



BEACON DAY SCHOOL

COVID-19 Safety Plan



BEACON DAY SCHOOL
& LEARNING INSTITUTE
For Autism & Related Disorders



Table of Contents

Stable Group Structures	2
Transportation	3
Cleaning Protocols	5
Entrance, Egress & Movement Within the School	10
Face Coverings & Other Essential Protective Gear	12
Health Screenings for Students & Staff	13
Healthy Hygiene Practices	15
Identification & Tracing of Contacts	16
Physical Distancing	18
Staff Training & Family Education	22
Testing of Staff	23
Testing of Students	23
Identification & Reporting of Cases	24
Communication Plan	24



Stable Group Structures

Stable Groups are organized by program. Each group is broken down into classrooms with no more than 6-8 students per room. Students and staff in one classroom do not mingle with students and staff in another classroom.

- Elementary (Group 1) 17-24 Students, 21-28 Staff
- Middle School (Group 2) 15-24 Students, 19-28 Staff
- High School & Transition (Group 3) 20-46 Students, 34-60 Staff

Group 3 staff includes 14 administrators whose offices are in the Group 3 area. These 14 people do not interact with the students nor the staff that works directly with the students.

Students and Staff within a Stable Group share a common entrance and exit and restrooms.

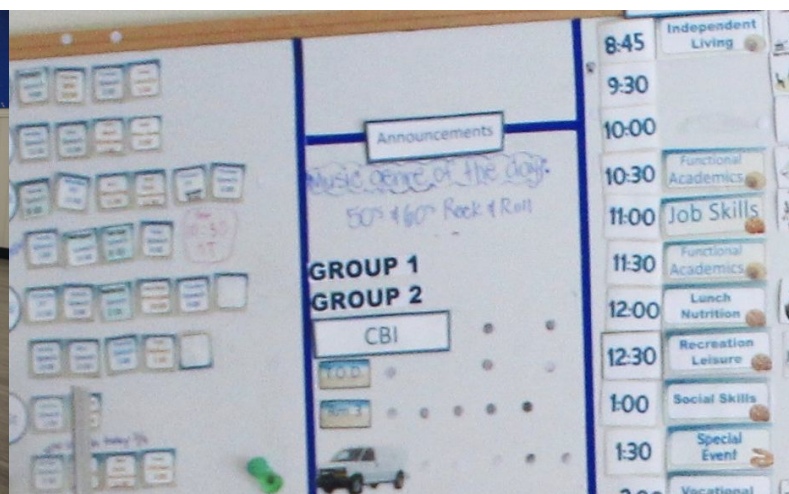
Designated Instructional Services (DIS)

Designated Instructional Services (DIS) are provided virtually in each student's established classroom:

- Speech Therapy
- Occupational Therapy
- Physical Therapy
- Adaptive PE
- Counseling

Group programs are modified to focus on individual activity inside student's classrooms:

- Art – Supplies brought to the students' desks
- PE – Strength training and Yoga





Transportation

Safety Protocols

Grouping

- As much as practical classroom groups share the same van going back and forth to and from school.

Loading

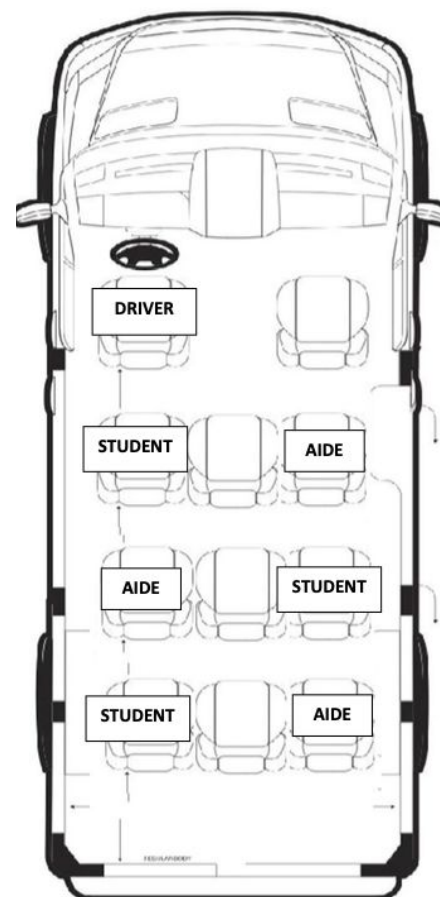
- Prior to entering the van, a staff member will ask a parent/guardian to attest that their student does not have COVID-19 symptoms and that neither the student nor anyone in the household was exposed to COVID-19 (see example).
- Student's temperature is taken.
- Before entering the vehicle, students are required to use hand sanitizer.
- Students/aides are seated from the rear of the van forward to prevent students/aides from walking past each other.
- Vans are boarded based on the order in which students are dropped off. Students being dropped off first enter the van last and sit in front.

