

**Pacific Academy**  
**K-12 School Reopening Plans 2021-22**

Pacific Academy is a small school with approximately 150 students in grades K-12, with about 50 students in grades K-6 and 100 students in grades 7-12. In the 2021-22 school year, there are about 45 full-time and part-time teachers, administrators and staff who will be on-site.

School for K-6 is from 8:15 AM-3:15 PM on Mondays, Tuesdays, Thursday and Fridays.

Wednesday is a half day from 8:15-12:20. The half day is to allow for faculty and staff in-services.

School for grades 7-12 is from 8:30 AM-3:30 PM on Mondays, Tuesdays, Thursday, and Fridays, and 8:00 AM-1:05 PM on Wednesdays.

**Healthy Hygiene Practices**

Grades K-6

With our small class size, healthy and hygienic practices can be enforced with established routines and practice.

- Teachers and staff have established a hand-washing routine. Students wash hands after entering the classroom, before and after each break time and lunch time, after sneezing or coughing, and before and after using the restroom.
- There are two to three sinks in each K-4 classroom, plus four hand-washing stations outside by the playground. Each student bathroom has two sinks. K-4 students will take turns and use sinks inside the classroom. Upper elementary students will use sinks in the bathroom and playground.
- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels.
- Four no-touch hand sanitizer dispensers are installed in the lobby areas where hand-washing is not feasible: One at the main entrance, one upstairs near the stairway, one next to the multi-purpose room, and one in the upstairs hallway.
- Each classroom has at least one hand-sanitizer bottle and a container of Clorox disinfecting wipes.
- Hand-sanitizers are at least 60% ethyl alcohol-based. Staff is responsible for checking and stocking hand-sanitizer in each classroom weekly.

## Grades 7-12

With our small class size, healthy and hygienic practices can be enforced with established routines and practice.

- Hand washing is prioritized. Additional signage has been posted to remind all school members. Students and staff are reminded to wash hands before and after each break time and lunch time, after sneezing or coughing, and before and after using the restroom.
- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels.
- Four no-touch hand sanitizer dispensers are installed in the lobby area where hand-washing is not feasible: One at the main entrance, one upstairs near the stairway, one next to the multi-purpose room, and one in the upstairs hallway.
- Each classroom has at least one hand-sanitizer bottle and a container of Clorox disinfecting wipes.
- Hand-sanitizers are at least 60% ethyl alcohol-based. Staff is responsible for checking and stocking hand-sanitizer in each classroom weekly.

### **Cleaning and Disinfecting Protocols**

#### Regular Cleaning

- Pacific Academy has contracted a day porter through Performance Building Services to disinfect high traffic areas throughout the school. The day porter is in school from 10:30 - 2:30 and is responsible for the following duties:
  - Disinfect and stock restrooms
  - Disinfect common touch areas (handrails, door handles, light switches)
  - Empty indoor and outdoor trash
  - Disinfect classroom desks when not in use
  - Disinfect computer lab workstations
  - Disinfect teacher's lounge
  - Clean outside tables
  - Clean and stock outdoor sink areas for handwashing
  - Clean classrooms, offices and computer lab as available
  - Take out cardboard recycling
  - Maintain a neat and orderly janitorial supply closet

- Assist administration with requests as necessary
- Pacific Academy has implemented a night-time cleaning protocol through Performance Building Services to clean the Education Building and outside areas three times a week. It includes disinfecting all touch points, ex. light switches, door handles and door pushes, handrails.
- K-6 faculty keep gloves and disinfecting wipes or sprays in a secured location inside each K-6 classroom.
- Grade 7-12 students and teachers have access to Clorox wipes to clean their desk space before the start of each class.
- Wipes, sprays, and cleaning products used by faculty, staff, day porter and night crews are on the Environmental Protection Agency (EPA) approved list N cleaning products against COVID-19.
- In the event of a positive COVID-19 case on campus, Performance Building Services will conduct a thorough environmental cleaning, including the use of disinfectant agent, PH7Q, to be sprayed on desks, chairs, and surface areas.

#### Sharing of Equipment/Material

- Faculty and staff are trained to avoid sharing materials as much as possible. Technology devices and art supplies are not shared.

#### **Lunch and Snack Time Protocol**

- Grade K-6 students may bring their own lunch, or order lunch through the school program.
- Grade 7-12 students may bring their own lunch, or order lunch through the school program.
- All students eat lunch at the outdoor tables, with a limit of three students per table for K-6, and four students per table for 7-12.
- Grade 7-12 students may eat indoors when they have a teacher or club meeting. Indoor club lunch meetings should be limited to 12 students.
- Students will not have access to microwaves.
- In the case of inclement weather, students may eat lunch in classrooms with a limit of 12 students per classroom.
- Staff and students may wipe down their desks with Clorox wipes before and after lunch.

- There is no sharing of food in school.
- There are two vending machines in school. However, food should be eaten outside and not in classrooms, unless it is a lunch meeting with a teacher, or a club meeting during lunch.
- Club food sales must be approved, and will be conducted outside when approved.
- Food should not be eaten during class. Drinks are allowed in classrooms for grade 7-12 students.
- Faculty and staff are encouraged to eat outside when possible. There are no limits on how many adults may use the Faculty Lounge. Faculty and staff should respect others, including cleaning up, wiping down the table, wiping down the microwave and using other good hygiene practices.

