



COVID-19 HANDBOOK 2021-2022

TABLE OF CONTENTS

OVERVIEW

I. REMOTE LEARNING

II. ON-SITE LEARNING

- A. Stable Group Structures/Physical Distancing
- B. Face Covering Use
- C. Hand Hygiene
- D. Outdoor Learning and Play

III. STUDENT ARRIVAL AND DISMISSAL PROCEDURES

- A. Arrival
- B. Dismissal

IV. PREVENTIVE MEASURES

- A. Symptom Monitoring
- B. Physical Distancing Outside of School
- C. Travel Policy

V. ILLNESS

- A. COVID-19 Symptoms
- B. Testing
- C. Confirmed COVID-19 Cases
- D. Identifying and Tracing of Contacts

VI. FACILITY CHANGES AND CLEANING PROTOCOL

- A. Classrooms and Supplies
- B. Hallways and Bathrooms
- C. Staff Room and Kitchen
- D. Cleaning/Disinfecting

E. Staff Training and Family Education

VII. UPDATES

VIII. REFERENCES AND RESOURCES

OVERVIEW

The well-being of our children, teachers, families and community at large is paramount. This protocol was originally drafted by the Aurora School COVID-19 Task Force composed of faculty, administration (including the Head of School), Aurora Board members, and volunteer family members including a doctor and a public health department employee. Aurora follows [Alameda County Health Department](#) protocol and is subject to change. This document is designed to outline the measures that Aurora School is implementing while students are on campus.

While we are committed to mitigating risk and maintaining clean space for our children and staff, we recognize that it is impossible to create a zero-risk environment at our school. Multigenerational households with elderly residents are at the greatest risk and should be thoughtful about reentry.

While California State no longer requires that children on campus be grouped into an isolated stable group, Aurora will continue with stable groups (K/1, 2/3, and 4-6 grades). Because the grouping method allows for children within grade levels to intermingle, everyone must make decisions that reflect the fact that their actions play a critical role in the risk of infectious disease transmission, within our school community and beyond.

We are committed to minimizing the risk of infection as much as possible. We also recognize that a child's emotional well-being is as important for their development as their physical health. To that end, we will continuously evaluate the circumstances while supporting our children's emotional needs for social interaction and connection.

I. REMOTE LEARNING DUE TO WILDFIRES OR WHOLE CLASS COVID QUARENTINES

If wildfires occur and the air quality is deemed unhealthy (AQI 100 or above), all students will have to learn remotely, as we can not provide adequate ventilation for COVID precautions if windows must be closed due to unhealthy air quality. In the instance that we must pivot to remote learning due to air quality or COVID related class quarantine guidance, the staff will take one day to set-up for remote learning. This will be a non-school day for students. Of course at any point a family is welcome to keep their child at home if that feels safer to them.

- In the event that we ask all remote learners/families to follow the [Aurora Remote Learning Protocol](#).

If your family decides to have your child off campus for a day or more outside of the regular holiday schedule or days deemed remote due to unhealthy air quality, please have your child:

- Read (or be read to) every day for 20-30 minutes
- Write in a journal every day for 10-30 minutes (depending on their age)
- Complete teacher-assigned math work

If a member of your family has to go on a business trip and your child has to quarantine and learn remotely as a result of this trip, please inform your child's teachers at least one week in advance so they can properly prepare materials for them.

If your child is sick, please let them rest and get well.

II. ON-SITE LEARNING

A. Stable Group Structures and Physical Distancing

1. Another key component of preventing the spread of infection will be stable group structures. Children will be separated into stable groups (Grades K/1, 2/3, and 4/5/6). All stable groups will be stable, meaning that the same children and staff will be grouped together throughout the school year. Children and staff shall not move between stable groups. Stable groups shall not mix with each other, even during outdoor play and meals with the exception of morning arrival on the yard.
2. Distance student chairs, 3 feet away from one another.
3. Distance teacher and other staff desks at least 6 feet away from student and other staff desks.
4. Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
5. All staff/faculty meetings will be held outdoors or in a heavily ventilated room that allows for ample physical distancing. Staff will wear masks when indoors.
6. All Student Study Team meetings with and without parents will be held remotely with the Learning Resource Department.
7. Students will have their own materials to use and work at their own spaces, 3 feet apart from each other and 6 feet from teachers, as practicable.
8. Students will remain 6 feet apart from staff for all classes and in stable groups. Teachers will not congregate for their prep periods or lunch breaks.
9. All classes involving singing or playing of wind musical instruments will be conducted outside, with physical distancing and face coverings. Wind instruments should have a cloth covering at the outflow end of the instrument. (TBD)
10. Fully vaccinated parents/guardians will be allowed on campus for learning support and field trips. Face coverings must be worn.

