



## **GILLISPIE SCHOOL'S COVID-19 SAFETY PLAN (CSP) FOR IN-PERSON INSTRUCTION**

### **INTRODUCTION**

The goal of the GILLISPIE SCHOOL'S COVID-19 SAFETY PLAN FOR IN-PERSON INSTRUCTION is to maintain on-campus learning with students in the 2020-2021 school year. Our decision to resume instruction on our campus has been guided by our careful analysis and ability to follow the [COVID-19 and Reopening In-Person Instruction Framework](#) which permits schools to reopen with policies in place to promote the health and safety of elementary students and staff. The School has also developed and posted a [Cal/OSHA COVID-19 Prevention Program \(CPP\)](#) and completed and posted the COVID-19 School Guidance Checklist.

In writing this plan we have sought guidance from the California Department of Public Health (CDPH), the California Department of Education (CDE), the Centers for Disease Control and Prevention (CDC), San Diego County Health and Human Services Agency (HHSA), Public Health Services, and San Diego County Office of Education (SDCOE). A Task Force that includes administrators, faculty, staff, board members, and parents meets regularly and consults with specialists in medical, legal, and facility industries to respond to new information regarding COVID-19.

### **GENERAL MEASURES**

Gillispie School's COVID-19 Prevention Plan is posted on the School's website and includes links to relevant information such as the [CDPH Guidance for the Use of Face Coverings, policy for handling exemptions, proper hygiene practices, and distancing protocols as described by the CDPH](#), San Diego Department of Public Health (SDDPH) and CDC. Also included are [guidelines](#) if an outbreak were to occur. This includes isolating the individual, working with our designated SDDPH official, contacting those who may have had close contact with an infected individual, and investigating the worksite to see what changes need to be made. These guidelines and other relevant information are posted on the School's employee shared Google Drive. Additionally, a plan for remote learning, using our Online

Learning Model, is located on the School's website (<https://www.gillispie.org/roadmap-2020-2021-school-year/>).

## **DISTANCE LEARNING**

**The school will offer distance learning based on the unique circumstances of each student who may be put at risk by an in-person instructional model.**

Some families will opt for the Online Gillispie Program. The Assistant Head of School, grade-level teachers, and online learning coaches will work to create a schedule and learning plan that includes live synchronized (students participating in live interactions) class times, asynchronous (students working independently or reviewing curated learning materials) independent work time, access to recorded core academic lessons, daily live Google meets, scheduled virtual office hours with teachers, and interactions with other students as appropriate for the student.

The focus for online learners will be on the core subjects of Math, Language Arts (writing and reading), and Social Studies. On-campus classroom teachers will provide online learners with videos that are pre-recorded or recorded while the teacher is conducting the live lesson. (All students will have access to these videos which will allow them to review content.)

Specialty teachers will use synchronous and asynchronous lessons. Small group sessions and office hours will be conducted by alternating the classroom teacher with a learning coach who has been assigned to that class. These daily sessions will allow children to interact with each other and work through questions in a small, supportive setting.

School-supported platforms and school-provided devices for students learning online will include: iPads along with SeeSaw and Google Classroom for Kindergarten and Grade 1, Chromebooks and Google Classroom for Grades 2-4, and Apple Laptops and Google Classroom for Grades 5-6. In addition, Gillispie has increased its bandwidth and cybersecurity measures.

Details of our instructional models, including the distance learning model for students who must learn from home once campus re-opens, can be found at <https://www.gillispie.org/roadmap-2020-2021-school-year/>

## **PHYSICAL DISTANCING**

**These plans describe how space and routines will be arranged to allow for the physical distancing of students and staff, in accordance with California Department of Public Health Guidance ([COVID-19 Industry Guidance: Schools and School-Based Programs](#) ).**

Physical distancing will be enforced per CDC and CDPH mandates while on Gillispie's campus. To avoid students and staff congregating and to prevent individuals who are ill from coming onto the campus, the following procedures will be put into place:

Staggered School Hours and Arrival & Departure Protocols:

