



New Vista School Campus “Safe at School” protocols

Procedures and Guidelines

Subject to change as updated health guidelines are released

These guidelines will be revised and updated when new data and health guidance from our state and local health agencies emerge. The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. For more information on COVID-19, visit the websites of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) or the California Department of Public Health (<https://covid19.ca.gov/>). New Vista School has implemented safety guidelines and precautions in order to mitigate the spread of COVID-19. Please review the following guidelines to help ensure we are doing all that we can do to keep our community safe and healthy.

New Vista School is following the guidelines set by the Orange County Health Care Agency. We are also in communication with our local Saddleback Valley Unified School District regarding their protocols and procedures. There will be many requirements for parents, teachers, staff, and students. We will do our best to minimize inconveniences during this challenging time. As this is a dynamic situation, there may be additional changes as we move forward. We will err on the side of caution for the best protection of all students. We very much appreciate your flexibility and support.

Federal, State, County, and City authorities have set forth guidelines for policies, procedures, and practices to be implemented in efforts to mitigate and slow the spread of the novel virus which causes COVID-19. This severe respiratory disease that can be fatal, especially in vulnerable populations. In response, New Vista School will adhere to the policies described below as we are committed to providing essential care for our students.

Face Masks:

Students and staff will be required to use a cloth face mask during their time on campus, or while off campus at an indoor venue. Face masks need to be provided by parents. Below is the mask guidance provided by the State (1/14/2022):

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face.



A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Know which Masks Provide the Best Protection Against COVID-19:

Least Effective	Effective	More Effective	Most Effective
<ul style="list-style-type: none"> Fabric mask with three or more cloth layers 	<ul style="list-style-type: none"> Surgical Mask 	<ul style="list-style-type: none"> KF94 KN95 Double Mask Fitted Surgical Mask 	<ul style="list-style-type: none"> N95 (also best for wildfire smoke)

Campus Cleanliness:

We will be continuing with the full time cleaning person for the school. Their responsibility will be to wipe down public areas such as bathrooms, counters, floors, hand railings, and all other public areas throughout the day.

School Visitation:

- Parents and other visitors should schedule on campus appointments.
- Please email general questions to the front office: jcarrillo@newvistaschool.org
- If you have an emergency question, we can meet you at the front entry.
- Maintaining a protective environment is critical.
- Mail and other deliveries will be done outside the front door.

At Home:

- **Check your child!** Please complete health and temperature checks at home. Do not send a student to school who appears to have a fever or is ill. Your child will be sent home and may require a doctor’s note to return.
- Please ensure your student is healthy, showered, and ready for school.
- Please provide a face mask for your student, as well as one back up for them to keep in their binders or lockers. A KN95 or N95 mask is recommended. A cloth facial covering or surgical mask may be used if preferred.
- Be sure your student understands social distancing, appropriate handwashing, and being “safe at school.”



- Parents/Guardians should refer to the Symptom Decision Tree for assistance on Covid symptoms and appropriate protocols.
- Take your student's temperature before arriving at school. They should be 100.4 or lower.
- Help us keep the campus safe!

Arriving at school:

- The preferred drop off location is at the curb by the street gate.
- Students are required to wear a face mask during drop off.
- Staff is required to wear a face mask during morning drop off.
- If your student arrives by private transportation and needs to be sent home, they will be placed in a protected area until a parent or guardian can pick them up. Please ensure someone is available for pick-up within one hour.

Pick Up:

- Students and staff are required to wear a face mask during pick-up.

Covid Exposure on campus:

- If there a Covid exposure on campus, any fully vaccinated (now referred to as “up to date”) individual identified as a “Close Contact” will not need to self-quarantine.
- An “up to date” individual has received their vaccinations PLUS their booster, or it has been less than six months since the second Pfizer or Moderna vaccination, or less than two months since the J & J vaccination.
- Non vaccinated or “not up to date” individuals will be required to self-quarantine for 5 days. These individuals can return to campus on or after day 5 as long as they have not developed symptoms and the provide a negative rapid test. Staff are required to have the test done by the school nurse. Students may test at home, but will need to provide proof of the negative test to the school

Positive Cases/Employees or Students Showing COVID-19 Symptoms:

- If anyone has a temperature of 100.4°F/38°C or higher, they must be excluded from the facility.
- If an employee exhibits signs of COVID-19 illness, they will be directed to go home or to a medical facility by the administration.
- If a child exhibits signs of COVID-19 illness while on campus, that child will be required to wear a face covering and isolated in a room separate from other individuals. The adult/s designated for pick up will be immediately contacted and directed to pick up the child.