Onboard


- Maximize ventilation by having the windows open and/or setting the air condition to non-recirculation mode.

Pickup/Drop Off

- Student pickup and drop off times are staggered to minimize the number of students gathered around an entrance or exit.





PARENT SIGN OFF - Friday, January 22, 2021 4:02:47 PM ([redacted] VAN 16)	
User Name	[redacted] VAN 16
User #	46
Form Started	1/22/2021 4:02:47 PM
Form Submitted	1/22/2021 4:04:16 PM
Student	[redacted]
Staff	[redacted]
Is the student exhibiting the following symptoms: Fever over 100.4F, chills, shortness of breath or difficulty breathing, nausea or vomiting, diarrhea, new onset of loss of taste or smell, unusual fatigue, muscle or body aches, headache, congestion or runny nose, breathing distress, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.	
No	
Acknowledgement of 1:1, First and Last Name	[redacted]
Time	PM
Van #	16
Parent	[redacted]
Parent Signature	[Signature] 
Symptom Attestation	Please read: By signing you are attesting that you have not been in close contact (within 6ft) with anyone that has tested positive for COVID-19, travelled outside the country in the last 2 weeks, and currently do not have any signs or symptoms of COVID-19 which include: fever (100F degrees or higher), chills, muscle aches, cough (new or change in baseline), shortness of breath (new or change in baseline), unexplained fatigue, sore throat, loss or change in taste or smell, severe headache, diarrhea, vomiting, nausea, other cold symptoms.

Example of digital symptom screening parent/guardian attestation (*all names redacted*).



Cleaning Protocols

Cleaning Procedures

- All vehicles are disinfected at the end of the morning and afternoon transportation sessions.
- Any visible dirt and debris on the interior or exterior are cleaned with detergent and water.
- All high touch surfaces and any surface touched by a driver or passenger are sanitized using disinfectant wipes.
- Vehicle interiors are fogged with a non-toxic sanitizing solution.
- All vehicle cleanings are logged to ensure only sanitized vehicles are used to pick up and drop off students.

Definitions

Products

- All disinfecting products are non-toxic and selected from [www.EPA.gov/coronavirus](https://www.epa.gov/coronavirus)





High-Touch Surfaces

On an hourly basis the following areas are wiped & cleaned:

Students Desks &
Plexiglass Guards



Writing Implements
& Supplies



Blue Mats



Students & Staff's
Hands Washed or
Sanitized



Clean & Sanitize Every Two Hours

- Lobby/Reception
- Door Handles
- Railings
- Light Switches
- Countertops
- Table/Desk Surfaces
- Chair Backs
- Control Buttons
- Telephone Buttons and Headsets
- Computer Keyboards, Mice and Mice Pads
- Sanitation Station Handles
- Toilet and Sink Surfaces

Washrooms

- Door Handles
- Stall Handles
- Toilet/Urinal Handles
- Faucet Handles
- Soap Dispensers
- Paper Towel Dispensers

Conference Rooms following every meeting

- Table
- Chairs Especially Arm Rests
- Light Sensors
- Video Display Controls



Nightly Cleaning

Beacon Day School Nightly Cleaning Duties

Bldg 26

Lobby

- All horizontal surfaces are wiped clean and disinfected.
- Reception Counter is wiped clean and disinfected.
- Desk surfaces are dusted in all open areas. Entire desk will be cleaned when it is clear of all papers.
- Computer monitors are wiped with microfiber cloth without cleaning liquid.
- All high and low areas of furniture lamps, and tables are dusted.
- Doors are wiped for finger smudges and disinfected.
- Waste cans are emptied, fresh liner replaced, and interior inspected for cleanliness.
- File cabinets are dusted and disinfected.

Administration Offices/Conference Rooms/Cubicles

- Computer monitors are wiped with microfiber cloth without cleaning liquid.
- Door and handle are wiped clean and disinfected.
- Waste cans are emptied, fresh liner replaced, and interior inspected for cleanliness.
- File cabinets are dusted and disinfected.
- Plastic chairs are wiped clean and disinfected.