K - Grade 2 students school day: 8:30 AM to 2:15 PM with drop off 8:15-8:30 AM and pick up 2:15-2:30 PM at Girard Avenue

Grades 3 - 6 students school day: 8:15 AM to 2:00 PM with drop off 8:00-8:15 AM and pick up 2:00-2:15 PM at Girard Avenue

Drop-Off and Pick-Up Protocols:

Increasing the number of ways to enter and leave campus, elementary students will use three access points on the Girard Avenue side of the School. For arrivals, all students will go directly to their classrooms after completing a health check and having received hand sanitizer dispensed by morning duty personnel. For departures, all students will be held in classrooms until called to the car lines, and teachers will ensure children use hand sanitizer before leaving their classrooms.

Parents will not be allowed on campus unless they are picking up a sick child. Non-essential service providers will not be allowed inside school buildings.

In classrooms with windows and doors open to maximize cross ventilation when possible, students will be seated at least six feet from each other and in desks facing the same direction. Teachers' desks will be at least six-feet apart from students. Teachers will be provided face shields and clear partitions for their desks as requested. Markings on floors will remind teachers and pupils of proper distancing and the importance of minimizing movement will be explained. Extraneous materials and furniture have been removed to maximize space and minimize surfaces that could facilitate the transmission of the disease.

Students will bring their own snacks and lunches from home or purchase a sealed, delivered meal from a certified lunch catering/restaurant service, and neither food nor utensils will be shared. For the foreseeable future, birthday and other party treats will not be permitted. Lunch and snack will be held outdoors, and P.E. activities will take the place of morning and lunch recesses to provide students with exercise and fresh air.

The use of outdoor space, including the sport court, Pirtle Field, the lunch table area, and one of our parking lots, will be maximized. These spaces will be repurposed as outdoor classrooms to ensure that students do not stay indoors for long periods of time. These spaces will be cleaned and sanitized between each use.

Large staff and teacher meetings will be held virtually and the use of congregational spaces (staff workroom and kitchen) will be minimized. Teachers have access to three designated bathrooms and will have access to an outdoor break area. Support staff who do not work directly with children and who are at high risk as documented by a medical doctor will be provided options such as telework.

## **STABLE COHORTS**

**Students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., enter/exit school, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.**

To minimize the number of individuals that any student or teacher has contact with each day, each elementary classroom will act as a cohort. As much as possible, all classes and outdoor activities for a cohort will take place in a designated area. To minimize the movement of students, specialty teachers will either come into classrooms or virtually teach each cohort. When possible they will also hold classes outdoors. Hallway use by classroom groups will be staggered and stairwells will be unidirectional. Each classroom has been assigned a specific bathroom.

## **FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR**

California Department of Public Health's ([COVID-19 Industry Guidance: Schools and School-Based Programs](#)) face-covering requirements will be satisfied and enforced.

The main role of the face-covering is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who unknowingly has COVID-19 but feels well. CDPH recommends the use of disposal 3-ply surgical masks which are more effective than cloth face coverings. Staff handling or serving food must use gloves in addition to face coverings.

Students and employees will be trained and provided continued reminders of proper use of face masks as recommended by [CDPH Guidance for the Use of Face Coverings](#) (Section 3). Students in Kindergarten-Grade 6 will be required to wear masks. Younger pupils will be given appropriate breaks and may alternate with face shields when it is educationally appropriate and as directed by their teachers. Students and staff on campus will be reminded not to touch their faces and to frequently wash their hands. Those exempt from wearing masks will also be trained on hygiene protocols. Students who are not exempt from wearing masks but choose not to do so will have access to Gillispie's online learning program.

Students will be directed on where to store their masks while eating and exercising outdoors while physically distanced. Students will be required to wear masks during outdoor exercise when they cannot consistently maintain proper distancing. Students will sing outdoors only and with masks. Gillispie will provide masks for students who soil theirs during the school day or have forgotten to bring theirs from home.

Staff will wear face coverings in accordance with [CDPH guidelines](#) and will provide their own choice of mask. Teachers have been provided clear face shields to be used when educationally appropriate and when physical distancing is possible. Gloves will also be used when staff is performing tasks such as dispensing hand sanitizer to children under the age of 9 or dealing with bodily fluids.

