



BESANT HILL SCHOOL



Reopening and COVID-19 Mitigation Plan for
Colleges and Universities
Besant Hill School of Happy Valley
Ojai, CA



Reopening Committee

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Aún Aprendo - “I am still learning.”



TABLE OF CONTENTS

1. COVID-19 Prevention Plan	5
2. General Measures	7
3. Promote Healthy Hygiene Practices	8
4. Intensify Cleaning, Disinfection and Ventilation	9
Cleaning and Disinfecting: General	9
Cleaning and Disinfecting Procedures	11
Cleaning and Disinfecting Schedules	16
5. Implement Distancing on Campus	19
6. Limit Sharing	21
7. Housing under Authority of Besant Hill School	22
8. Training and Education of Staff and Students	23
9. Check for Signs and Symptoms	25
10. Plan for when a staff member, student or visitor becomes sick (Quarantine and Isolation)	26
11. Maintain Healthy Operations	34
Considerations for Partial or Total Closures	37
Considerations for Fitness and Athletics	38



Forward

Besant Hill School was founded on 520 acres in the Upper Ojai Valley in 1946. Today, Besant Hill School operates as a college preparatory boarding and day school for grades 9-12. Our current enrollment is 75 students, 8 of which are day students who will commute to campus from the Ojai area. 80% of the 50 member faculty and staff live on campus. Our physical space allows and encourages time spent outdoors interacting with nature. Classrooms all have windows that open in order to bring in as much fresh air as possible most months during the year. As a community, we are dedicated to the health, safety, and welfare of all it's members.

Aún Aprendo - “ I am still learning.”



1. COVID-19 PREVENTION PLAN

Plan

1. Risk assessment of all work areas, work tasks, and student interactions to determine what areas required modification in order to ensure compliance
2. Ventura County Communicable Disease Section Contact Information (805) 981- 5201
3. Faculty, staff, students and parents have all been communicated with regarding the reopening plan through weekly email communications, a recorded webinar, and all staff meetings
4. 2020-2021 Reopening Plan is posted in the Main Office
5. Plan will be evaluated routinely for compliance and need for improvement
6. All students with Covid-19 illness will be evaluated to determine causative reasons that contributed to the infection. This Covid-19 plan will be updated if needed to prevent further illness from occurring
7. See Quarantine/Isolation section to see details of contact tracing efforts
8. The campus is essentially closed to individuals who do not have direct business with the school. The majority of Faculty live on campus. Gates are controlled by a remote opener or keypad, with the code given only to parents of students and off site staff. For persons who do not have knowledge of the code, entry is controlled by personnel at the Main Office. Signage at the entrance to the school informs all visitors/vendors of the requirement for face coverings, physical distancing and hand hygiene.

Person(s) Responsible

Date of Implementation

Reopening
Committee

July 2020

Cindy Gagnon

August 2020

Portia Johnson

June 2020 - Ongoing

Reopening
Committee

August 2020

Reopening
Committee

Ongoing

Cindy Gagnon

September 2020

Cindy Gagnon

August 2020

Alex Smith

April 2020



1. COVID-19 PREVENTION PLAN

Plan

Person(s) Responsible

Date of Implementation

9. Required use of Face Masks: All students are required to wear Face coverings (cloth or surgical masks, no bandanas or gaiters) at all times, except when they are showering, eating, washing their face or sleeping. All faculty and staff are required to wear face coverings (cloth or surgical masks, no bandanas or gaiters) while on campus, except while eating. Kitchen Staff will wear a Face Shield in addition to the Face covering when serving students food. All visitors to campus must follow the same guidance as outlined for Staff.

Megan Walton

July 2020

10. Student Health questionnaire has been modified to inquire whether the wearing of a face covering would be difficult for the student, secondary to an underlying health condition, thus requesting an exemption. When such a student is identified, they will be given the option to use a face shield with a drape.

Cindy Gagnon

July 2020

11. Accommodation will be given to any faculty or staff member who meets one of the exemptions for the use of a face covering. They will be able to maintain a distance of 6 feet away and use a face shield and a drape.

Cindy Gagnon

July 2020

12. Education provided has included the following: what Sars CoV 2 and Covid-19 are, how the virus is transmitted, mitigation strategies, the school plan, use of PPE, hand hygiene, physical distancing, face mask requirement, cleaning/disinfecting responsibilities, procedures and schedule.