Kitchen

- Vinyl floor is mopped with disinfectant cleaner.
- Countertop wiped clean and disinfected.
- Microwave oven is wiped clean.
- Waste cans are emptied with fresh liner replaced.
- Exterior cabinet doors and handles are wiped clean and disinfected.
- Exterior door of refrigerator is wiped clean and handle is disinfected.
- Sink and faucet is cleaned and sanitized.

Disinfectant fogging

- Conference rooms
- All offices
- Reception area
- Restrooms

Nightly Sanitize sticker

- Dated "SANITIZE" sticker will be applied to each office door. Identifying that the area has been fully sanitized and ready for use. Night janitor will remove old sticker and apply new sticker each night.

Date: _____ **Time:** _____ **Signature:** _____



Beacon Day School Nightly Cleaning Duties **Bldg 24**

Restrooms

- Clean and sanitize plastic storage cabinet
- Toilet bowls and basins are cleaned completely- entire outer surface wiped with disinfectant cleaner, interior basin is scrubbed with toilet bowl cleaner, all flush levers are wiped clean and disinfected.
- Refill soap, paper seat covers, tissue and deodorant containers and any restroom dispensers.
- Waste cans are emptied with fresh liner replaced.
- Mirrors are cleaned and polished.
- Lower third of walls around toilet areas are wiped clean and sanitized.
- Floors are mopped with disinfectant cleaner.
- Wipe clean and disinfectant all door handles.

Playground Area

- Trash cans are emptied with fresh liner replaced.
- Picnic tables are wiped clean and disinfected

Disinfectant fogging

- All classrooms- student and teacher desks and horizontal surfaces
- All offices and cubicles
- Student kitchen and lobby

Nightly Sanitize sticker

- Dated "SANITIZE" sticker will be applied to each classroom and office door. Identifying that the area has been fully sanitized and ready for use.

Date: _____ Time: _____ Signature: _____

Page #2



Beacon Day School Nightly Cleaning Duties

Bldg 26

Lobby

- All horizontal surfaces are wiped clean and disinfected.
- Reception Counter is wiped clean and disinfected.
- Desk surfaces are dusted in all open areas. Entire desk will be cleaned when it is clear of all papers.
- Computer monitors are wiped with microfiber cloth without cleaning liquid.
- All high and low areas of furniture lamps, and tables are dusted.
- Doors are wiped for finger smudges and disinfected.
- Waste cans are emptied, fresh liner replaced, and interior inspected for cleanliness.
- File cabinets are dusted and disinfected.

Administration Offices/Conference Rooms/Cubicles

- Computer monitors are wiped with microfiber cloth without cleaning liquid.
- Door and handle are wiped clean and disinfected.
- Waste cans are emptied, fresh liner replaced, and interior inspected for cleanliness.
- File cabinets are dusted and disinfected.
- Plastic chairs are wiped clean and disinfected.

Kitchen

- Vinyl floor is mopped with disinfectant cleaner.
- Countertop wiped clean and disinfected.
- Microwave oven is wiped clean.
- Waste cans are emptied with fresh liner replaced.
- Exterior cabinet doors and handles are wiped clean and disinfected.
- Exterior door of refrigerator is wiped clean and handle is disinfected.
- Sink and faucet is cleaned and sanitized.

Disinfectant fogging

- Conference rooms
- All offices
- Reception area
- Restrooms

Nightly Sanitize sticker

- Dated "SANITIZE" sticker will be applied to each office door. Identifying that the area has been fully sanitized and ready for use. Night janitor will remove old sticker and apply new sticker each night.

