

BESANT HILL SCHOOL
OF HAPPY VALLEY



Name of Local Educational Agency or Equivalent:	Independent School
Number of Schools:	1
Enrollment:	49 Residential, 10 Day and 19 Virtual only
Superintendent (or equivalent):	Head of School
Name:	Portia Johnson
Address:	8585 Ojai Santa Paula Road, Ojai, CA 93023
Phone Number:	805-646-4343
Email:	pjohnson@besanthill.org
Date of proposed opening:	We opened with VCPH approval in October 2020, when we opened county was in Red Tier
County:	Ventura
Current Tier:	Purple
Grade Level:	9-12
Type of LEA:	Private, Independent Residential and Day
<p>I, Cindy Gagnon, post to the Besant Hill School of Happy Valley website, the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance checklist and accompanying documents, which satisfies requirements off the safe reopening of schools per CDPH Guidance on Schools. I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the Venutra County Health Department:.</p>	
<ul style="list-style-type: none"> - Stable group structures - Entrance, Egress and Movement within the School - Face Coverings and other essential Protective Gear - Health Screenings for Students and Staff - Healthy Hygiene Practices - Identification and Tracing of Contacts - Physical Distancing - Staff Training and Family Education - Testing of Staff - Testing of Students - Identification and Reporting of Cases - Communication Plans - Consultation (not applicable to Besant Hill School) 	
<p>Besant Hill School of Happy Valley was given permission by Ventura County Health Department to open in October of 2020. This plan has been submitted to VCPH in addiiton to the original opening plan that has been approved.</p>	

COVID-19 CDPH School Guidance Checklist
Besant Hill School of Happy Valley
Ojai, CA

Name (Reopening committee)	Title	Work Location	Email	Office and Cell Phone Numbers
Alex Smith	CEO	Besant Hill	asmith@besanthill.org	805-646-4343
Portia Johnson	Head of School	Besant Hill	pjohnson@besanthill.org	805-646-4343, 805-223-5698
Megan Walton	Assistant Head of School	Besant Hill	mw Walton@besanthill.org	805-646-4343, 440-477-7464
Cindy Gagnon	Director of Health Services	Besant Hill	cgagnon@besanthill.org	805-646-4343, 770-337-5624

Besant Hill School was allowed to open by order of the Local Health Authority (Ventura County Health Department) On October 6, 2020. School opened to students on October 19, when Ventura County was in the Red Tier. Our reopening plan was approved and posted to our website. At that time, we opened to 50 residential students, and 10 day students for in-person learning, and 15 Virtual students, learning online. Therefore, class sizes are small. This CDPH COVID-19 School Guidance Checklist, is being added to the school website as an additional COVID-19 prevention program document.

1. Stable Group Structures

Plan	Person(s) Responsible	Date of Implementation		
1. Repopulation of campus: When students return to campus, we repopulate the campus over a 2 day period. Students move into individual dorms by appointment only, limiting the number of persons in the dorm at any one time. Students are assigned to Pods, and go in to a mandatory 14 day quarantine. The student "pod" consists of 10-15 students living in the same dormitory. Pods are assigned specific bathroom facilities, dining times and outdoor activity times. The Pod does not mix in with the rest of the student population until quarantine is complete. Virtual learning takes place from the student dorm rooms.	Megan Walton	October 2020		
2. When possible, students are assigned to individual dorm rooms	Megan Walton	On-going 2020-2021		
3. Following quarantine, students are only allowed in their own dorm room. Students may only be in the outside spaces of a dorm in which they do not reside. This also applies to Day students.	Megan Walton	October 2020		
4. Day 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.	Reopening Committee	October 2020		
5. 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.	Megan Walton	October 2020		

2. Entrance, Egress and Movement within School

Plan	Person(s) Responsible	Date of Implementation		
1. The campus is 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.	Administration	March 2020		