11. If carpooling, please only carpool with students in your child's class and please make sure face coverings are worn while in the car and students are three feet apart.

B. Face Coverings Use

1. It's required that all students, staff, and parents/guardians wear face coverings when on campus.
2. A limited supply of extra face coverings will be kept at school if an emergency requires a face covering to be replaced.
3. While eating, face coverings will be removed and stored in a clean, safe area, clearly marked with the student's name and date.
4. [CDPH Guidance on use of](#) Teachers, staff, and students will wear face coverings covering both nose and mouth indoors and outside (even with heavy exertion, as tolerated).
5. Everyone should be reminded frequently to avoid touching face coverings and practice frequent hand hygiene.
6. Families should provide [reusable face coverings](#) daily for their child(ren), which should be taken home to be washed every day. Please send your child with more than one face covering to school each day.
7. Teachers may use their own [face coverings](#).

C. Hand Hygiene

1. All students and staff will practice frequent and high-quality hand hygiene, either by washing hands with soap and water for 20 seconds or by using hand sanitizer.
2. Hand hygiene will be required at minimum:
 - at the beginning and end of recess
 - before and after lunch
 - after using the bathroom
 - after coughing/sneezing
 - before and after touching eyes, nose, mouth, or face covering
3. While Aurora will have hand sanitizer available, students are welcome and encouraged to bring their own.

D. Outdoor Learning and Play

1. Each class will have multiple designated times in the yard, the Garden Forest, and the Green Space throughout the day. Both recess and lunch will take place outdoors. Students will eat three feet apart.
2. Students can bring a labeled (with their name on it) filled water bottle to school. There are water dispensers available to refill water bottles.
3. The play structure and sandbox will be used by one stable group at a time. With appropriate hand hygiene, cleaning of outdoor structures is not required between groups.
4. Hand sanitizer will be required after use of the play structure and sandbox.

III. STUDENT ARRIVAL AND DISMISSAL PROCEDURES (Entrance, Egress, and Movement Within the School)

A. Arrival

1. Adults should remain in their cars when dropping off their child at school in the drop-off line.
2. Students must wear face coverings over their mouths and noses during the entire drop-off procedure.
3. Students will stay 3 feet apart from others during drop-off.
4. If your child(ren) or anyone in your household is exhibiting any [COVID-19 symptoms](#), your child should not come to school.
5. K/1 students arrive at 8:45am. 2-6 grade students arrive at 8:30 am.

B. Dismissal

1. Children will be picked up at the front of the school, where they were dropped off.

Monday, Tuesday, Thursday, Friday

K/1 2:20

2-5 3:15

6th 3:20

Wednesday

K-6 2pm

2. Parents/guardians must remain in their cars during pick-up.
3. Please leave the campus immediately after picking up your child.
4. Due to COVID-19 protocol, there will be no last minute drop-in extended care, so please arrive on time for pick-up

IV. PREVENTIVE MEASURES

A. Symptom Monitoring

1. **If your child is not acting like their normal self or not feeling well, please keep them at home.**
2. Please [notify us](#) if your child develops any COVID-19 symptoms.
3. Please do not send your child to school if they have taken medicine for a fever or aches in the prior 48-72 hours.

B. Physical Distancing Outside of School

1. To review Alameda County's current health orders, please refer to [the county website](#).
2. Please notify us by [email](#) if you have been in contact with anyone that has been diagnosed with COVID-19.

C. Travel Policy

As of June 10, 2021, the [CDC recommends delaying travel until persons are fully vaccinated, because travel increases the chance of getting and spreading COVID-19. Travel threatens to exacerbate community spread within and beyond California —particularly because travel itself \(especially the use of shared conveyances in air, bus, or rail travel\) can increase a person's chance of spreading and getting COVID-19, including Sars-CoV2 variants of concern.](#) Remote days scheduled around school breaks are intended to act as a buffer for testing time. The recommendation is for all non-low-risk travel to be completed prior to the back-to-school COVID test date.

