

# PVCS COVID-19 Safety Plan

Pleasant Valley Christian School



Proverbs 28:1

**2020-2021**

*Safely maximizing the educational, social, emotional, physical and spiritual well-being of our students with in-class learning while adapting to the challenges posed by COVID-19.*

**Revision Date: February 1, 2021**

**25 year member of**





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## Message from Mrs. Wilson

Our goal at Pleasant Valley Christian School is to provide a challenging, Christ-centered education which encourages our students to achieve their highest potential. We believe that it is essential to nurture and protect each student's physical, emotional, social and spiritual well-being. To this end, we are grateful that our PVCS community continues to maintain health and safety while engaged with in-class learning since we reopened last September.

This revised plan reflects updated California Department of Public Health ([CDPH Guidance](#)) and Ventura County Public Health ([VCPH Guidance](#)), as well as ongoing review and assessment of [federal](#) and [county](#) guidelines, plus best practices developed in consultation with school parents, local community groups, health officials, peer schools, and PVCS staff and teachers.

We believe that the in-class learning experience is best for the growth and well-being of our students, and are continuing a comprehensive approach to incorporate health and safety measures to mitigate risks. As always, we welcome your input and questions. Parents of students requiring special attention are encouraged to contact me directly.

We have been blessed to be able to leverage both additional indoor and outdoor spaces on our expansive campus, as well as the relatively small size of our student body and student-teacher ratio, to prioritize the health and safety of students and staff on campus. Our small size and private status allows us to be flexible in our approach, and pivot quickly in response to the evolving health landscape and governmental guidelines. Naturally, we will quickly advise you of any revisions to this plan that are made to respond to changing conditions and governmental requirements.

Given that we have a shared goal of having our school safely remain open for in-class learning, we encourage families to use wisdom outside of school regarding safeguarding your family's health. The new [State of California Safe Schools For All Hub](#) may be helpful to review. Our leadership team will continue to monitor and assess our plans, the health of our school community, and dynamic conditions in the broader community. We remain agile, prepared to immediately adapt and adjust as needed for the safety of our staff, students and families.

As always, we are grateful to the Lord for His leading and faithfulness in PVCS. We continue to trust in His promise from Psalms 30:8.

*"I will instruct you and teach you in the way you should go;  
I will counsel you and watch over you."*

In Christ-

*Susan Wilson*  
Principal



## **PVCS Reopening Plan Administrators**

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## **Entrance, Egress, and Movement Within the School**

School day start and end times are staggered, and drop off and pick up are divided by class group between our two parking lots to minimize student contact. We ask that parents please remain in their cars; staff will help your child get to and from the car so the line can move quickly. 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades are dropped off and picked up in the front parking lot off Lantana. Kindergarten, 1<sup>st</sup> grade, 4<sup>th</sup> grade, 7<sup>th</sup> grade and 8<sup>th</sup> grade are dropped off and picked up in the back parking lot off Ponderosa. Students need to wear masks at this time per [CDPH Guidelines](#) since physical distancing is difficult.

Students must be picked up within 15 minutes of dismissal time or they will be taken to daycare.



## **Daily Class Schedule for In-Class Learning**

### **START/END TIMES:**

**Middle School – 8:15am-2:50pm**

**1<sup>st</sup>-5<sup>th</sup> Grades – 8:30am-2:40pm**

**Kindergarten – 8:45am-1:30pm**



## Stable Groups

Class sizes have been limited to allow for recommended distancing in classrooms. As always, PVCS has just one class per grade. With few exceptions, each class (grade) remains in the same classroom with the same teacher throughout the school day with minimal movement, maintaining a stable group. Likewise, Middle School grades (6th, 7th, 8th) each remain in their own dedicated classroom, with subject teachers protected by face shields and/or clear barriers and distance from students. Drop offs, pick ups, lunch times, recess, other breaks, and electives are staggered to minimize mingling between stable class groups.