2. Traffic Flow Patterns have been evaluated and new ways to move through campus have been implemented. In every space, staff and students enter at one door and exit through another whenever possible. Signage reinforces the new traffic flow.	Reopening Committee	Summer 2020		
3. No indoor hallways or corridors. Movement around campus is all outdoors	Reopening Committee	Summer 2020		
3. Face Coverings and other essential Protective gear				
Plan	Person(s) Responsible	Date of Implementation		
1. 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. Masks will be supplied for anyone who needs one.	Reopening Committee	Summer 2020		
2. All Faculty and Staff are required to wear face coverings (cloth or surgical masks, no bandanas or gaiters) while on campus, except while eating or drinking.	Reopening Committee	Summer 2020		
3. Kitchen Staff will wear a Face Shield in addition to the Face covering when serving students food.	Reopening Committee	Summer 2020		
4. All visitors to campus must follow the same guidance as outlined for Staff.	Reopening Committee	Summer 2020		
5. Students have been informed that they are to bring 7 well-fitting masks with them to school. All masks are to be replaced daily. They are to be worn over the nose, not below. All classrooms have extra masks in case they get soiled or a student forgets theirs.	Reopening Committee	Summer 2020		
6. 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.	Reopening Committee	Summer 2020		
7. Accommodation will be given to any faculty or staff member who meets one of the exemptions for the use of a face covering, or if the use of a face masks cannot be used for pedagogical or developmental reasons. They will be able to maintain a distance of 6 feet away and use a face shield with a drape.	Reopening Committee	Summer 2020		
8. Personal Protective Equipment: Gloves, masks, face shields, goggles, coveralls, and foot coverings are available to students and personnel engaging in activities requiring PPE. Dining services staff routinely uses gloves and face shields.	Reopening Committee	Summer 2020		
9. Face masks are worn indoors and outdoors, even when participating in sports or exercise activities	Reopening Committee	Summer 2020		
10. Students who will not wear a mask can attend school virtually.	Reopening Committee	Summer 2020		
4. Health Screenings for Students and Staff				
Plan	Person(s) Responsible	Date of Implementation		

1. Residential Students and onsite staff: Temperature and Symptom checks before each meal. Inquiries will be made to each student regarding how they are feeling. For any individual who indicates they are not feeling well, further questions are asked to determine if they are experiencing any of the following symptoms -- feeling feverish, 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/vomiting, or diarrhea. Temperature check taken by touchless wall mounted thermometer. Any temperature 99.5 and greater will be evaluated by the Health Office.	Reopening Committee	Summer 2020		
2. Day Students and Off-site staff: 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 check in at the Main Health Office. Off site faculty will check in at Student Affairs 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 or 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 the individual and documented on the daily check in sheet. 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.	Reopening Committee	Summer 2020		
3. Any student or staff member with symptoms of Covid-19 will be evaluated by the Health Office Staff in the Grove D Health Office. If it is determined that the symptomatology is consistent with Covid-19: Residential Students will move out of Dorm room in to Grove D for quarantine, parents will be notified. Day Students: will be kept in Grove D, parents will be notified to come and get their student and take them for medical evaluation. On Campus and off campus staff will report to their homes immediately. All symptomatic staff and students will be tested on campus when possible. If not possible, recommend Day students and off campus staff get tested as soon as possible at a community location.	Reopening Committee	Summer 2020		
4. 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.	Reopening Committee	Summer 2020		
5. Healthy Hygiene Practices				
Plan	Person(s) Responsible	Date of Implementation		
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	Reopening Committee	Summer 2020		
2. Touchless soap dispensers in all bathrooms	Reopening Committee	Summer 2020		

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	Reopening Committee	Summer 2020		
4. For school year 2020-2021, mandating influenza vaccine for all students and staff. Allowing for medical exemption	Reopening Committee	Summer 2020		
5. Increased signage throughout campus that promote all of our protective measures and expected compliance	Reopening Committee	Summer 2020		
6. No sharing of items, students and staff have been educated to this requirement.	Reopening Committee	Summer 2020		
Cleaning and Disinfecting: General				
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		
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). Zalk Theatre: Cleaning Kit, Signage about cleaning/disinfecting processes. Ceramics Workshop: Cleaning Kit, Signage about cleaning/disinfecting processes. Therapists office: 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/Disinfecting Procedures:				
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, 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. 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		
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 tables cleaned/disinfected daily. Cleaning and disinfection of wooden surfaces or groundcovers is not recommended. Sidewalks and roads should not be disinfected.	Megan Walton	September 2020		
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.	Alex Smith	July 2020- Ongoing		