Reopening
Committee

Summer 2020 -
Ongoing



2. GENERAL MEASURES

Plan

1. Established communication with Ventura County Health Department and Office of Education.
2. Continue to monitor updated information from State of California Department of Public Health, CDC, The Association of Boarding Schools and other organizations supporting the boarding and independent school community.
3. Day students (8 students) and staff living off campus agree to maintain the use of face coverings, physical distancing and hand hygiene when not on campus in order to mitigate the possibility of community spread of infection. Residential students will remain on campus, off campus activities suspended at this time. Students will be transported off campus by campus personnel when medical attention is necessary.
4. Repopulation of campus: When allowed to have students return to campus, we will repopulate the campus over a 2 day period. Students will move into individual dorms by appointment only, so that the number of persons in the dorm at any one time is limited. Students will remain in their small dorm pods for the first 14 days that they are on campus. These students will be sequestered in their dorm rooms, will go to the dining commons as a group, and will be allowed outside as a small group, always physically distanced. Virtual learning will take place from their dorm rooms.
5. In the case of repeated closures of classes, dorms or the entire campus, secondary to persons being infected with Covid-19, the school will return to virtual learning.

Person(s) Responsible

Cindy Gagnon

Reopening
Committee

Megan Walton

Megan Walton

Portia Johnson

Date of Implementation

June 2020

March 2020 -
Ongoing

July 2020

July 2020

June 2020



3. PROMOTE HEALTHY HYGIENE PRACTICES

Plan

1. Community-wide promotion and enforcement for washing hands, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes. In-person education has occurred which has been reinforced with written and recorded materials. More education will be presented during orientation.
2. Touchless soap dispensers in all bathrooms.
3. Increased the number of hand sanitizer stations throughout campus. Outside of every classroom, dining commons, dorms, theatre, and main office. Only using hand sanitizer that is at least 60% ethyl alcohol.
4. For school year 2020-2021, mandating influenza vaccine for all students and staff. Allowing for medical exemption.
5. Increased signage throughout campus that promote all of our protective measures and expected compliance.

Person(s) Responsible

Reopening
Committee

Alex Smith

Alex Smith

Reopening
Committee

Reopening
Committee

Date of Implementation

August 2020 -
Ongoing

August 15, 2020

August 15, 2020

August 1, 2020

August 24, 2020



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting: General

Plan	Person(s) Responsible	Date of Implementation
1. Education for all staff and faculty: Training session for All Staff Meeting prior to school opening. Persons not attending will be provided education prior to first day of school.	Alex Smith	July 2020 - Ongoing
2. New shared responsibility. Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening Besant Hill School. Everyone has a role in making sure our community is as safe as possible to reopen and remain open.	Alex Smith	July 2020 - Ongoing
3. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.	Alex Smith	July 2020 - Ongoing
4. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Disinfection using EPA - approved disinfectants can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important. When EPA-approved disinfectants are not available, alternative disinfectants can be used safely and effectively.	Alex Smith	July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting: General

Plan	Person(s) Responsible	Date of Implementation
5. PPE: Gloves: Wear disposable gloves when cleaning and disinfecting. Gloves are discarded after each use. Clean hands immediately after gloves are removed. Soap and Water is preferable, hand sanitizer otherwise. Eye Protection: When there is potential for splash or splatter in the face.	Alex Smith	July 2020 - Ongoing
6. Cleaning kit: This is a tote that is located in each space (classrooms, main office) where cleaning is performed routinely throughout the day: 32oz bottle of disinfectant with spray nozzle, One roll of shop towels. One box of gloves, One Ziplock baggie of face masks (in case someone does not have one), One Ziplock baggie of wipes specifically for electronic devices, Maintenance Department is the keeper of supplies and is responsible for keeping Cleaning Kit adequately stocked.	Alex Smith	July 2020 - Ongoing
7. Each Classroom Space: Cleaning kit, Signage about cleaning/disinfecting processes Main office: Cleaning kits (2), Signage about cleaning/disinfecting processes. Kitchen: Box of gloves, Baggie of Masks, Signage about cleaning/disinfecting processes. Maintenance Main Office: Cleaning kit, Signage about cleaning/disinfecting processes. Student Affairs: Cleaning kit, Signage about cleaning/disinfecting processes. Megan's office: Cleaning kit. Dorms: Supply as usual (including wipes for Crew Jobs, cleaning their rooms).	Alex Smith	July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting: General

Plan	Person(s) Responsible	Date of Implementation
7. (cont.) <i>Zalk Theatre:</i> Cleaning Kit, Signage about cleaning/disinfecting processes. <i>Ceramics Workshop:</i> Cleaning Kit, Signage about cleaning/disinfecting processes. <i>Therapists office:</i> Cleaning Kit, Signage about cleaning/disinfecting processes.	Alex Smith	July 2020 - Ongoing
8. Shared items are discouraged at this time. When necessary, disinfection between use will be enforced.	Alex Smith	July 2020 - Ongoing
9. Health Office: Cleaning Kit, Signage about cleaning/disinfecting processes. Quarantine/ Isolation Spaces: Cleaning Kit, Signage about cleaning/disinfecting processes.	Alex Smith	July 2020 - Ongoing