Date: _____ Time: _____ Signature: _____



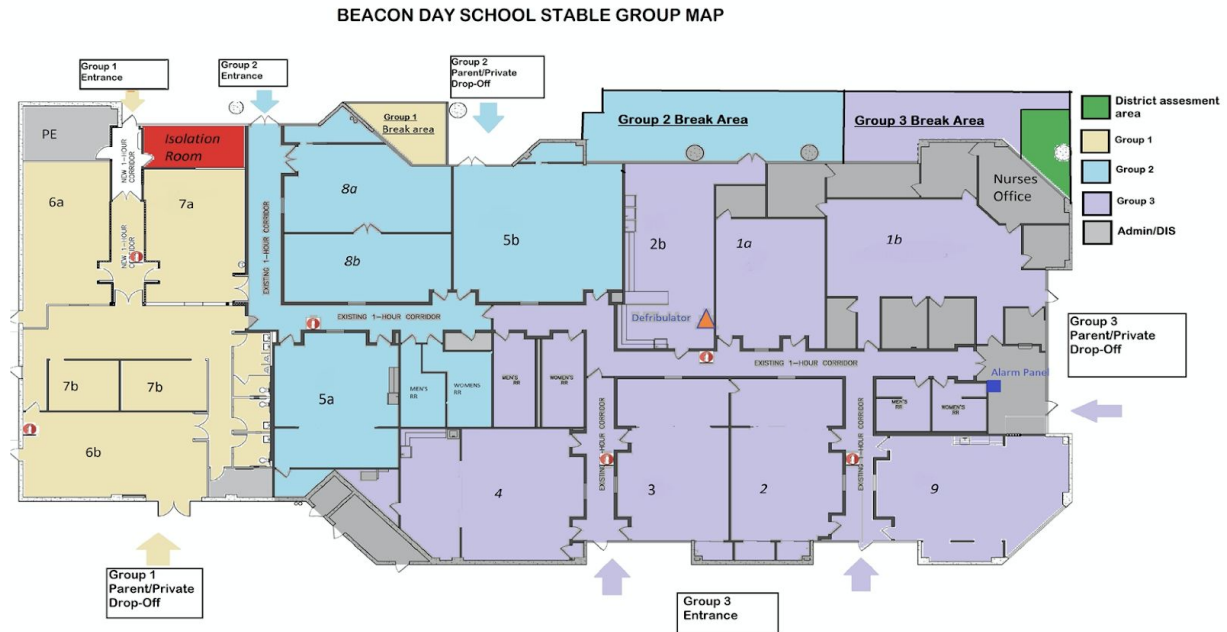
Entrance, Egress & Movement Within the School

- Staff schedules adjusted to accommodate student schedules and physical distancing requirements.
- Staff to avoid congregation in work environments, break rooms, staff rooms, and bathrooms.
- Staff break areas are outdoors and are separated by stable groups.
- Avoid grouping staff together for training or staff development.
- Arrival & drop off-times and locations are staggered to maximize opportunity to social distance at drop off and pick up points.
- Routes of entry and exit have been designated (see floor plans).
 - Elementary School (Group 1)
Entrance/Exit Door D
 - Middle School (Group 2)
Entrance/Exit Door F
 - High School/Transition (Group 3)
Entrance/Exit Door B (Main Entrance)
 - Administrative Staff to Building 26
Staff entrance only
- Students must only be dropped off and picked up at the designated door locations.
- School district student assessments are completed outdoors in a designated area.