Every classroom has its own dedicated entrance and exit to the outside, which helps to avoid the mixing of classes. Daycare before and after school provides separate areas for each stable class group and maximizes distancing.



## Cleaning and Sanitizing

Protecting our students and staff is of utmost importance to us. Our PVCS campus has been deep cleaned and sanitized, and touchless faucets have been installed at all sinks. On a daily basis, each classroom is cleaned, sanitized and ventilated thoroughly before and after classes, per CDC sanitation [guidelines](#).

Staff and students are asked to bring disposable or reusable water bottles labeled with their names. Reusable bottles are to be taken home daily and cleaned. School drinking fountains are not accessible, however a water bottle refilling station is available.

Shared objects and resources are limited to the extent possible. Students provide or have been provided their own materials (books, pens, pencils, crayons, etc.). Any shared objects are thoroughly cleaned and disinfected by dedicated staff after each use, per CDC guidelines. Students' personal belongings are taken home each day to be cleaned.

Intensified cleaning protocols and disinfecting of frequently touched surfaces are implemented throughout the day. These include door handles, light switches, bathroom surfaces, desks, tables, chairs, playground equipment, and other common areas and surfaces. Doors remain open where and when possible, to minimize touch.

Maintenance and other staff responsible for cleaning and sanitizing are provided approved masks, gloves, and other personal protective gear as needed to perform their duties, and follow [CDC guidelines](#). Proper ventilation during cleaning is provided by the A/C, and by windows and doors that open to the outside. All cleaning products comply with [EPA standards](#).

CDPH now requires all workplaces to review, follow, and post a COVID-19 Prevention Program (CPP) on the organization's website. This document may be found together with this document on the PVCS website, [www.pvcschool.org](http://www.pvcschool.org).



## Face Coverings

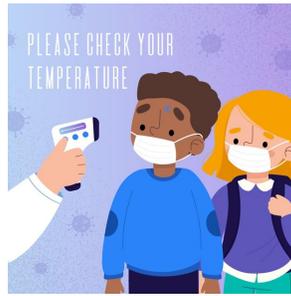
As per Governor Newsom's mandate and the [CDPH guidelines](#), face coverings must be worn on campus by all staff and adults. Face coverings must also be worn by students in **grades 1 - 8**, unless individually exempt under the current [CDPH guidelines](#). Any parent requesting an exemption for their student for medical reasons must contact plan liaison Carisa Torpey in the front office at [ctorpey@pvcschool.org](mailto:ctorpey@pvcschool.org) or (805) 383-2672.

Face coverings are not required, but are strongly encouraged by the health department (CDPH) for Kindergarten students.

Students or staff arriving at campus without a face covering will be provided one by the front office before entering the school (unless exempt). Face shields may be worn by staff working with younger students only when teaching phonics or SLP. Masks must be worn by staff when not teaching those subjects.

It is recommended that students place their masks in a paper bag with their name on it to keep it clean when removed at lunchtime for eating and drinking.

Details on the proper use, removal, and washing of cloth face coverings was provided to families and staff at Orientation, posted on campus, available at the front office, and is available [here](#).



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

Further protection of our school community has necessitated additional new, daily protocols. At drop-off and prior to being allowed onto campus each morning, all students have their temperature checked using a no-touch thermometer before they exit their cars. Anyone with a fever of 99.5 or higher or exhibiting any COVID-19 symptoms will be asked to return home and encouraged to be tested for the virus, and will not be allowed to attend in-class learning until symptom-free without medication for 3 days per [CDPH guidelines](#) (please see table on page 12 for details).

Also at drop-off, parents and/or students must declare that the student has been free from the following symptoms within the previous 24 hours without the use of medicine: fever at or above 99.5, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell.

As a further preventative measure, parents are encouraged to health screen their student(s) for temperature and symptoms prior to leaving home. Specific guidance regarding [COVID-19 specific symptom identification](#), [transmission of illness](#), and [prevention measures](#) are available at the links embedded in this sentence. Printed information is also available in the front office.