Cleaning and Disinfecting Procedures

Plan	Person(s) Responsible	Date of Implementation
1. Indoor areas, hard surfaces: Faculty: Using appropriate PPE - at the end of each class period will spray and wipe down each desk using disinfectant spray, spray door handles, inside and outside, wipe down white board markers and remotes, if used.	Alex Smith	July 2020 - Ongoing
2. Maintenance: at end of the day. Wear appropriate PPE. Clean obviously dirty surfaces using soap and water first. Disinfect all hard surfaces, especially high touch surfaces. High touch surfaces include: Tables,	Alex Smith	July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Procedures

Plan	Person(s) Responsible	Date of Implementation
2. (cont.) doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. New Sanitizing machine used once per week per classroom space, Commonly accessed dorm spaces. Twice per week, Daily in the bathrooms, Health Office, Use for "sick" areas as needed.	Alex Smith	July 2020 - Ongoing
3. Disinfectant Procedures: We are using Magic Wand Diamond quaternary ammonium disinfectant which is EPA-registered (#10324-63), reconstituted and filled in to 32oz. spray bottles The proper dilution is: 3 ounces to 5 gallons of water. Maintenance is responsible for keeping containers filled. Follow the instructions on the label to ensure safe and effective use of the product. Keeping the surface wet for 10 minutes. Wearing gloves and good ventilation during use of the product. Use no more than the amount recommended on the label. Use water at room temperature for dilution (unless stated otherwise on the label). Avoid mixing chemical products. Label diluted cleaning solutions. Store and use chemicals out of the reach of children. You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.	Alex Smith	July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Procedures

Plan

Person(s) Responsible

Date of Implementation

4. Alternative disinfectants: These products are only to be used in case of emergency or our inability to procure supplies. Diluted household bleach solutions may also be used if appropriate for the surface. Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%-6%. Ensure the product is not past its expiration date. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR 4 teaspoons bleach per quart of room temperature water. Bleach solutions will be effective for disinfection up to 24 hours. Alcohol solutions with at least 70% alcohol may also be used.

Alex Smith

July 2020 - Ongoing

5. Soft surfaces: The number of these items has been reduced as much possible around campus. Area rugs and decorative pillows from common spaces in the dorms have been removed. For soft surfaces, such as carpeted floors, clean the surface using soap and water or disinfectants appropriate for use on these surfaces. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

Alex Smith

July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Procedures

Plan	Person(s) Responsible	Date of Implementation
6. Vacuum as usual. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter. Do not vacuum in space that is occupied. When vacuuming, a mask should be worn.	Alex Smith	July 2020 - Ongoing
7. Electronics. For electronics, such as tablets, touch screens, keyboards, AND remote controls clean/disinfect prior to use. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.	Alex Smith	July 2020 - Ongoing
8. Laundry: Routine: Student Orientation to laundry procedures by dorm staff. Laundry products are not to be shared. Limit number of persons in the Laundry space to one at a time, provide disposable gloves and hand sanitizer in each laundry space.	Megan Walton	September 2020
9. Signage: Guidance on proper laundry procedures; clothing, towels, linens and other items. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Cleaning and disinfecting outdoor areas. Outdoor areas generally require normal routine cleaning, but do not require disinfection. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Outside dorm furniture and tables disinfected daily. Outside picnic	Megan Walton	September 2020



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Procedures

Plan

tables cleaned/disinfected daily. Cleaning and disinfection of wooden surfaces or groundcovers is not recommended. Sidewalks and roads should not be disinfected.

10. Alternative disinfection methods. The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known. EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19. CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage. CDC only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19.

Person(s) Responsible

Megan Walton

Alex Smith

Date of Implementation

September 2020

July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Schedules

Plan	Person(s) Responsible	Date of Implementation
1. Reopening, if the space has cleaned, and unoccupied for 7 days or more, it will only need normal routine cleaning to reopen the area. Maintenance responsibility.	Alex Smith	July 2020 - Ongoing
2. Schedule: Routine/Daily. Faculty/Staff: Clean and disinfect shared areas and frequently touched surfaces using EPA-registered disinfectants at the end of each class period, end of the work day, or at the end of using any space. Maintenance: Clean obviously dirty surfaces. Disinfect all surface using EPA-registered disinfectant daily.	Alex Smith	July 2020 - Ongoing
3. The following spaces are cleaned daily: Main Office, Student Affairs, Asst. Head of School Office, Classrooms, Bathrooms near Student Affairs, Atelier, Library, Theatre, Dining Commons and Bathrooms, All Dorms.	Alex Smith	July 2020 - Ongoing
4. The following spaces are cleaned once per week: Therapist Room, Laundry Room, Windows in the Dining Commons.	Alex Smith	July 2020 - Ongoing
5. Kitchen Staff: Continue current cleaning, disinfecting and sanitizing procedures.	Alex Smith	July 2020 - Ongoing
6. Schedule: Someone is sick (non-quarantine/isolation location) Close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible. Once an area has been appropriately disinfected, it can be opened	Alex Smith	July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Schedules