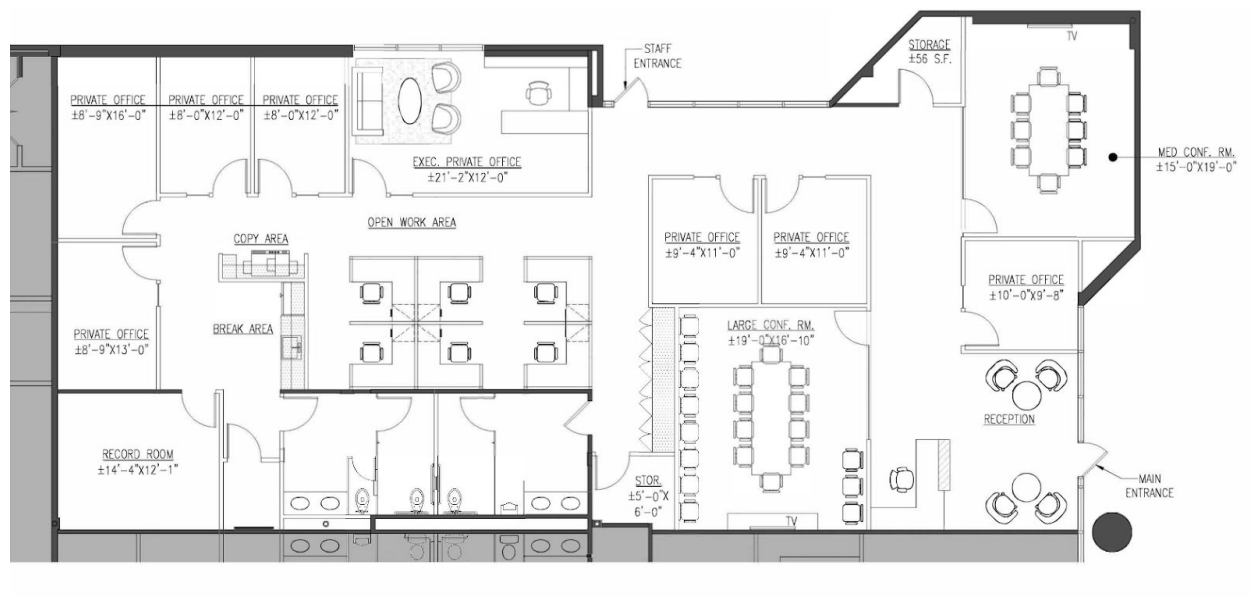




Floor Plan Map: Building 24



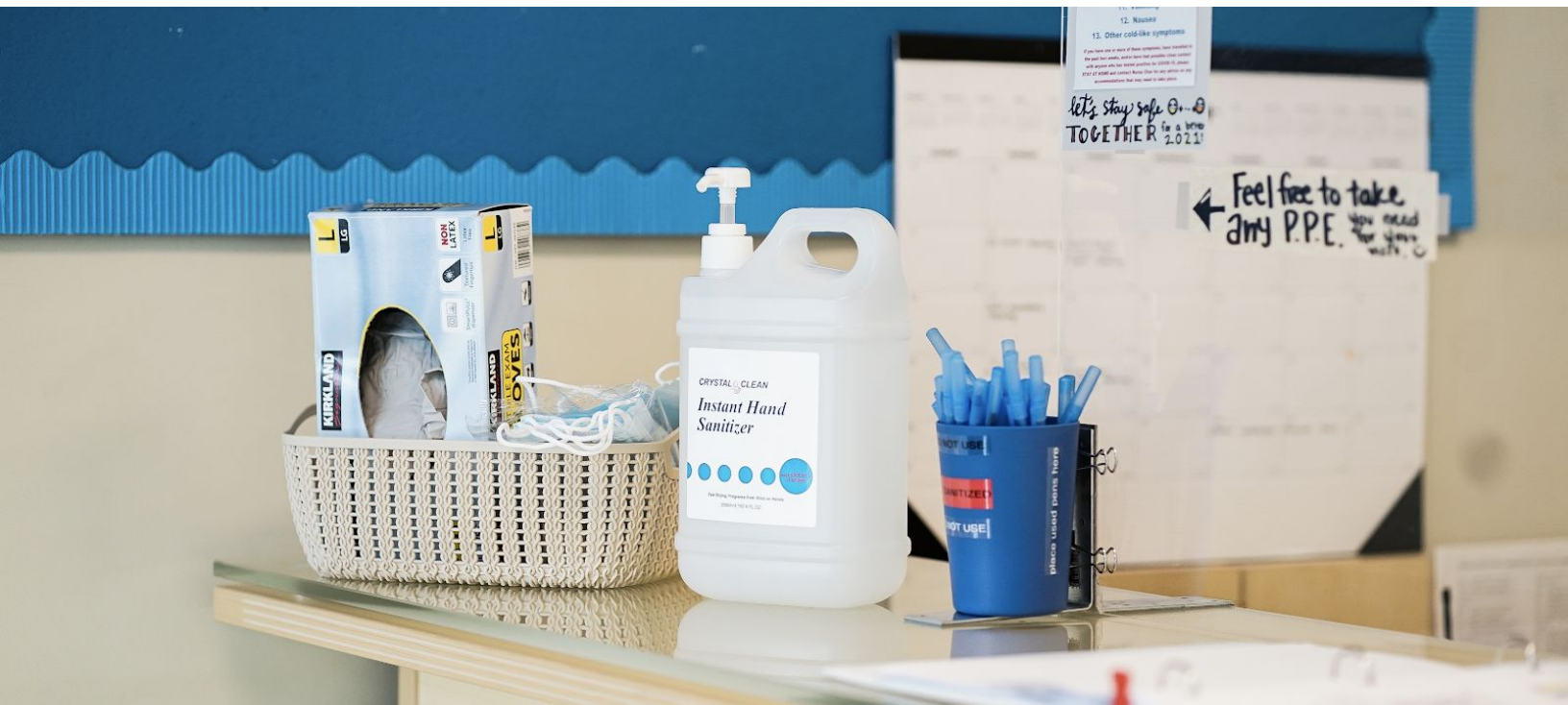
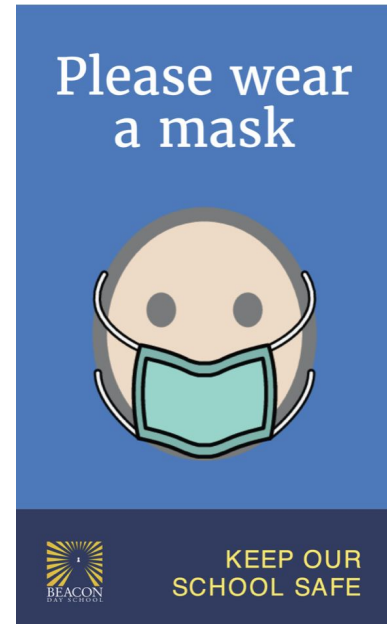
Floor Plan Map: Building 26