How to wear a face covering:

- [Wash your hands](#) or use hand sanitizer before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the bridge of your nose and the sides of your face
- Make sure you can breathe easily

How to remove your face cover:

- Untie the strings behind your head or stretch the ear loops
- Handle the face-covering only by the ear loops or ties
- Fold outside corners together

- Be careful not to touch your eyes, nose, and mouth when removing and wash hands or use hand sanitizer after removal
- Wash your face covering (if not a disposable one) in your washing machine or by hand following CDC guidelines.

Exemptions for wearing a face covering:

- Anyone who has a documented medical condition whereby a mask may obstruct breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance is exempt from wearing a face covering.
- All staff members who are exempt from wearing a cloth covering must wear a face shield.
- A cloth face covering or face shield should be removed for meals, snacks, nap time, outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be in the students' labeled bag until it needs to be put on again.

Persons exempted from wearing a face-covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

## **CLEANING AND DISINFECTION**

**Shared surfaces will be regularly cleaned and disinfected and the use of shared items will be minimized.**

Gillispie's staff and hired professional custodians will clean and disinfect high contact surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables, and teacher/student desks and chairs. Lunch tables and play equipment will be cleaned between student use and the professional janitorial service will also vacuum and empty trash cans. The Nurse's Care Room for minor injuries and staff workspaces will be wiped down throughout the day, and there will be a designated Isolation Room for those suspected of having COVID-19 per [CDC guidelines](#).

Students will have individualized sets of materials and supplies stored in their own desks and cubbies. Teachers will be responsible for operating commonly-used devices such as hole punchers or staplers. For specialty classes such as art, music, and science, individualized sets of equipment and materials will be used as much as possible. When tools or equipment need to be shared, they will be cleaned between each use. Electronic devices such as laptops and iPads will be provided on a 1-to-1 basis for all elementary students Kindergarten through Grade 6. For outdoor P.E., equipment sharing will be avoided, and if unavoidable, equipment will be cleaned and disinfected between use by different cohorts.

Gillispie uses [disinfecting products as approved by the EPA-approved list "N"](#) and will continue to avoid products that exacerbate asthma. Products with Hydrogen Peroxide as the active ingredient and disinfectant foggers with hypochlorous acid will be used. Electrostatic handheld sprayers will also be utilized. Gillispie will provide workers training on the chemical hazards, manufacturer's directions,

Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act. Staff will be provided recommended protective equipment when applying disinfecting chemicals including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. Chemicals will be kept out of reach of children.

All classrooms have operable windows and doors that will allow cross ventilation of fresh air. HVAC system filters have been upgraded to M13 and are being changed regularly. UV light on coil has been installed to keep the system sanitary. HVAC systems are set with dampers open to bring in fresh air. Proper ventilation will occur during cleaning and disinfecting.

Drinking fountains have been disabled and touchless water bottle filling stations have been installed. Students will be required to bring reusable, non-glass water containers from home.

A deep clean of the school facility occurs before employees and students return to campus from breaks of a week or longer, and steps will be taken to ensure water systems and features are safe after a prolonged facility shutdown.

## **ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL**

**The movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.**

Each elementary cohort will use one of three different access points on the Girard Avenue side of the School (at staggered times as described in the Physical Distancing section above) in order to avoid the mixing of cohorts. Upon arrival, all students will go directly to their classrooms after completing a health check. At dismissal, all students will remain in classrooms until called to the car lines.

The mixing of cohorts throughout the day will be avoided through staggered scheduling of movement around the campus. When inside, cohorts will be limited to their homeroom class. As they move from indoors to outdoor spaces, they will travel as a cohort, with a teacher, via a prescribed route to avoid contact with other cohorts. Stairwells will be unidirectional and outdoor pathways will be used as often as possible. Arrows and other decals will remind staff and students about directions, routing, and six-foot distancing.

Parents will not be allowed on campus unless they are picking up a sick child. Non-essential service providers will not be allowed inside school buildings.