Plan	Person(s) Responsible	Date of Implementation
<p>6. (cont.) for use. Persons without close contact with the person who is sick can return to work immediately after disinfection. If more than 7 days has passed since the person who is sick, visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter. Do not vacuum a room or space that is occupied. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. When vacuuming, a mask must be worn.</p>	Alex Smith	July 2020 - Ongoing
<p>7. Schedule: Quarantine and Isolation Areas. The person who is in quarantine/isolation will stay separated from other members of the community and are responsible for cleaning of their space. Space includes separate bedroom and bathroom. Clean the area around the person who is sick when needed. Shared bathroom: Clean and disinfect after each use, done by the sick individuals. Once quarantine/isolation area is vacated, wait 24 hours (if possible) and then clean/disinfect entire space. Maintenance responsibility. Cleaning will be done wearing disposable coveralls, gloves and mask. Follow Cleaning/Disinfecting guidelines outlined for Cleaning and Disinfecting hard and soft surfaces, electronics and Laundry.</p>	Alex Smith	July 2020 - Ongoing



4. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Cleaning and Disinfecting Schedules

Plan	Person(s) Responsible	Date of Implementation
8. Laundry Sick individual: Wear disposable gloves when handling dirty laundry from a person who is sick. Dirty laundry from a person who is sick can be washed with other people's items. Do not shake dirty laundry. Clean and disinfect clothes hampers. Remove gloves, and wash hands right away.	Alex Smith	July 2020 - Ongoing
9. Ventilation: Our classrooms allow for the opening of windows and doors to provide the influx of fresh air. When necessary, mechanical ventilation systems will be placed on "fresh air" setting.	Alex Smith	July 2020 - Ongoing
10. HVAC filters upgraded to MERV-13	Alex Smith	July 2020 - Ongoing
4. The following spaces are cleaned once per week: Therapist Room, Laundry Room, Windows in the Dining Commons.	Alex Smith	July 2020 - Ongoing
5. Kitchen Staff: Continue current cleaning, disinfecting and sanitizing procedures.	Alex Smith	July 2020 - Ongoing
11. Water systems: There are no drinking fountains on campus. Students are all issued their own water bottles that are filled at water refilling stations which are cleaned and disinfected regularly. Signage at all water refilling stations encouraging users to wash or sanitize hands after using. Hand sanitizer machines next to all water refilling stations.	Alex Smith	July 2020 - Ongoing



5. IMPLEMENT DISTANCING ON CAMPUS

Plan	Person(s) Responsible	Date of Implementation
1. When in-person learning is allowed, all desks are at least 6 feet apart	Portia Johnson	July 2020
2. Ventura County is currently on the state monitoring list, therefore indoor classes are prohibited except for those with specialized indoor settings (science labs, studio art, ceramics)	Portia Johnson	July 2020
3. Our campus has ample space (520 acres) to allow for outdoor classes to occur, and these areas (maintaining physical distancing) will be used as much as possible. If we are still on the monitoring list and inclement weather does not allow for classes to be taught outdoors, then students will go to virtual learning.	Portia Johnson	July 2020
4. For day students who cannot comply with physical distancing when they are not on campus, and international students unable to come to campus, they will be in a virtual learning situation until their situation changes. All classes will be recorded, so that all virtual learners can receive the same class instruction as the students that are present, if the time zone that they live in is not conducive to attending class along with their classmates.	Portia Johnson	July 2020
5. Dining Commons and outdoor eating spaces: Students are assigned to a specific dining time for breakfast, lunch, and dinner in order to limit the numbers of individuals in the Dining Commons to 48. Plexiglass partitions are installed so that students and staff can remove face coverings in order to eat.	Megan Walton	July 2020



5. IMPLEMENT DISTANCING ON CAMPUS

Plan	Person(s) Responsible	Date of Implementation
6. Bathrooms: Plexiglass partitions installed between each sink	Cindy Gagnon	August 2020
7. 6 foot marks placed on the floor in places where a line may form (eg. steps leading up to the dining commons)	Portia Johnson	August 2020
8. Common spaces will not be used at this time. All gatherings by grade, dorm, common interest clubs will be done either virtually or outside.	Megan Walton	July 2020
9. Theatre: Seats have been marked as "do not use" in order to space the seats at least 6 feet apart for times when a group must meet.	Megan Walton	July 2020
10. Food Service and Dining Commons: There is no self-service in the Dining Commons at this time. Individual plated meals will be prepared by the Dining Commons staff and handed to students and staff. There will be an increase in grab and go items. All non-disposable food service items are handled as they are currently, with gloved hands.	Alex Smith	June 2020
11. Communal spaces: We will not have any non-essential visitors or volunteers on campus	Alex Smith	June 2020
12. Communal spaces: All interior common spaces in the dormitories have been closed or modified to ensure 6 foot physical distancing. Furniture has been removed from Common Lounge areas. Study Hall is now virtual.	Megan Walton	July 2020



5. IMPLEMENT DISTANCING ON CAMPUS

Plan

13. *Gyms, Pools and Fitness Facilities:*

As in all aspects of life on campus, face coverings, will be maintained (exception is while swimming), along with physical distancing requirements. The number of persons allowed in the pool will be limited, to avoid a crowded situation. We do not have a gym on campus. See Athletics section for more information.