● **Self-Isolation and Self-Quarantine Orders**

Persons who test positive for COVID-19:

- Persons who test positive for COVID-19 shall immediately isolate themselves in their home or another suitable place for at least 5 days. They may discontinue self-isolation after day 5 from the date they test positive IF:



- COVID-19 symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.
 - An antigen test, nucleic acid amplification test (NAAT), or LAMP test are acceptable, however, if it is recommended that persons use an antigen test for ending isolation. Use of Over-the-Counter tests are also acceptable to end isolation. (Test results must be provided to the school nurse)
- If unable to test, choose not to test, or test positive by repeat testing, and symptoms are not present or not resolving, isolation shall continue through day 10 and may end after 10 days regardless of whether symptoms are present or resolving.
- They should continue to wear a well-fitting mask at all times around other people through at least day 10.
- **Persons who have symptoms:**
 - Persons who have COVID-19 symptomatic shall immediately isolate themselves in their home or another suitable place for 5 days from the date of their symptom onset. They may end isolation IF:
 - A diagnostic specimen collected as early as the onset of their symptoms or later tests negative.
 - An antigen test, nucleic acid amplification test (NAAT), or LAMP test are acceptable, however, if it is recommended that persons use an antigen test for ending isolation. Use of Over-the-Counter tests are also acceptable to end isolation.
 - If fever is present, isolation shall continue until fever resolves without the use of fever-reducing medications.
 - If symptoms other than fever are not resolving, isolation shall continue (i) until symptoms are resolving or (ii) for 10 days regardless of whether symptoms are resolving or not.
 - If unable to test, choose not to test, or test positive by repeat testing, and symptoms are not present or not resolving, isolation shall continue through day 10 and may end after 10 days regardless of whether symptoms are present or resolving.



- They should continue to wear a well-fitting mask at all times around other people through at least day 10.
- Employees and families should self-report to the school if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19.
- Local health officials will be notified immediately if there is a positive COVID-19 case on campus. The school will follow their guidance in determining the next steps, including notification of employees and families, and campus protocols.
 - Exposed staff and families will be notified while maintaining confidentiality.
 - Positive Covid cases are reported to the OC Healthcare Agency (SPOT reporting)
- To reduce the risk of exposure, any area used by an individual who is positive for COVID-19 will be cleaned and disinfected.
- **Any “Up to date” vaccinated staff or students who have been identified as a close contact will not be required to self-quarantine.**

Physical Distancing and Face Coverings

- Students will remain at desks with face masks on.
- Students will not be permitted to walk around the classroom space unless directed to do so by the teacher and with a face mask on.
- Face masks on students are encouraged but not required when appropriate distancing is possible, such as eating lunch outside.
- When moving throughout the classroom or campus, students are required to wear face masks. **(Parents - please send two face masks minimum per day with your child).** Students will be prompted to wear a face mask when necessary.
- Students will be provided “mask breaks” when able to sit more than 6 feet apart.
- Teachers and staff will wear a face mask in the classroom when physical distancing is not possible and when moving about campus.
- Teachers and instructional staff are permitted to remove their face covering when they are instructing if physical distancing (6 feet) is being practiced.
- Administrative staff will be directed to wear face coverings when on campus except when they are within the confines of their own office or physically distanced (6 feet) in a shared office space.

Student Restrooms

- Only two students per restroom will be allowed at one time.
- Students must receive permission from their teacher before leaving a class.
- Appropriate handwashing protocols will be enforced regularly.

Classroom Transitions

- When moving throughout campus, students and staff will follow the appropriate directional signage and wear a face covering.



- While moving throughout campus, students and staff will do their best to practice recommended physical distancing guidelines.

Hygiene

- Students will be prompted to use the sinks in the restroom for handwashing. Two outside handwashing stations will also be available. Hand sanitizer will also be available throughout the school and in classrooms.
- Students will have designated bathrooms to use depending on their grade level.
- All handwashing stations will have handwashing instructional signage.
- New Vista Staff will continue to ensure the development of healthy hygiene habits including, avoiding handshaking or other ‘touch’ greetings, such as fist-pumps & high-fives, avoiding face touching, and ensuring proper handwashing practices.
- Students will be taught healthy habits and cleaning protocols during social skills.
- Teachers will explain to students why it’s not healthy to share drinks or food, particularly when sick.
- Students will be instructed to wash hands with soap and water for at least 20 seconds. This will include before and after eating, after coughing/sneezing, after playing outside, and before & after using the restroom.
- Staff will bring students’ attention to posters placed above all sinks to promote proper handwashing.
- Implement additional handwashing/sanitizing upon entering a room and before leaving a room.
- Students will be reminded to use tissues to wipe their nose, and to cough into their arm or elbow as needed.

Daily Health Screening

- Staff will be requested to perform temperature checks at home. Staff will be permitted access to campus if they have a temperature that is less than 100.4 degrees and if they confirm they are negative for COVID-19 symptoms within the last 24 hours including shortness of breath and coughing.
- Students will be requested to perform temperature checks at home. Students will be granted access to campus if they have a temperature that is less than 100.4 degrees and if they confirm they are negative for COVID-19 symptoms within the last 24 hours including shortness of breath and coughing.