## **HEALTH SCREENINGS FOR STUDENTS AND STAFF**

**Students and staff will be screened for symptoms of COVID-19 and ill students or staff will be separated from others and sent home immediately. Decisions regarding exclusion, quarantine, and isolation are made using the [SDCOE COVID-19 Symptom Decision Tree](#).**

Students and all staff members will be given a health screening before entering campus, which includes a temperature reading by a no-touch thermometer and screening questions asked through a mobile app. Questions such as: "Have you/your child displayed COVID-19 symptoms?" and "Have you/your child

come in contact with anyone who has tested positive for COVID-19 in the past 14 days?" will be asked. The mobile app fulfills sign-in requirements and assists in the tracking of student illness.

During the screening, students, employees, and parents/caregivers are required to wear masks. Students and staff will be given masks if theirs have been inadvertently forgotten. Any student or staff member with a temperature above 100.0 degrees or exhibiting any symptoms of COVID-19 must stay home. Symptoms include:

- Fever of 100 degrees or more
- Chills
- New cough, nasal congestion, or runny nose
- Shortness of breath or difficulty breathing
- Fatigue
- New muscle or body aches
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Nausea, vomiting or diarrhea
- New rash (for students)

Once the screening has occurred, students proceed directly to their classroom and are provided hand sanitizer upon entry.

Parents are encouraged to screen their children for symptoms at home before school and must notify the School if a child showed symptoms or has taken any fever-reducing medication in the past 24 hours. Children and staff will be monitored throughout the day for any possible signs of illness. If a child is found to have a fever during the day or displays other symptoms of illness, the parents will be notified immediately and the child will need to be picked up within one hour and may not return to school the next day. The student will not be allowed to return until he/she is symptom-free for 48 hours.

To support children and staff who are exhibiting COVID-19 symptoms, an isolation room has been identified and equipped to serve students and staff. If a student becomes ill on campus, s/he will be immediately masked, moved to an isolated room, and monitored.

For students exhibiting COVID-19 symptoms, parents will be notified immediately to pick up their child. If a parent is not available, an individual on the child's emergency card will be notified. Any staff member who becomes ill will leave campus immediately. For any serious illness, including severe symptoms of COVID-19 (i.e., bluish lips or pressure in the chest) as cited on the [CDC website](#) that would require ambulance transportation, 911 will be called.

Sick staff members and students will be directed to contact their health care provider and follow the [CDC home isolation protocols](#) until they have met the criteria to discontinue home isolation, including 3 days with no fever, an improvement in symptoms, and 10 days since symptoms first appeared. These individuals must have a health care provider's note to return to work/school.

Through its online learning program, Gillispie will support students at home who (or whose family members) would be at risk if the student were to attend on campus. The School will be flexible with student absences and is adopting policies for staff consistent with the FFCRA during the pandemic.

Visual wellness checks will be conducted throughout the day by teachers, and individuals not appearing well will be sent to the Director of Health and Safety for further evaluation. If a student is exhibiting

COVID-19 symptoms, the Director of Health and Safety will refer to the student's health record and communicate/confer with the parent/caregiver to further her understanding of the child's symptoms.

## **HEALTHY HYGIENE PRACTICES**

**Handwashing stations and hand sanitizer will be available and their use will be promoted and incorporated into routines.**

To help minimize the spread of COVID-19 and other communicable diseases, Gillispie has put the following protocols into place:

[Handwashing](#) has shown to be one of the most effective methods for lessening the transmission of communicable diseases. Thus, students and teachers will be trained to practice proper and repeated 20-second hand washing. When handwashing isn't practical, fragrance-free, ethyl alcohol-based (at least 60%) hand sanitizers will be available in classrooms and hallways. Teachers for children under the age of 9 will dispense hand sanitizer for their students.

Campus members are encouraged to [wash their hands/use hand sanitizer](#) at the start of the school day; before and after eating; after coughing or sneezing; after classes where they handle shared items; and before or after using the restroom. Students will also be taught how to [effectively use tissues for coughs and sneezes](#). Signage in bathrooms and classrooms, videos, and morning meeting announcements will remind students of [appropriate hygiene practices](#).