Staff are asked to self-screen before coming to campus. They are temperature and symptom checked every morning as they arrive on campus and subject to the same symptom-free requirements before returning to in-class teaching.

Any students exhibiting COVID-19 or other infectious disease symptoms during the day will be sent immediately to a designated isolation area, where they will be cared for by staff until a parent or designated caregiver arrives to transport them home or to a health facility.

Staff conduct visual wellness checks of students and self-monitor their own wellness throughout the school day. Staff have been advised of resources available to them in case of illness, and ability to telework will be determined on a case by case basis.



## Healthy Hygiene Practices

Our staff continue to reinforce important hygiene protocols to reduce the transmission of viruses, per [CDC recommendations](#).

Touchless faucets have been installed in all of the sink areas, with two additional sinks added outside to help minimize waiting. Staff teach, model, and reinforce proper handwashing, and incorporate the washing and/or sanitizing of hands into class routines including before and after eating, after being outside, and before and after using the restroom. Hand sanitizing stations have been added throughout the campus and in all of the classrooms. Reinforcing [proper hygiene](#) at home is also wise.

Safety etiquette may be found here for [coughs and sneezes](#); students are reminded to cover with a tissue or elbow sleeve and turn away from others, and immediately wash or sanitize their hands. Adequate supplies to support healthy hygiene behaviors will be on hand throughout the year.



## Physical Distancing

PVCS has taken advantage of its unique opportunity to expand into additional buildings and areas on our campus to facilitate physical distancing, and comply with health guidelines. Class sizes have been limited based on classroom square footage and distancing requirements, with the added benefit of more personalized attention.

Classroom layouts are arranged to maintain physical distancing between students and also between teacher and students, with a minimum of 6' between desks or tables. Where necessary, clear barriers are installed to ensure optimum protection. Student desks face in the same

direction to minimize student face-to-face contact. Class routines have been developed to minimize contact between teacher and students, and to avoid congregations of students; for example, turning in homework or accessing restrooms.

Classes alternate between indoor and outdoor spaces for instruction throughout the day, utilizing our expansive campus. Additional indoor spaces are utilized to maximize physical distancing opportunities.

All classrooms have individual, dedicated air conditioning/heating units as well as outside doors and opening windows to allow for fresh air ventilation and circulation. No classrooms share circulated air with another room.

Hallways are marked with one-way arrows and directional distancing are maintained as much as possible. Following recommendations from the CDPH, lockers are not currently used by Middle School students, in order to avoid congestion in the hallways. Staff are asked to practice physical distancing at all times when on campus.

Students are able to enjoy eating together outdoors in our “beach towel” lunch area, weather permitting. We want to provide for much needed social interaction while using additional outdoor space for proper distancing. Students are asked to bring a clean beach-sized towel from home each day. We continue to offer our lunch program 5 days a week. Lunches are prepared following strict safety protocols, individually plated or boxed, and are available for pickup in the outdoor lunch area. As always, students have the option of bringing a lunch prepared at home. We continue to have three staggered lunch periods to minimize mixing of cohorts as well as designated areas for each class. Lunch is in-class with social distancing on inclement weather days. Students are not to share or give away food.

Any parent or non-student needing to be on campus for any reason must go directly to the office to be aided by office staff. A protective, transparent, physical barrier has been installed in the front office where face-to-face contact occurs.

No group other than the Pleasant Valley Bible Church will be allowed to utilize any part of our campus, and strict sanitation protocols will be followed. To protect staff, meetings are held virtually, or follow distancing protocols and held outside whenever possible. There is no staff “break room”, which allows staff to physically distance naturally during lunch and other breaks during the school day.



## Sports, Music and Events

Athletics, music and special events have always been an integral part of our shared experience at PVCS. However, for the time being, these activities have been modified or restricted for health and safety reasons. Per the CDPH Guidance on Youth Sports: “The guidance does not permit team competition, but does allow for individual or team physical conditioning and training and physical education where physical distancing can be maintained and ideally outdoors. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors”.