Social Distancing: Social Distancing recommendations have been adjusted from 6 feet to 3 feet.

Morning Nutrition Break and Lunch

- Students will be able to have a snack and/or lunch outside.
- At the end of break and lunch, students will be prompted to wash their hands with soap and water for 20 seconds in a designated wash area.
- At this time, we highly encourage students to use disposable bags for snacks and lunch.
- Tables used for snacks and/or lunch will be cleaned after each use.



- We encourage students to bring personal, clearly marked water bottles that can be wiped clean during the day. We also have New Vista water bottles available for sale.

School Supplies and Personal Items

- Students are permitted to bring a small bag or backpack for personal supplies.

Contact Tracing Procedures:

- In the event a child or staff member is found to test positive for COVID-19, all individuals known to have been in proximity with that individual for the two days prior to the onset of fever will be informed that they have been exposed to COVID-19 and will be advised to quarantine themselves for 5 days and seek medical advice. (Unless they have been fully vaccinated (Up to date) for two weeks prior to the exposure)
- Individuals who had contact with a known case should monitor their temperature and symptoms twice a day during quarantine as symptoms may present anywhere from 3 to 14 days post-contact.
- Parents of children who test positive for COVID-19 should also monitor young children for symptoms of a pediatric Multisystem Inflammatory Syndrome (MIS) including abdominal pain, nausea/vomiting, diarrhea, rash, blisters, pink eye or conjunctivitis, enlarged lymph nodes in the neck, red or cracked lips, red or swollen hands or feet. In the event these symptoms are present for more than 4 days in a child with a known case of COVID-19, emergency medical services are indicated.
- All developments of illness will be regularly communicated with local authorities, employees, and all families regarding cases, exposures, and updates to policies and procedures. New Vista School will monitor daily county and city public health updates on cases and transmission of COVID-19 in Orange County and the City of Laguna Hills. New Vista School will seek consultation if there is an increase in cases in the City of Laguna Hills or the immediate surrounding cities.
- New Vista School is required to report positive COVID-19 test results to Orange County Healthcare Agency (SPOT reporting)

Returning to Campus

- Individuals found to be positive for COVID-19 may not return to the facility for a minimum of 5 days **and** until the individual has been without symptoms for 24 hours without the administration of fever-reducing medicines and symptoms have begun to diminish. Individuals who have had contact with an individual found to be positive for COVID-19, who remain asymptomatic for 5 days after their last known exposure to the virus, may return to the site on or after day 5 with a negative rapid test (Results must be provided to the school nurse)
- Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.

Environment and Cleaning Procedures

Facilities



- Faculty and students will thoroughly wipe down, with soap and water or approved cleansers, all desks (teacher and student), and other surfaces multiple times during the school day and before leaving each day.
- Onsite cleaning personnel will wipe down public areas, floors, café, restrooms, and other areas on campus throughout the day.
- The cleaning company will clean the school at the end of each day, including wiping down desks, kitchen and café, floors, public areas, and restrooms.
- Administration staff will wipe down their work areas before leaving each day.
- Classroom doors will remain open for increased ventilation if possible without disrupting classroom learning.
- Door handles throughout campus will be cleaned frequently during the day.

Handwashing / Hand Sanitizing Stations

- Multiple handwashing stations are available throughout the campus.
- Wall-mounted hand sanitizer units are available throughout campus.
- Hand Sanitizer bottles are available in each classroom, public area, and restroom.

Transportation

- Students will be required to use their face mask while traveling in a school van.
- Social distancing will be compromised.

Distance Learning

- Students who have been exposed or infected are required to self-quarantine at home and will have access to school work through Google Classroom.
- There is no virtual learning available at this time.
- Additional support can be arranged if needed.

Symptom(s)

- Whenever the term “symptom” is used, it shall mean COVID-19 symptom. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting



- Diarrhea

The list above does not include all possible symptoms.

Staff Vaccination order – California Dept. of Health 8/1/2021

I. This Order applies to the following facilities: public and private schools serving students in transitional kindergarten through grade 12, inclusive, except that it does not apply to home schools. Further, it does not apply to child care or to higher education.

II. All schools identified in this Order must verify vaccine status of all workers.

A. Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.

B. Schools must have a plan in place for tracking verified worker vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.

C. Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

III. Testing requirements:

A. Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo diagnostic screening testing.

B. Workers may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested at least once weekly with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have



Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

C. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

D. Schools with workers required to undergo workplace diagnostic screening testing should have a plan in place for tracking test results and conducting workplace contact tracing, and must report results to local public health departments. There are IT platforms available that can facilitate these processes for schools.