To facilitate the practice of handwashing, almost every elementary classroom is equipped with a sink. In addition to bathrooms assigned to each grade level, there is a portable, two-sink outdoor station that has been rented to avoid the congregation of students. Students will have a staggered schedule to routinely use bathroom, outdoor, and classroom sinks.

Students and teachers will have access to soap, fragrance-free, ethyl alcohol-based (at least 60%) hand sanitizers, paper towels, tissues, gloves, and touchless trash cans.

As recommended by the CDPH, SDCPH, and CDC, Gillispie students and employees are encouraged to be immunized each fall against influenza which will help protect the school community, reduce demands on health care facilities, and decrease illness that cannot be readily distinguished from COVID-19.

## **IDENTIFICATION AND TRACING OF CONTACTS**

**The school has a designated staff person to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.**

Any positive cases of COVID-19 will be reported to San Diego County's Public Health Department officials. Exposed staff and families will be notified while maintaining confidentiality as mandated by state and federal laws.

Gillispie will investigate on-campus COVID-19 illnesses and exposures in order to improve the workplace conditions and update its procedures and protocols accordingly. To prevent further cases, the School

will review [Responding to COVID-19 in the Workplace](#) for guidance and recommendations in establishing a plan to identify cases, communicate with workers and other exposed persons, and conduct and assist with contact tracing.

Staff and student absenteeism will be tracked through an information systems portal and Gillispie has a roster of trained back-up staff who will be available when teachers are ill. The Director of Health and Safety/Pandemic Coordinator will monitor on-campus illnesses and symptoms as well as for those individuals who are calling into School as absent due to illness.

All Gillispie School staff and families will be asked to self-report symptoms or exposure. The Director of Health and Safety/Pandemic Coordinator will be the staff liaison responsible for responding to COVID-19 concerns. She will convey relevant information to the Head of School or Director of Finance & Business Operations, who will maintain communication with the community and provide prompt notifications of exposures and closures. The Head of School (or her designee) or Director of Health and Safety will notify outside entities (i.e. SD County Department of Public Health) of COVID-19 related matters, including if a community member has been exposed to or diagnosed with COVID-19. Confidentiality will be maintained.

In accordance with the requirements set forth in Title IX of the Education Amendments of 1972 (Title IX), Gillispie rigorously enforces its Policy Against Discrimination and Harassment. Gillispie School is committed to maintaining an educational environment and workplace that is free from discrimination, harassment, and bullying, and strictly prohibits discrimination and harassment based on race, color, national or ethnic origin, ancestry, religion, age, gender, gender identity, gender expression, sex, sexual orientation, transgender status, marital status, registered domestic partner status, pregnancy status, military or veteran status, physical or mental disability, or on any other basis protected by federal, state, or local law. Any employee or student found to be responsible for discrimination or harassment in violation of this policy, under which COVID-19 status falls, will be subject to disciplinary action up to and including termination from the School.

## **STAFF TRAINING AND FAMILY EDUCATION**

**Staff will be trained and families will be educated on the application and enforcement of the plan.**

The training of children will be delivered in clear, age-appropriate ways so that they can do their part in helping each other stay well. Staff and families will receive updates through electronic newsletters and special notices, video links, and webinars. Such communication will begin before school starts on campus and continue throughout the year. Additionally, signage referring to handwashing and other healthy hygiene practices, distancing protocols, and reminders to stay home when sick will be placed across campus and in classrooms and bathrooms as reminders.

Training topics to promote our welfare will include enhanced sanitation practices; face-covering usage, removal, and washing; COVID-19 symptom prevention, identification, and minimizing spread; physical distancing; health screening protocols; procedures on campus to protect children and adults from contracting the virus; protocol in the case of a positive COVID-19 test; and policies for students and employees when sick.

All employees will receive training both virtually and in person, with physical distancing, to ensure all are educated regarding new COVID safety guidelines, as well as on Mandatory Reporting, Harassment Training, CPR/AED certification, and other relevant topics.