- All travelers arriving in or returning to California from other states or countries should follow [CDC travel guidance](#).
- All travelers who test positive or develop [symptoms of COVID-19](#) should *isolate* and follow [public health recommendations](#).
- Fully vaccinated travelers:
 - are less likely to get and spread COVID-19, and can travel safely within the United States and California
 - should follow [CDC travel guidance](#), and are not required to test or quarantine before or after travel unless they have symptoms concerning for COVID-19 disease.

Non-Essential Travel of unvaccinated persons [i]

1. Except in connection with essential travel[ii], Californians should avoid non-essential travel outside of California, to other states or countries unless they are fully vaccinated. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains will be introduced to California.
2. Non-essential travelers from other states or countries, are strongly discouraged from entering California, and should adhere to the quarantine procedures set forth below.

Recommendations and Aurora Requirements For Unvaccinated People

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a [viral test](#) 1-3 days before your trip.
- While you are traveling:
 - [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:
 - Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.
- Visit your [state, territorial, tribal](#) or [local](#)
- [external icon](#)
- health department's website to look for the latest information on where to get tested.

Do NOT travel if you were [exposed to COVID-19](#), [you are sick](#), [you test positive for COVID-19](#), or you are waiting for results of a COVID-19 test. Learn when it is [safe for you to travel](#). Don't travel with someone who is sick.

Recommendations and Aurora Requirements For Fully Vaccinated People

If you are [fully vaccinated](#), take the following steps to protect others when you travel:

- During Travel
 - [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).

- Follow all state and local recommendations and requirements, including mask wearing and social distancing.
- After Travel
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

- *People **are** considered **fully vaccinated**: 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna **vaccines**, or 2 weeks after a single-dose **vaccine**, like Johnson & Johnson's **vaccine**.

V. ILLNESS

A. COVID-19 Symptoms

Anyone who is unvaccinated who have had close contact with someone with COVID-19 or have any symptoms of COVID-19 must stay quarantine and get COVID tested. Parents can refer to [this flow chart](#) if their child exhibits COVID 19 symptoms or has had close contact with anyone who has COVID 19. While at school, if any child or staff member exhibits any of the symptoms listed below they will be sent home immediately.

At this time, while COVID rates are high in the county, if unvaccinated students has close contact with someone diagnosed with COVID-19 (e.g. a family member), they should be [tested for COVID-19](#), stay [quarantined](#) for a minimum of 14 days, and may not return to school until they have been cleared to do so by a physician.

Vaccinated staff or students who have been exposed but are asymptomatic do not have to quarantine but should monitor for COVID 19 symptoms.

While waiting to be picked up, they will be isolated from staff and children in an administrative office with an admin member checking on them. Please call the front office (510-428-2606) when you arrive to pick up your child and someone will escort your child to their car. Please do not get out of your car.

*** Please be prepared to pick up your child at a moment's notice. ***

What are the symptoms of COVID-19?

There is a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Some of the common COVID-19 symptoms include:

- Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- New loss of taste or smell
- Sore throat
- Diarrhea/Vomiting

Emergency Warning Signs for COVID-19. If you or anyone in your social bubble is exhibiting any of the emergency warning signs listed below, seek emergency medical care immediately:

- Trouble breathing
- Bluish lips or face
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake up or stay awake

If a student or staff member exhibits any COVID-19 symptoms, they will need to [get tested](#).

In accordance with ACHD guidelines in order for a student or staff member to return to school after being ill, with a **negative COVID-19 diagnosis and before 10 days of isolation are complete:**

- They are feeling better. (symptoms do not have to be completely resolved)
- They have had no fever for 24 hours without the use of fever reducing medicines; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus).

B. Testing

COVID testing is strongly suggested by Alameda county. We will have weekly COVID testing on Mondays at Aurora during the school day for all staff and students. Aurora has

a contract with [PMH lab](#). The COVID test used will be the less invasive [anterior nasal swab](#).

If your child is adverse to getting tested weekly at Aurora, you can get them PCR tested elsewhere and furnish Aurora with the results. Please send these results to [Katheryn](#), our COVID liaison.

If anyone wants/needs to get tested outside of our weekly scheduled testing, they can get tested at any of [these](#) locations. Most of these test sites are covered by Kaiser and other insurance companies.