Face Coverings & Other Essential Protective Gear

- All staff are provided face masks and required to wear.
- Compliance with mask policy is tracked as a means of increasing safe behaviors and collecting mask usage data.
- Students are encouraged to wear masks (**note: Children with ASD and related disorders are exempt from mask mandates**).
- Face shields are available for all staff.
- Gloves are available for staff.





Health Screenings for Students & Staff

Screening Questionnaire:

- All individuals are asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Possible exposures are documented, and staff, families and local health officials are immediately notified by the designated the School Nurse of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

If a student is exhibiting symptoms of COVID-19, the School Nurse communicates with the parent/caregiver and refers to the student's health history form and/or emergency card to identify if the student has a history of allergies.

Health Screenings for Students

Student Passive Screening

Parents must screen students before leaving for school including checking temperature to ensure temperatures are below 100.4 degrees Fahrenheit (°F) and keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

Student Active Screening

Symptom screenings are conducted as students enter campus and transportation vans consistent within public health guidance. Screening includes visual wellness checks and temperature checks with no-touch thermometers (to ensure temperatures are below 100.4°F), and questions to parents about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.





Health Screenings for Staff

Staff Passive Screening

Staff must self-screen before leaving for work including temperature checks to ensure temperature is below 100.4°F, and check for symptoms outlined by public health officials. Staff must stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

Staff Passive Screening

Staff are screened upon entry to school/administrative buildings, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers to check temperature to ensure temperatures are below 100.4°F and asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

All staff must wash or sanitize hands as they enter school buildings. All Staff who are exhibiting symptoms will be excluded from the workplace.

Staff who develop symptoms of illness during the workday, will be sent to the school nurse. Sick staff members may not return until they have met CDC criteria to discontinue home isolation.





Healthy Hygiene Practices

We use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

- Develop routines enabling students and staff to regularly wash hands at staggered intervals.
- Establish cues for washing or sanitizing hands e.g., before eating, coming inside, after touching supplies, sneezing or coughing, etc.
- All water fountains are closed.
- Students and staff are encouraged to stay hydrated using FlowWater touchless filtered water stations.
- Students and staff may bring water bottles from home or use provided single-use paper cups.



Identification & Tracing of Contacts

In the event of a known COVID-19 positive case (student, faculty, staff or visitor), the following protocol is followed as outlined by the Orange County Health Care Agency (OCHCA December 2020):

1. Conduct school-related investigation and contact tracing.
2. Anyone with a confirmed case of COVID-19 or anyone who was in close contact with someone with a confirmed case are encouraged to isolate at home.
 - Students shift to distance learning and staff works from home depending on role and responsibilities.
1. Students/Staff who were in close contact at school with someone who tested positive for COVID-19 are notified and encouraged to isolate and contact their health care provider.
2. Students/Staff who had low exposure to someone who tested positive for COVID-19 are notified and encouraged to watch for symptoms.
3. Per CDPH and CalOSHA all families, students and staff are informed of a positive case that occurred at school.
4. All confirmed cases and positive cases are reported to OCHCA



Beacon Day School Contact Tracer:
School Nurse - Charmaine Kelly, RN
CKelly@beacondayschool.com

Orange County Health Department Contact Person:
School Nurse – Charmaine Kelly, RN
CKelly@beacondayschool.com

Identification & Tracking

Close Contact

A close contact is defined as a person being within 6 feet of a known or suspected COVID-19 case for ≥ 15 minutes (cumulative over 24 hours) regardless of the use of cloth face coverings.

Close Contact Quarantine Period

The quarantine period for close contacts is until 10-14 days after their last exposure to a COVID-19 case. The quarantine period does not change with a negative test result, since an infection could still develop after getting tested.

Isolation Period for Symptomatic Cases

At least 10-14 days since symptoms first appeared; and at least 24 hours with no fever without fever-reducing medication; and symptoms have improved.