14. There will be no “events” on campus. All concerts, plays, museum visits, etc. will all be virtual

Person(s) Responsible

Megan Walton

Date of Implementation

Reopening
Committee

June 2020

6. LIMIT SHARING

Plan

1. There will be no use of any shared items. Individual supplies for each student will be provided as curriculum dictates.
2. All students will have their own electronic equipment and will be educated to not share.

Person(s) Responsible

Portia Johnson

Portia Johnson

Date of Implementation

July 2020

July 2020



7. HOUSING UNDER AUTHORITY OF BESANT HILL SCHOOL

Plan	Person(s) Responsible	Date of Implementation
1. All dorm rooms have been assessed and modified to meet physical distancing requirements. Where single occupancy is not possible, roommates will sleep in opposite directions. Curtains will be used as barriers in each bed space.	Megan Walton	June 2020
2. Bathroom assignments by dorm grouping will allow a smaller number of students to utilize a shared bathroom space at any time. Plexiglass partitions installed between each sink.	Megan Walton	July 2020
3. See cleaning and disinfecting procedures and schedules above.	Alex Smith	August 2020
4. Signage throughout dorm spaces reminds residents of physical distancing requirements, use of face masks and hand hygiene.	Megan Walton	September 2020
5. Only roommates will be allowed in dorm rooms.	Megan Walton	September 2020
6. Education has occurred for all students and will be reinforced during on-campus orientation. Faculty and dorm staff have been trained on Covid-19 transmission and mitigation strategies.	Cindy Gagnon	June 2020 - October 2020
7. Common spaces limited to outdoors at this time, with masks and physical distancing required.	Megan Walton	July 2020
8. Only persons residing in or supervising a dorm area are permitted to be in a dorm.	Megan Walton	July 2020



8. TRAINING AND EDUCATION OF STAFF AND STUDENTS

Plan

1. Education on Covid-19 began in March and is ongoing, utilizing written communication, recorded webinars, and in person meetings. Education will continue during school orientation, as well as throughout the year as needed.
2. Education provided has included the following: what Sars CoV 2 and Covid-19 are, how the virus is transmitted, mitigation strategies, the school plan, use of PPE, hand hygiene, physical distancing, face mask requirement, cleaning/disinfecting responsibilities, procedures and schedules.
3. Special education regarding what to do if they are feeling ill: Contact Health office during the week for staff and students. Do NOT come to campus or come out of your dorm room if feeling ill, regardless of symptoms, but especially if experiencing symptoms consistent with Covid-19 disease.
4. All faculty and staff have been encouraged to come forward regarding concerns they have about engaging in the school community. If an employee comes forward, information on employer and government-sponsored leave benefits staff may be entitled to will be made available and discussed. Students, staff, and faculty that become ill shall not fear reprisal if unable to attend class or work.

Person(s) Responsible

Cindy Gagnon

Cindy Gagnon

Cindy Gagnon

Alex Smith

Date of Implementation

March 2020 -
Ongoing

July 2020

July 2020

July 2020



8. TRAINING AND EDUCATION OF STAFF AND STUDENTS

Plan

5. Any community member who has symptoms of Covid-19 has been educated to NOT come to work or attend class. Any community member who is not feeling well must contact Health Office or the Administrator on call. The individual situation will be discussed and evaluated to determine if the individual should participate in community life. If a student, or faculty/staff member becomes infected with Covid-19, they will be educated as to quarantine and isolation procedures, and what needs to be accomplished prior to returning to campus. See Quarantine and Isolation section.

