the risk level within the specific community as determined by the local public health officer. According to the CDPH, individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least five (5) percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. If school closure is warranted a communication will go out to the community with further guidance, immediate implementation of distance learning to maintain continuity of education and the school will remain in communication with the local public health department until we are able to continue with in-person learning.

Cleaning And Disinfecting Protocols

A regular cleaning and disinfecting schedule for all School buildings, facilities, grounds will be established, 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

The School will clean outdoor areas of the School campus routinely. Playground equipment will be closed until the feasibility and effectiveness of cleaning this equipment on a regular basis can be assessed.

2. Restrooms

Wesley's maintenance and facilities staff will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday. Restroom usage will be limited to one person at a time even in the case of restrooms with multiple stalls.

3. Areas Where Meals Are Eaten

Wesley employees (Faculty, Staff, and Administration) will clean and disinfect areas where meals are eaten regularly. This includes, but is not limited to, tables, chairs, and carts, between each meal time during the school day. If students eat lunch in their classrooms, the students' desks will be cleaned and disinfected before and after use.

4. Hard And Non-Porous Items

At the end of each school day and workday, a third party cleaning crew will clean and disinfect classroom spaces, offices, frequently touched, hard and non-porous surfaces or objects, such as glass, metal, or plastic, throughout the campus and the grounds. The cleaning crew will follow state and federal regulations, including, but not limited to, wearing masks and gloves during their time on campus.

5. Drinking Fountains And Water Systems

During the time of the pandemic, Wesley will suspend the use of drinking fountains and instead encourage the use of the bottle refilling stations along with the use of reusable water bottles

6. Ventilation Systems

The School will maintain the School's ventilation systems, air filters, and HVAC systems and maximize the air filtration for HVAC systems with a targeted filter rating of at least MERV 13. The School will also increase circulation of outdoor air by opening windows and doors to the extent possible and safe. Additionally, the School has placed portable air purifiers in all indoor spaces. The number of air purifiers per room is based on square footage of each area.

7. Cleaning After A Symptomatic Or Infected Person Has Been On The School Campus

In the event a student, employee, 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. The School will wait 24 hours before having our third party cleaning crew clean and disinfect the areas. The cleaning crew 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 maintenance and facilities staff, we will provide the staff with the appropriate PPE. All members of the community will be prohibited from entering the areas until after they have been cleaned and disinfected. In addition any and all surfaces touched or suspected to be touched by the individual will also be cleaned and disinfected.

Handwashing and Hand Sanitizing Policy

Handwashing and hand sanitizing are two effective ways to prevent the spread of viruses and bacteria in our community and they are a part of daily good hygiene practices. Thus, to maintain the health and

safety of our community, handwashing and hand sanitizing several times throughout the day is expected. Community members are expected to wash their hands for a minimum of 20 seconds, or to use hand sanitizer when a sink is unavailable.

We look to the adults on campus to promote and reinforce regular 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, touching the face, blowing the nose, cleaning, sweeping, mopping, eating, drinking, and before and after classroom activities that involve sharing supplies and materials..

All adults will teach and reinforce CDC guidance on proper handwashing techniques found [here](#). We will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Adults will remind students to use a tissue to wipe their nose, to cough/sneeze inside a tissue or their elbow, and to wash or sanitize their hands afterwards.

Handwashing Procedure

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dryer.

Use Hand Sanitizer When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol as indicated by the product label. Sanitizers can quickly reduce the number of germs on hands in many situations. However:

- Hand sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.
- Children under 9 should use hand sanitizer under the supervision of an adult.

COVID-19 Visitor Protocol

Under normal circumstances, The Wesley School warmly welcomes visitors to campus. The safety of our students, faculty, and staff is our number one priority, and we must do everything we can to prevent the spread of this disease while on campus. To minimize risk, our new Visitor Policy puts strong limits on visitors entering our school during this pandemic. We are limiting access to our campus to Wesley School students, faculty, and staff only during the school day. As such, **no visitors--including parents, guardians, and caretakers--will be allowed on campus during this time** unless previous arrangements have been made with the Head of School. This will allow for our students, staff, and faculty to maintain physical distancing and minimize our exposure to any potential carriers of this virus. We are committed to keeping a close eye on the ever-changing state and county regulations and guidelines and will modify our visitor policy as we move through the school year, should we need to.

Field Trips and School Assemblies

At the present time, all field trips and school assemblies will be conducted virtually.

Direction of Student/Employee Traffic in Hallways and Shared Spaces

Signs and barriers, where feasible, will be installed throughout the campus to direct student and employee traffic in a manner that promotes physical distancing.

Face Coverings

State and local mandate required that we as K-12 faculty, staff, administration and students wear a face covering while at school, except during designated meal times. Face coverings must be made out of breathable cloth materials, cover a student's entire nose and mouth area, and be secured to the student's head with elastic ties or straps. Gaiters and bandanas do not meet the standards for face coverings. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Parents should comply with CDC training on [proper use, removal, and washing of cloth face coverings](#), Parents should also discuss proper use of face coverings with their children, and have children practice wearing face coverings prior to returning to school.

Students with medical conditions or disabilities that prevent them from being able to wear a cloth face covering will be provided with accommodations, which may include wearing a face shield with a cloth drape attached across the bottom and tucked into a shirt. This is a possible accommodation made for specific medical conditions or disabilities, it is not a matter of comfort or preference. The determination for this accommodation will be made on a case-by-case basis consistent with the School's policy on reasonable accommodation of students.

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

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. Students and parents are responsible for maintaining face coverings with proper care. Fabric face coverings should be washed daily [per CDC guidance](#).

Off-Campus Safety Protocols

In order to safely re-open our campus, our entire community must be in compliance with state and local safety and health guidelines. To that end, we ask that all members of our community (families, faculty, and staff) abide by and honor state and local guidelines as we have enacted them at school. It is important that outside of school we honor social distancing requirements, wear masks when in contact with others, self-quarantine at any signs of infection, and report to the school immediately when someone in your household comes in contact with anyone who may have been exposed to SARS-COV2/ COVID-19 or has tested positive for COVID-19. These practices will minimize exposure and protect the safety of all of us at school and at home.

Re-entry of Students Traveling

Parents and guardians should inform the Wesley School by telephone or email if anyone in their household has traveled to [areas with significant community](#) outbreaks or countries with travel advisories or [travel health notices for COVID-19](#), as identified by the [CDC](#) or the [US Department of State](#). Upon notification, The Wesley School will review public health guidelines and if needed consult with LA County public health officials to determine the appropriate action regarding re-entry of those children into the school. It may be determined that students will be required to self-quarantine off-campus for a 14-day period if travel to an international or domestic location with a significant community outbreak has occurred by anyone in their household.