Isolation Period for Positive Test Result & No Symptoms

10-14 days from the date the test was taken.





Physical Distancing

Arrival & Departure

Space between students is maximized to achieve a minimum 6 feet distance between individuals whenever possible.

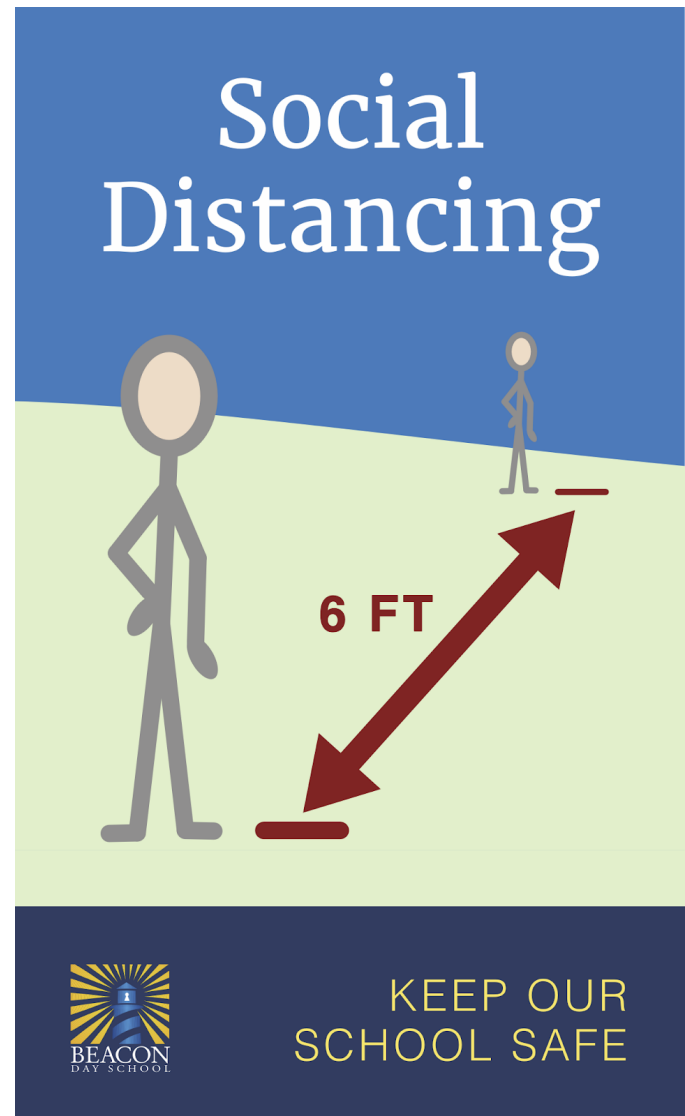
Movement of students, educators, and staff is minimized as much as possible and contained within assigned stable groups & classrooms.

Contact at school between students, staff, families and the community at the beginning and end of the school day is minimized. Arrival and drop off-times and locations are staggered as consistently as practical as to minimize scheduling challenges.

To see designated entry and exit routes, see map:

- Elementary School – Entrance/Exit Door D
- Middle School – Entrance/Exit Door
- High School/Transition – Entrance/Exit Door B – Main Entrance
- Administrative Staff to Building 26 – use the Staff entrance only

Students in assigned stable groups, maintain 6-ft distance, and must only be dropped off and picked up at the designated door location.



Classroom Spaces

Each classroom is limited to 6-8-students per classroom with faculty and staff assigned to each room. Classroom groups are kept consistent, keeping the same students and staff together, to the greatest extent practical. For each classroom, student and staff capacity was determined to meet 6-foot physical distancing.

- Movement of students, teachers and staff is minimized as much as practical.
- All fabric and soft surfaces that were unable to be fully sanitized (i.e., carpet, walls, furniture and artwork) were removed.
- All shelving was removed to maximize available space.
- Hospital grade MERV-13 HEPA air filtration in all classrooms.

Space between seating and desks is maximized:

- The teacher is positioned at least six-feet away from student desks.
- Desks are arranged to minimize face-to-face contact to the extent practical.
- Student desks are distanced six -feet apart, with a plexiglass partition between the aide and the student at each desk.





Student Belongings

Each student's belongings must be kept separate and in individually labeled storage containers. Belongings must be taken home each day to be cleaned. Any shared supplies must be disinfected between uses.

Upon entry to the classroom, the aide will take the student's belongings and place them in the individually labeled container. The aide will remove the belongings and provide them to the student prior to exit.