Person(s) Responsible

Cindy Gagnon

Date of Implementation

March 2020 -
Ongoing





9. CHECK FOR SIGNS AND SYMPTOMS

Plan	Person(s) Responsible	Date of Implementation
<p>1. <i>Residential Students and onsite staff:</i> Temperature and Symptom checks twice daily before both breakfast and dinner. Inquiries will be made to each student regarding any of the following symptoms -- feeling feverish, cough, shortness of breath of difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. Temperature check taken by administrative staff -- any temperature 99.5 and greater will be evaluated by the Health Office.</p>	Cindy Gagnon	July 2020
<p>2. <i>Day Students and Off-site staff:</i> Temperature and Symptom checks in the morning upon arrival to campus. Day student parents must wait in vehicle on campus until their student has successfully completed temperature check and symptom screening. Day students (8) will check in at the Main Office. Off site faculty will check in at Claire Lowndes office. Other off-site staff will check in with their supervisors (Dining and Maintenance staff). Inquiries will be made to each person regarding any of the following symptoms -- feeling feverish, cough, shortness of breath of difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. Temperature check taken by administrative staff. Any positive symptoms or a temperature 99.5 or greater will be evaluated by the Health Office PRIOR to the student proceeding on to campus or the faculty/staff member proceeding to their work area.</p>	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Plan	Person(s) Responsible	Date of Implementation
<p>1. Education:</p> <p>Quarantine: Is used to keep someone who might have been exposed (close contact) to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.</p> <p>Isolation: Is used to separate people infected with the virus (those who Test positive are sick with COVID-19 and those with no symptoms) from people who are not infected.</p> <p>Close Contact: Within 6 feet, for more than 15 minutes, regardless if wearing face protection or not</p>	Cindy Gagnon	July 2020

Residential Students: Covid-19 Symptoms, awaiting test results

Plan	Person(s) Responsible	Date of Implementation
<p>CONTACT: Parents/guardians. Inform them that if test results are positive, they will need to come and remove student from campus.</p> <p>ISOLATE: immediately. Apartment in Grove D. What student will need in isolation: Clothes for 72 hours, Computer, School Books, We will provide all other necessities, Arrange for meal delivery with dining services.</p> <p>TEST: Perform COVID-19 PCR testing.</p> <p>CONTACT TRACE/QUARANTINE: Determine which students, faculty and staff qualify as Close Contacts. If physical distancing and face</p>	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Residential Students: Covid-19 Symptoms, awaiting test results

Plan	Person(s) Responsible	Date of Implementation
(cont.) masks are in force and followed, then ONLY dorm contacts should need to be quarantined. Quarantine all Close Contacts until test results are known. CLEAN/DISINFECT: Determine which areas in the school the individual has physically been in for more than 15 minutes. Follow Cleaning/Disinfecting schedule for "Someone is Sick". Wait 24 hours and then clean dorm room. Isolated individual cleans their own space.	Cindy Gagnon	July 2020

Residential Students: Covid-19 Symptoms - Negative Test Results

Plan	Person(s) Responsible	Date of Implementation
TESTING: First COVID-19 test is negative, repeat in 48 hours. Second COVID-19 test is negative. CONTACT: Parents/guardians. Inform them of negative test results. ISOLATION: Continue isolation until: After 3 days: No longer have a fever, without using fever reducing medications, AND Other symptoms have improved, AND Two negative test result in a row. Then, release close contacts from quarantine if they are asymptomatic.	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Residential Students: Covid-19 Symptoms - Negative Test Results

Plan	Person(s) Responsible	Date of Implementation
(cont.) CONTACT TRACE/QUARANTINE: Release students/staff from quarantine if they are asymptomatic.	Cindy Gagnon	July 2020

Residential Students: Covid-19 Symptoms - Positive test results (with or without symptoms)

Plan	Person(s) Responsible	Date of Implementation
CONTACT: Parents/guardians: Inform them that they need to come and care for their student ISOLATE: Discontinue isolation when: Exclude from school for 10 days after symptom onset or test date. For last 24 hours, must be symptom free MONITOR: for symptoms every 2-4 hours during the day: Fever or chills (check temperature twice daily), Cough, Shortness of breath, Fatigue Muscle or body aches, Headache New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea REMOVE: from campus and take to the Emergency Department (Community Memorial in Ventura) when: Trouble breathing, Persistent pain or	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Residential Students: Covid-19 Symptoms - Positive test results (with or without symptoms)

Plan	Person(s) Responsible	Date of Implementation
pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face, Call hospital before you arrive: 805-652-5011 CONTACT TRACE/QUARANTINE: Close contacts remain in quarantine for 14 days. Monitor for symptoms CLEAN/DISINFECT: Wait 24 hours if possible before cleaning/disinfecting. Close off areas used by the + individual. Open doors and windows to increase air circulation in the area and then begin cleaning/disinfecting. Maintenance staff should wear maximum amount of PPE. INVESTIGATE: Behaviors that may have led to positive infection.	Cindy Gagnon	July 2020

Residential Students: COVID-19 Testing Negative, Influenza testing Positive

Plan	Person(s) Responsible	Date of Implementation
CONTACT: Parents/guardians. Inform them of test results ISOLATE: Keep in isolation until 7 days after illness onset OR until 24 hours after the resolution of fever and respiratory symptoms QUARANTINE: Remove close contacts from quarantine, monitor for symptoms	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Residential Students: Close contact - COVID-19 positive case