#### Water Fountain

- Students will not be able to use the drinking fountains. Instead, three no-touch refill water stations have been installed. Students and school staff are asked to bring refillable water bottles or disposable single-use water bottles.

### **Social Distancing Guidelines**

#### Physical Distancing and Barriers

- Per CDPH, in-person instruction can occur safely without minimum physical distance requirements when other mitigation strategies (e.g., masking) are implemented.
- Each class has approximately 12 students.
- High traffic areas, ex. front desk and offices, have clear acrylic screens installed.

#### Cohorting

- K-6 students are in cohorts with assigned seats for each class.

#### Traffic Routines

- Hallways are clearly marked for one-side traffic to reduce congestion. Stay to the right.
- Parents and guardians should not enter the building to drop off or pick up students.

### **Face Coverings and Physical Protective Gear**

- Face coverings are required to be worn for anyone entering the building, including students from Kindergarten to all grade levels, with exemptions per CDPH face mask guidance. Students and staff are encouraged to provide their own reusable masks/face coverings, but masks are available for anyone who needs one.
- Face shields may be worn in combination with masks or a drape. Teachers are provided with face shields and wear it with a drape during certain lessons for developmental reasons.
- There are spare masks for faculty, staff, students, and visitors in case needed. They are stocked at the front desk and the administrative office.

### **Air Purifiers**

- All rooms have an air purifier unit.
- The air purifiers should not be in a corner or under anything. More open space around it is preferable. However, it also has to be out the way so no one walks into it or trips on an electrical cord.
- Please TURN OFF the air purifiers at the end of the day.
- Please do not move air purifiers to another room.
- If you notice a problem (one of the indicators lights on, noise issues, etc.), please email Mr. Corpus or Hans Chi.
- In general, keeping outdoor doors closed is recommended for how air purifiers work, HOWEVER, that is not the recommendation for COVID-19 prevention. If the air quality is good and you have a door that opens to the outside, you may open the door.

### **Visitors Protocol**

Scheduled visitors are made aware of the visitor protocols. There is signage and a staff person in the main lobby entrance that reminds visitors about these procedures.

- Visitors to the campus should be limited and scheduled. Staff is encouraged to meet with visitors remotely.
- All visitors should wear a mask, have temperature checked and sign in, including a phone number or email address. (Anyone with a high temperature should not enter the school building.)

- If the visitor has a meeting, is getting a tour, or will be in the building for any business aside from a quick visit to drop off or pick up something, he or she should wear a visitor name badge.
- Visitors are required to enter and leave via the main lobby, not the door by the MPR.

### **Travel Policy**

#### Domestic Travel

- Fully vaccinated faculty, staff, students, and visitors who have traveled domestically do not have to quarantine.
- However, if you are NOT fully vaccinated, please get tested before and after travel and quarantine for seven days. Non-vaccinated travelers may come to campus with a negative test result after seven days.

#### International Travel

Here is the current policy for international travel from the CDC ([International Travel During COVID-19](#)):

- Before you arrive in the United States:
  - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After travel:
  - Get tested with a viral test 3-5 days after travel.
  - Vaccinated travelers may come to campus with a negative test result and do not have to quarantine.
  - Non-vaccinated travelers should quarantine for seven days, even with a negative test result.

### **Health Screenings for Students and Staff**

#### Temperature Check

- Anyone entering the building, including faculty, staff, students, and visitors, is required to go through the Safe Space Scan 3S-07T temperature check station or have their

temperature manually checked with a touchless thermometer when they enter the building.

- Per health department guidelines, anyone with a temperature of 100.4 degree F or higher is not permitted to enter the building.
- Families are required to drop-off students via the car line. Parents are asked not to walk to campus with their children.
- Families receive reminders on newsletters and emails to keep sick students at home.

#### Health Screening and Stay-Home Policy

- When a student expresses that they are unwell, looks sick or has COVID-19 symptoms, they are sent to the nurse station and stay in the room behind Office 111, separated from other school members. Office staff will contact the student's family or emergency contact and request the student to be picked up immediately.
- Students and staff are required to self-monitor and report the following symptoms: fever above 100.4 degrees F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea.
- Students and staff with a fever above 100.4 degree F are required to remain home until symptom-free for 24 hours without use of fever reducing medication.
- Sick staff members and students follow the OCHCA Covid-19 Staff Symptom Decision Tree and Student Symptom Decision Tree, respectively. (Student Decision Tree updated August 2021. Staff Decision Tree updated December 2020.)
- We encourage anyone who is unwell to stay home. When teachers need to stay home, sub lessons will be prepared and the classes will be covered by administrators and staff.
- If a family member or someone who lives with a student or faculty member becomes COVID-19 positive, please contact Mr. Corpus, or Ms. Tseng in his absence. We will follow the protocol on the Student Decision Tree and the Staff Decision Tree, respectively.