Food Service

- The Aide will don gloves and retrieve the packed lunch for the students.
- Meals are only consumed individually in classrooms at students' desks.
- Sharing of foods, utensils and buffet or family-style meals is prohibited.
- Use of shared tables and condiments is suspended.
- Food brought into the classroom must be individually packed for each student and when possible should be non-perishable and should not need refrigeration.
- All foods must be brought within a dedicated bag for the sole use of each student.
- Items must be brought in each day and returned home at the end of each day.
- Items must be in containers that can be externally cleaned prior to handling by personnel other than the student.
- Whenever possible students & staff are encouraged to eat outside in designated areas.



Non-Classroom Spaces

- Non-essential visitors are not permitted.
- Communal activities have stopped.
- Minimize congregate movement through hallways as much as practical.

Administrative/Office Spaces

- Adjusted staff schedules to accommodate student schedules and physical distancing strategies.
- Rearrange shared workspaces to incorporate a minimum of 6 feet between office staff.
- Add physical barriers that cannot be easily removed to separate workspaces when a 6-foot distance cannot be achieved.
- Cubicles are single occupancy only.
- Every other chair was removed in multi-person spaces. Copier spaces in both buildings include sanitation stations and are to be wiped down after each use.
- Hospital grade MERV-13 HEPA air filtration added throughout Building 26.
- Minimizing opportunities for staff to transmit virus each other by:
 - No congregating in work environments, break rooms, staff rooms, & bathrooms.
 - No grouping staff together for training or staff development.



Break Room

Use of shared appliances including coffee makers, toaster ovens, microwaves and refrigerators in the breakrooms is prohibited until further notice.



Staff Training & Family Education

Beacon Day School Faculty, Staff, Custodians and Transportation Training

- All employees received training from a Certified Industrial Hygienist covering current understanding of COVID-19 transmission and the behaviors, personal hygiene practices, cleaning and sanitizing practices necessary to minimize risk of virus transmission.
- All employee Town Halls are used to reinforce training and provide updates on Federal, State and local school and public health guidelines.
- All employees receive formal COVID-19 safety training prior to returning to school following COVID-19 related school closures or scheduled holiday breaks i.e., Spring Break.



Family Education

All families received letters and flyers outlining COVID-19 safety protocols:

- Encouraging families to pre-screen their child for COVID-19 symptoms before sending them to school.
- Reminding families if the student or anyone in the family is COVID-19 positive or were exposed to someone who is positive the child is to stay home.
- Importance of handwashing and sanitizing.
- Social Distancing.
- Training students to be comfortable wearing a mask.



Testing of Staff

Asymptomatic Testing

- All employees were tested in mass on January 11, 2021 prior to students returning to school on January 18, 2021.
- All employees tested negative for the COVID-19 virus.
- BDS will test staff periodically throughout the school year and following a school break e.g., Winter or Spring Break.

Symptomatic Testing

- If an employee starts to experience COVID-19 symptoms or had possible exposure to the virus they are asked to contact their doctor and quarantine for 10-14 days.
- Prior to returning to school the employee must present a negative COVID-19 test result.

Testing of Students

Any student having COVID-19 symptoms or if they or their family member were possibly exposed to COVID-19 are instructed to contact their physician and the school nurse.

Families are instructed to keep the student home for 10-14 days if the student has tested positive or has had close contact with any individual who tested positive for COVID-19.

All students quarantining at home have access to BDS' virtual learning program.

Prior to returning to campus the parent/guardian must present either a negative test result or written approval to return to school from a physician.

Identification & Reporting of Cases

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with CDPH's [Guidance for COVID-19 Case Reporting by Schools](#) (Jan 14, 2021).

Important to note:

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).)

California law (17 C.C.R. section 2508) also requires anyone in charge of a K-12 public or private school kindergarten to report at once to the local health officer the presence or suspected presence of any of the communicable disease, which includes COVID-19.

Communication Plan

Per [CDPH Guidance on Schools](#) BDS takes the following actions if a COVID-19 case is present at school:

- Notifying Orange County Healthcare Agency (OCHA) about a newly reported case.
- In collaboration with OCHA a notification is sent to families and staff informing them a case of COVID-19 in a student or staff member was reported and the school is working with OCHA to notify exposed people.
- BDS uses Bloomz as well as emails and letters to parents and guardians on an ongoing basis to keep families informed of COVID-19 related information and to remind them to maintain COVID-19 safety protocols.