Plan	Person(s) Responsible	Date of Implementation
<p>CONTACT: Parents/guardians.</p> <p>QUARANTINE: For 14 days - no ability to "test out" of quarantine</p> <p>MONITOR: for symptoms every 4 hours during the day</p> <p>Fever or chills (check temperature twice daily), Cough, Shortness of breath, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea</p> <p>ISOLATE: If symptoms develop, follow COVID-19 Symptoms - awaiting testing</p>	Cindy Gagnon	July 2020

Residential Students: Covid-19 nasopharyngeal swab for Sars Cov-2 - Health Office

Plan	Person(s) Responsible	Date of Implementation
<p>Testing will be performed by Health Office Staff who have been trained in specimen collection. Staff will isolate student in Grove D, upper apartment. In full PPE staff will obtain specimen and then ready specimen for transport. Residential student will remain in Isolation until test results return and a determination is made on how to proceed. See situations outlined above.</p>	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Day Students/Faculty/Staff: Covid-19 symptoms, awaiting test results

Plan	Person(s) Responsible	Date of Implementation
<p>CONTACT: Parents/guardians. Inform them to come and get their student. Family should contact Personal Healthcare Provider</p> <p>ISOLATE immediately. Personal home location.</p> <p>CONTACT TRACE/QUARANTINE: Determine which students, faculty and staff qualify as Close Contacts. Quarantine all Close Contacts until test results are known.</p> <p>CLEAN/DISINFECT: Determine which areas in the school the individual has physically been in for more than 15 minutes. Follow Cleaning/Disinfecting schedule for "Someone is Sick."</p>	Cindy Gagnon	July 2020

Day Students: COVID-19 Symptoms - Negative test results

Plan	Person(s) Responsible	Date of Implementation
<p>TESTING: First COVID-19 test is negative, repeat in 48 hours. Second COVID-19 test is negative.</p> <p>CONTACT: Besant Hill School Health Office</p> <p>ISOLATION: Continue isolation until: 3 days after symptoms resolve, No longer have a fever, without using fever reducing medications, AND Other symptoms have improved. Then, release close contacts from quarantine if they are asymptomatic.</p> <p>CONTACT TRACE/QUARANTINE: Release students/staff from quarantine if they are asymptomatic.</p>	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Day Students: COVID-19 symptoms - Positive test results

Plan	Person(s) Responsible	Date of Implementation
<p>CONTACT: Besant Hill School Health Office</p> <p>ISOLATE: Discontinue isolation when: 10 days from symptoms onset, No longer has a fever (72 hours) without the use of fever reducing medication, other symptoms have improved.</p> <p>MONITOR: Symptoms every 4 hours during the day:</p> <p>Fever or chills (check temperature twice daily), Cough, Shortness of breath, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea</p> <p>CONTACT TRACE/QUARANTINE: Close contacts remain in quarantine for 14 days.</p>	Cindy Gagnon	July 2020

Day Students: COVID-19 Testing Negative, Influenza testing Positive

Plan	Person(s) Responsible	Date of Implementation
<p>CONTACT: Besant Hill School Health Office</p> <p>ISOLATE: Keep in isolation until 7 days after illness onset OR until 24 hours after the resolution of fever and respiratory symptoms</p> <p>QUARANTINE: Remove close contacts from quarantine, monitor for symptoms</p>	Cindy Gagnon	July 2020



10. PLAN FOR WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK (QUARANTINE AND ISOLATION)

Day Students: COVID-19 - Identified Close Contact of a positive case

Plan	Person(s) Responsible	Date of Implementation
<p>CONTACT: Besant Hill Health Office, Healthcare Provider</p> <p>MONITOR: For Symptoms</p> <p>QUARANTINE: For 14 days if symptoms do not develop. If symptoms develop, see COVID-19 Symptoms, awaiting test results</p>	Cindy Gagnon	July 2020



11. MAINTAIN HEALTY OPERATIONS

Plan

1. Protections for Persons at Higher Risk for Severe Illness from Covid-19: Depending on specific job duties, options for staff at higher risk for severe illness that limit their exposure risk will be implemented. Students at higher risk for severe illness will have options for virtual learning. Options for staff and students as feasible, to reduce transmission risk.
2. Regulatory Awareness: No events will be held on campus until county and state regulations allow
3. Activities: There will be no group activities, gatherings or meetings. All such activities are to be held outdoors with face coverings and physical distancing
4. Telework and Virtual Meetings: Since March, all staff and student meetings have been via web conferencing applications or be telephone. We will continue to replace in-person meetings with video or teleconference calls. Instructional Support and Therapeutic counseling are currently being provided virtually.
5. Travel and Transit: No non-essential travel will be occurring. If a student must be transported off campus, both student and driver will wear face coverings and maintain physical distancing as much as possible.
6. Designated Covid-19 Point of Contact: Besant Hill Health Office: 805-646-4343, ext 442