Also per [CDPH Schools Guidance FAQs](#): “Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time”. As such, our music program has been modified to comply with these guidelines.

Pleasant Valley Christian School has always enjoyed a great deal of parent involvement, special guests, and extraordinary school events. Unfortunately, at this time, we are not permitted to have non-essential visitors or volunteers on campus, or to hold group events. We eagerly anticipate the time when we can safely function fully as a “school family” again. In the meantime, we will continue to be creative in providing enrichment through virtual events and other safe opportunities to nurture and strengthen our cherished school community.



## Staff Training and Family Education

This Reopening Plan was discussed at Orientation, and will remain posted on the PVCS website [www.http://pvcschool.org](http://pvcschool.org) and on class Shutterfly site pages, and will be updated as needed. Printed copies will also be available at the front office, and mailed or emailed on request. For copies or clarification, please contact Carisa Torpey in the front office at [ctorpey@pvcschool.org](mailto:ctorpey@pvcschool.org) or (805) 383-2672.

Staff training includes: enhanced sanitation procedures, use of PPE, health screening practices and symptom identification, proper use of face coverings, how COVID-19 is spread and preventative measures, safety and health protocols described in this plan, and labor laws. They are additionally trained in first aid and surveillance of attendance. Staff regularly instruct students in these areas, and additional, useful information may be found at the links listed at the end of this document.

Detailed information on healthy hygiene and face coverings are available [here](#) and [here](#), and details on how the school will be cleaned and sanitized is [here](#). Printed handouts were provided in Orientation packets, posted on campus, and are available from the front office on request.

Families are encouraged to prayerfully review relevant information, including that which is referenced in this document, and contact staff with any questions, concerns, or ideas as we navigate this new territory together.



## **Cases, Contacts, and Communication**

The actions that staff will take if there is a confirmed case in our school community testing positive are detailed in the CDPH table that follows this section. Protecting our students, staff and families while minimizing distress is our priority.

PVCS will abide by HIPAA and FERPA rules of privacy for all students and staff. If the campus experiences an exposure, we will consult and comply with our local health agency, VCPH, and receive guidance on steps to move forward.

School leadership will communicate with students, staff and parents regularly via email regarding any cases and exposures at the school, and any other timely updates. We anticipate an increase in absences as we will be instructing anyone who experiences or exhibits any potential symptoms or has been exposed, to remain at home. Students will not be penalized for missing school and teachers will be able to keep them up to date remotely until they are able to return to campus.

For the protection of our school community, staff will monitor daily absences and verify symptoms of illness. Our school liaisons will contact VCPH, if and when required. Please reference the following [table from the CDPH](#) for steps that will be taken if a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.

|   | <b>Student or Staff with:</b>  | <b>Action per <a href="#">CDPH</a></b>   | <b>Communication</b>   |
|---|--|--|--|
| 1 | COVID-19 Symptoms:<br>Fever, cough, loss of taste or smell, difficulty breathing, fatigue, chills, muscle pain, headache                                   | <ul style="list-style-type: none"> <li>- Send home if at school</li> <li>- Recommend testing (If positive, see #3, if negative see #4)</li> <li>- <b>School/classroom will remain open</b></li> </ul>  | No Action Needed   |
| 2 | Close contact (<6 feet away for >15 minutes) with a confirmed COVID-19 case  | <ul style="list-style-type: none"> <li>- Send home if at school</li> <li>- Quarantine for 10 days from last exposure, self-monitor days 11 - 14</li> <li>- Recommend testing 5-7 days from last exposure (but will not shorten 10-day quarantine)</li> <li>- <b>School/classroom remain open</b></li> </ul>  | Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.                                 |
| 3 | Confirmed COVID-19 case infection  | <ul style="list-style-type: none"> <li>- Notify local health dept (LHD)</li> <li>- Isolate case, exclude from school for 10 days from symptom onset or test date</li> <li>- Identify contacts, quarantine exposed contacts or entire group for 10 days after the last date the case was present at school while infectious</li> <li>- Recommend testing of asymptomatic contacts 5-7 days from last exposure, and immediate testing of symptomatic contacts will not shorten the 10-day exclusion)</li> <li>- Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>- <b>School remains open</b></li> </ul> | <p>School community notification of a known case</p> <p>Notification of persons with potential exposure if case was present in school while infectious</p> |
| 4 | Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition. | <ul style="list-style-type: none"> <li>- May return to school after 24 hours have passed without fever and symptoms have started improving.</li> <li>- Recommend medical masks</li> <li>- Recommend retesting at 5-7 days</li> <li>- <b>School/classroom remain open</b></li> </ul>  | Consider school community notification if prior awareness of testing   |