#### **Vaccination Policy**

- We strongly encourage all eligible students (12 years old and up) and their family members to receive the COVID-19 vaccine.

- We will keep a confidential record of students' COVID-19 vaccination. Families should email a copy of their child's COVID-19 vaccination after they receive the final dose to Ms. Wen Chiang, [wchiang@pacificacademy.org](mailto:wchiang@pacificacademy.org).
- Overseas students may have received a vaccine recognized by the World Health Organization. The list of vaccines approved by the WHO can be found on this web page: <https://extranet.who.int/pqweb/vaccines/covid-19-vaccines>
- Faculty and staff are strongly encouraged to receive the vaccine. Faculty and staff who are not vaccinated should do a COVID-19 test each week.

### **Staff Training and Family Education**

- Faculty and staff are trained on the reopening plans and protocols through online and/or in-person meetings and email notifications. Faculty and staff are provided all reopening plan documents, procedures, and policies.
- The school will utilize, as needed, the OC COVID School Consultation Service for training and information.
- Families are educated on the plan through email notifications and online meetings, including K-6 parent orientation and K-6 Back to School Night. Since we are small, we have frequent communication with our families.

### **Testing and Contact Tracing**

#### Testing of Students and Staff

- Students and staff will follow testing guidelines as recommended by the OCHCA Covid-19 Staff Symptom Decision Tree and Student Symptom Decision Tree (updated 12/10/20), respectively.
- In the event of symptoms or exposure on campus, students and staff may be tested for COVID-19. Testing options are provided and include:
  - See <https://coronavirus.egovoc.com/covid-19-testing>
  - Contacting one's health care provider.
  - Ordering a free home test kit. Here is information: <https://occovid19.ochealthinfo.com/covid-19-testing>

#### Contact Tracing and Communication Plans



- The designated contact person for COVID-19 is Mr. Keith Corpus, Principal of Pacific Academy. In the case of Mr. Corpus's absence, Ms. Teresa Tseng, K-6 Program Director, will be the designated contact person.
- Mr. Corpus is the person to notify when a school member is identified as COVID-19 positive.
- If a student or faculty staff member is COVID-19 positive on campus, the following steps are taken:
  - Notify OCHCA.
  - Exclude from school for 10 days from symptom onset date or, if asymptomatic for 10 days from specimen collection date.
  - Identify school contacts, inform OCHCA of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious.
  - Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
  - Disinfection and cleaning of all classrooms and spaces.
  - Transition to ten (10) business and non-business days of no in-person school, and do remote learning on school days.
- The individual's testing results are confidential information. Privacy is maintained in accordance with FERPA and HIPAA requirements.
- Mr. Corpus will do all contact tracing. In the case of his absence, Ms. Teresa Tseng will conduct all contact training, send all communications, and send all reports to local health officials. All procedures as outlined in the OC HCA "Investigation and Contact Tracing Guidelines for OC Schools" will be followed. In accordance with state and local laws and regulations, Mr. Corpus will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Anyone who is exposed should monitor themselves for symptoms. In particular, a Community Notification is emailed by Mr. Corpus to the entire school community (students, parents/guardians, faculty and staff) for any case of COVID-19. A "risk of low exposure" notification is sent to all community members who were present on campus for any days of a confirmed positive COVID-19 case on campus.

- Mr. Corpus will also inform those who have had close contact with a person diagnosed with COVID-19, and provide appropriate instructions.

### **Triggers for Switching to Remote Learning**

Pacific Academy follows a more strict guideline than what is provided by the CDC or CDPH.

- If a student or faculty staff member is COVID-19 positive on campus, the following steps are taken:
  - Notify OCHCA.
  - Exclude from school for 10 days from symptom onset date or, if asymptomatic for 10 days from specimen collection date.
  - Identify school contacts, inform OCHCA of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious.
  - Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
  - Disinfection and cleaning of all classrooms and other spaces.
  - Transition to ten (10) business and non-business days of no in-person school, and do remote learning on school days.
    - **UPDATE as of Sept. 22, 2021: Since the K-6 program and 7-12 program do not share classrooms and spaces on a regular basis, the transition to 10 days of remote learning will be based on the positive COVID-19 cases. If the positive case is a part of the K-6 program, then the K-6 program (not grades 7-12) will transition to 10 days of remote learning. If the positive case is part of the 7-12 program, then the 7-12 program (not K-6) will transition to remote learning.**
- Our awesome team of teachers and staff are trained to continue delivering course content virtually, and are ready to make the transition smoothly.
- If a family member or someone who lives with a student or faculty member becomes COVID-19 positive, please contact Mr. Corpus, or Ms. Tseng in his absence. We will follow the protocol on the most updated Student Decision Tree and the Staff Decision Tree, respectively.

### **Monitoring Efficacy and Implementation**

The plan's monitoring and implementation will be overseen by Keith Corpus, Principal, and Teresa Tseng, K-9 Program Director and Human Resources Director. In addition, Mr. Corpus and Ms. Tseng meet weekly with an Administrative team to review all protocols, plans and recent developments.