## TESTING OF STUDENTS AND STAFF

**School officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested. Staff will be tested periodically to detect asymptomatic infections.**

Testing for SARS-CoV-2 provides an additional tool to support safe and successful in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. However, it is not a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.

Gillispie School follows the recommendations as they appear in the [COVID-19 Symptom Decision Tree](#) in regard to symptomatic, response, and asymptomatic testing as defined below. Gillispie requires and uses PCR testing.

**Symptomatic testing:** School guidance requires that individuals stay home and isolate in case they are infectious. The guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving. The School instructs families to receive symptomatic testing from their health care providers or at County testing sites.

**Response testing:** Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2. The School instructs families to receive response testing from their health care providers or at County testing sites.

**Asymptomatic testing:** This testing is used for surveillance, at a cadence of every 2 weeks, to understand whether the School has higher or lower rates of COVID-19 than the community and to guide decisions about safety for school administrators. Asymptomatic testing is also used for screening to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. All employees are tested every two to three weeks. Individual elementary students are being tested at a cadence of once every two weeks using a rotation in which half of a class is tested one week and the other half of the class the following week. Families may opt-out of asymptomatic testing.

Any positive cases of COVID-19 will be reported to San Diego County's Public Health Department officials, and exposed staff and families will be notified while maintaining confidentiality as mandated by state and federal laws. The following steps will be taken:

- In consultation with the local public health officials, the head of school may consider whether school closure is warranted and for how long, based on the risk level within the surrounding community as determined by the local public health officer.

- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resides will need to be closed temporarily as students or staff isolate.
- Additional close contacts at school outside of the classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- The school will support all students who are quarantined or who are home with illness via remote learning as needed and will be flexible in academic expectations.
- The school will have flexible student and staff leave policies during the pandemic.
- COVID-19 positive staff and/or students will be notified regarding when it is safe to return to school/work.

If a staff member or student receives a diagnosis other than COVID-19 (such as norovirus, strep throat, etc.) that explains the symptoms and COVID-19 is ruled out with a negative PCR test, they must stay home until:

- They are fever free for 24 hours without fever-reducing medication and symptoms have improved
- A doctor's note identifies the disease and clears them to be able to be at school
- Siblings and household members do not need to stay home

A signed note from a licensed physician who manages a student's chronic condition will be accepted if it contains the following information:

- The note confirms the diagnosis (cites labs, date of record when diagnosed)
- Includes provider's contact information
- Explains how symptoms are unrelated to COVID
- Is accompanied by signed consent for the school to interact with the primary care provider.

## **TRIGGERS FOR SWITCHING TO DISTANCE LEARNING**

Gillispie will abide by California State and local orders and San Diego County Department of Public Health notices about transmission in the area or closures and adjust operations accordingly. The School will abide by the [COVID-19 and Reopening In-Person Instruction Framework](#) when a student or staff member has tested positive for COVID-19. Steps will include contacting the San Diego County Department of Public Health to decide whether cleaning and quarantine of exposed persons or other interventions are needed versus a full or partial closure of the elementary campus. Follow-up calls will be made with the assigned public health officer. Portions of the campus where the patient visited may be closed and disinfected.

In determining a school closure, Gillispie School will consider the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. The School could be closed:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.

- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Gillispie will typically reopen after 14 days and when the following procedures have occurred: Cleaning and disinfection protocols have been completed; a public health investigation has taken place; and consultation has taken place with the SD County Department of Public Health.

## **COMMUNICATION PLANS**

**The school will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).**

Gillispie's communication systems include regular electronic updates and special notices, automated text/voice messaging through our emergency system, and one-to-one phone calls. Activating the appropriate method given the situation, we will promptly notify families and employees of exposure at school and potential school closures to include outreach to the school community while maintaining privacy. Parents, teachers, staff, and students will be reminded of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

The Director of Finance & Business Operations will continue to provide information to employees regarding labor laws, leaves, disability insurance, and other labor postings including the provisions outlined in the Families First Coronavirus Response Act.