## Testing Protocols

To ensure the safety of students and staff, anyone experiencing or exhibiting symptoms of COVID-19 will be strongly encouraged to be rapidly tested, and to remain at home until test results become available (please see chart above). PVCS will comply with any required surveillance testing, and will monitor the broader community's health. Families and staff may contact their personal health provider(s) for guidance on testing, or access free, local testing at these sites: [Ventura County COVID-19 Testing](#).

PVCS staff will response- or symptomatic-test as needed, and testing in any case of suspected exposure off campus is supported.



## Triggers for Switching to Distance Learning

PVCS is fully prepared to teach in-class or remotely, and we are able to transition seamlessly at any time if necessity arises.

We will continue to follow updated and current CDPH and VCPH guidelines and endeavor to remain open. [Current guidance](#) is: "Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 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."

Any decision to close a portion or all of the entire school will be made in consultation with the VCPH. If, for any reason, our school is required to close for any length of time, we will transition without interruption back to distance learning, and review any procedural or other adjustments that may be made to allow us to return as quickly as possible to in-class learning on campus.

PVCS distance learning will continue to be robust, rigorous, and engaging, whether fully open, or in the case of partial (student groups isolating at home), or complete closure:

- continuity of instruction
- live, daily instruction with classes and teachers
- individualized care through tracking of student progress
- regular, virtual teacher and staff office hours to facilitate student engagement
- collaborative, engaging structure and culture of support



### **Final Note**

We are grateful for the dedication and compliance of our students and families who have adjusted to these new protocols with grace. It is our hope that our extended school family will remain healthy, and that the greater community will continue to recover quickly. Having our students experience in-class learning brings us great joy, and we continue to be blessed by you, our school families.

**Additional, useful information may be found at these links:**

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)

[State of California Safe Schools For All Hub](#)

[COVID-19 School Guidance Checklist](#)

[CDPH COVID-19 Case Reporting By Schools](#)

[California Department of Education Coronavirus Response and School Reopening Guidance](#)

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Ventura County Coronavirus Information](#)

[Cal/OSHA COVID-19 General Checklist for Schools and School-Based Programs](#)

[CDC Statement on The Importance of Reopening American’s Schools this Fall](#)

[American Academy of Pediatrics : “Educators and Superintendents Urge a Safe Return to School This Fall” \(July 10, 2020\)](#)

[A Guidebook for the Safe Reopening of California's Public Schools](#)

[Stronger Together - Health Services & School Nursing \(CA Dept of Education\)](#)

[CDPH: COVID-19 Industry Guidance for Schools and School-Based Programs](#)

[Ventura County Emergency](#)

[CDC: Guidance for Schools and Childcare](#)

[CDPH: Guidance for the Use of Face Coverings \(Revised June 29, 2020\)](#)

[Operating Schools During COVID-19](#)

[How to Protect Yourself and Others](#)

[Stop the Spread of Germs](#)

[How to Safely Wear and Take Off a Mask](#)

[CDPH Guidance on Youth Sports](#)

[Ventura County COVID-19 Testing](#)