Person(s) Responsible

Alex Smith and
Portia Johnson

Alex Smith

Megan Walton

Portia Johnson

Megan Walton

Cindy Gagnon

Date of Implementation

August 2020

August 2020

August 2020

June 2020

August 2020

June 2020



11. MAINTAIN HEALTY OPERATIONS

Plan	Person(s) Responsible	Date of Implementation
7. Participation in Community Response Efforts: The Director of Health Services is participating in a network of regional boarding school nurses, as well as The Ventura Board of Education and Ventura County Public Health Department.	Cindy Gagnon	July 2020
8. Communication Systems: Campus-wide communication between students and faculty/staff are already in place and tested	Alex Smith	August 2020
9. Communication Systems: Emergency communication systems for campus-wide communication between administration and students/faculty/staff are already in place and tested	Alex Smith	August 2020
10. Leave and Excused Absence Policies: Already in place	Alex Smith	June 2020
11. Back up staffing Plan: Teachers are currently planning curriculum a semester in advance, just in case any member must be off work for awhile. We already have a faculty coverage plan in place that has worked well in previous circumstances. Any faculty quarantined at home and able to conduct their classes will do so virtually from their home. In class monitors will be utilized to ensure students participating appropriately	Portia Johnson	July 2020
12. Affiliated Organizations: There are no off campus clubs, or affiliated organizations	Megan Walton	June 2020
13. Support Coping and Resilience: Lead school therapist met with faculty to discuss needs of boarding school community, mechanisms for coping and how to deal with stress.	Megan Walton	August 2020



11. MAINTAIN HEALTHY OPERATIONS

Plan

Communicated that a little bit of fear at this time is reasonable. Ongoing conversations with students about Media Literacy which is a basic tenet of the school culture. Must evaluate sources of information, use applications such as Facetime only for work that supports education and learning. Promotion of all things that support a healthy life -- eating well, exercise, good sleep. Signage on campus for support resources (on campus and national).

14. Testing (PCR): All students and staff will be tested for current Covid-19 infection the Wednesday of the first week of school. 25% of all staff will be tested every 2 weeks during the school year thereafter

Person(s) Responsible

Megan Walton

Date of Implementation

August 2020

Cindy Gagnon

August 2020



CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE

Plan

1. Ventura County Health Department has informed us that we do not need to inform them of every positive test, as they will be informed by the testing laboratory. They will conduct their own interview with the individual. They will receive that information from the testing laboratory. When there are 3 positive cases on campus, we must call and receive guidance on how to proceed.
2. See the section about discussing Quarantine and Isolation procedures
3. Shutdown may come from a statewide order, or result from an outbreak on campus. If there is an outbreak on campus and not in the surrounding region or state, we need to consult with public health experts to determine whether it is advisable for students to return home. Different options for local students and those who need to travel to other states or countries may be warranted.
We would ONLY allow personnel living on campus to be on campus.
Shelter in place protocols -- Faculty teach classes from their homes, Students taking classes from their rooms.
Cleaning and Disinfecting: Close off areas of exposure and follow CDC cleaning guidance.

Person(s) Responsible

Cindy Gagnon

Cindy Gagnon

Reopening
Committee

Date of Implementation

August 2020

August 2020

August 2020



CONSIDERATIONS FOR FITNESS AND ATHLETICS

Plan

Person(s) Responsible

Date of Implementation

1. No contact sports will be allowed. CIF has combined 3 seasons into 2 (Fall and Spring). First competition will be in January 2021 (if permitted).
All Fitness and Wellness activities will be performed using physical distancing procedures and wearing of face masks unless sleeping, showering or eating.
2. Shared equipment: Limit sharing of equipment. Hand Hygiene will be provided when sharing occurs.
Space where equipment is used, i.e. weight room must be cleaned and disinfected before and after use.
Use personal equipment when possible.
3. **Weight Room:**
No more than 2 students at a time are allowed in the weight room. Physical distancing and face mask protocols must be adhered to.
Soccer Field:
12 foot markings to show students where to assemble
Basketball Court:
9 foot markings to show students where to stand
Tennis Court:
9 foot markings to show students where to stand when space utilized for class or other Fitness activities

Megan Walton

July 2020

Megan Walton

July 2020

Megan Walton

July 2020



CONSIDERATIONS FOR FITNESS AND ATHLETICS

Plan	Person(s) Responsible	Date of Implementation
4. Fall 2020 sports: <i>Cross Country:</i> Physical distancing - 12 feet apart. No participation with other schools scheduled at this time. First potential contest is scheduled for December 26, 2020. <i>Boys and Girls Volleyball Skills:</i> Limited group size, physical distancing, face masks required. <i>Boys and Girls Basketball Skills:</i> Physical distancing, individual equipment, face masks required	Megan Walton	July 2020
5. <i>Food and Dining:</i> All students will have a labeled, individual water bottle. All community water stations have been removed	Megan Walton	August 2020