The **Patient Test Request Form** and the **Authorization to Disclose** must be completed and a copy sent back to Aurora School at least two days prior to testing day. **The Authorization to Disclose** is valid for 30 days after signing. You are authorizing permission for Aurora School to receive the test results. Your results will remain confidential and only known on campus by the Covid Liaison (Katheryn Negrosa) and Head of School (Abbie Koss). If you do not have any medical insurance, please fill out the **Uninsured Form**. Anyone without medical insurance will have testing covered due to the CARES act.

The Patient Test form needs to be completed and presented on the day of testing, every time you take a test. Anyone over 18 must present a current photo ID and Insurance card on the day of testing. Please get ahead of the dates and complete the forms for any individual testing now.

C. Confirmed COVID-19 Cases

1. **If a student/staff member is diagnosed with COVID-19, the [Head of School](#) and [Assistant to Head of School](#) should be alerted immediately.**
2. Aurora will immediately notify the ACHD to determine next steps.
3. We will notify all families and staff/faculty via email. All privacy requirements will be taken into consideration.
4. * Close contacts if unvaccinated should be [quarantined](#) for 14 days from the last date of close contact—even if they initially are found to be COVID-negative. If any of them develop a fever, cough, or shortness of breath while in quarantine, they should contact their health care provider.
* *Close contact is defined as within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.*
5. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
6. We may need to dismiss the entire school for 2-5 days. We will make every effort to provide remote learning for as much time as possible during this dismissal.

This initial short-term dismissal allows time for the county to help us determine appropriate next steps, including whether an extended closure is needed to stop or slow further spread of COVID-19. County recommendations for the scope and duration of dismissals and closures will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

7. COVID testing should be obtained for all close contacts.
8. The Head of School may shift all learning online at her discretion. Communication regarding such emergency changes will be done via email.
9. Aurora custodial crew will implement the CDC's interim cleaning and disinfection recommendations for community facilities with suspected/confirmed cases of COVID-19.

D. Identifying and Tracing of Contacts

The following actions will be taken if there is a confirmed case in our community:

- [Katheryn Negrosa](#), should be notified immediately
- The school will consult with the Health Department to make quarantine decisions
- COVID Liaison or Head of School will notify the school community
- COVID Liaison will share attendance and location records with the health department for contact tracing purposes.
- COVID Liaison will serve as the designated contact person for the school

VI. FACILITY CHANGES AND CLEANING/DISINFECTING PROTOCOL

A. Classrooms

1. To promote good airflow, windows will remain open in classrooms and HEPA filters will be running.
2. Classroom space will be rearranged to encourage maintaining the distance of separation recommended by the ACHD.

B. Hallways and Bathrooms

1. Students grades 4-6 will use the bathroom off of the auditorium and students K/1 will use the bathrooms on the 2nd floor of the building.
2. Students will maintain 3 feet distance when possible in hallways and in bathrooms.

C. Staff Room and Kitchen

1. Faculty/staff will not eat in the staff room. Teachers will eat outside when eating with other teachers and physically distance.

2. Face coverings must be worn and windows must be open while in the staff room.

D. Cleaning/Disinfecting Protocol

1. Custodial staff are trained for specific COVID disinfection. They will clean the bathrooms and classrooms on a daily basis.
2. Cleaning products will be chosen from the [EPA-approved list "N."](#)
3. Frequently touched surfaces in the classrooms (i.e. desks, tables, doorknobs, light switches, chairs) will be wiped with a disinfectant wipe at minimum at the beginning and end of each school day.

E. Staff Training and Family Education

Staff will be trained in all hygiene protocols prior to returning to onsite learning. Our Head of School, Assistant to Head of School, and Facilities Manager completed training over the summer. Families will be educated by both teacher communications and by communications from administration both in writing and via zoom.

VII. UPDATES

We will continue to update this handbook as Alameda County adjusts their school [guidelines](#).

If policies change to further restrict class sizes such that we are not able to accommodate all families, we may need to prioritize by accommodating essential workers and families in greatest need of childcare (for example, a single parent without local family support).

VIII. REFERENCES AND RESOURCES

[Alameda County School Guidance](#)

[COVID 19 Show Up For School Flow Chart For Parents](#)

[California Coronavirus \(COVID-19\) Resources](#)

[California Department of Pesticide Regulation Health Schools Act information`](#)

[California Department of Public Health Guidelines for Schools](#)