6. Identification and Tracing of Contacts

Plan	Person(s) Responsible	Date of Implementation		
1. All student parents have signed enhanced authorizations for the release of information to local health authorities when it comes to their minor children	Health Office	Summer 2020		
2. The responsibility for the identification of Covid-19 close contacts is the responsibility of the Health Services Office. Students, staff and administration reports a possible or confirmed close contact (within 6 feet for 15 minutes in 24 hours, with or without a mask) to a positive Covid-19 case. Health Office staff gathers information and completes the internal Contract tracing document. After information is gathered, the student or staff member is informed as to the needed next steps: testing, notification to Ventura County Health Department, quarantine, possible isolation, precautions they and their families need to take.	Health Office	Summer 2020		
3. Ventura County Health Department is notified of the exposure date, school name and whether this is a positive case or positive contact. The Health Department will assign a Exposure Case number. Once we have an Exposure case number, then information is entered in to the State of California SPOT system for case tracking	Health Office	Summer 2020		

7. Physical Distancing

Plan	Person(s) Responsible	Date of Implementation		
------	-----------------------	------------------------	--	--

1. When in-person learning, all desks are at least 6 feet apart	Portia Johnson	July 2020		
2. 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		
3. 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		
4. Bathrooms: Plexiglass partitions installed between each sink	Cindy Gagnon	August 2020		
5. 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		
6. 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		
7. 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		
8. 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		
9. 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		
10. 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.	Megan Walton			
11. There will be no "events" on campus. All concerts, plays, museum visits, etc. will all be virtual	Reopening committee	June 2020		
12. Day Students: Centralized drop off and pick up locations away from main campus area.	Health Office	Summer 2020		
13. Transportation: when transportation is required, personnel will use the vehicles equipped with plexiglass dividers behind the drivers seats. Face masks are worn by all individuals in the vehicle.	Megan Walton	September 2020		
14. Classes may be conducted outside when weather permits. Classroom windows may be opened to increase ventilation when appropriate.	Portia Johnson	Summer 2020		
15. Choir Practice is only done outdoors. Music classes are held outdoors when weather permits, playing of wind instruments is discouraged. Physical distancing requirements are increased to 12 feet.	Reopening committee	Summer 2020		
16. There will be no use of any shared items. Individual supplies for each student will be provided as curriculum dictates.	Portia Johnson	July 2020		
17. All students will have their own electronic equipment and will be educated to not share.	Megan Walton	July 2020		
Staff Training and Family Education				

Plan	Person(s) Responsible	Date of Implementation		
1. Education on Covid-19 began in March 2020, 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.	Cindy Gagnon	March 2020 - Ongoing		
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.	Cindy Gagnon	July 2020		
3. Residential students and staff: education regarding what to do if they are feeling ill: Contact Health office during the week, Administrator on Duty during evenings and weekends. Do NOT come on 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.	Cindy Gagnon	July 2020		
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.	Alex Smith	July 2020		
5. Any non-residential community member who has symptoms of Covid-19 has been educated to NOT come to work or attend class. Any non-residential 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.	Cindy Gagnon	August 2020		
9. Testing of Staff				
Plan	Person(s) Responsible	Date of Implementation		
1. The Health Office is responsible for the collection of PCR samples and arranging for the shipping of specimens to the laboratory for processing. This testing can only be done Monday thru Thursday secondary to the laboratory not being open on the weekends.	Cindy Gagnon	July 2020		
Symptomatic Testing: (see below)				
Response Testing: (see below)				
Asymptomatic Testing: 25% of all staff is tested every week so that we test 100% of staff every month	Health Office	October 2020		
Faculty/Staff: Covid-19 symptoms, awaiting test results				

<p>CONTACT: Should contact Personal Healthcare Provider</p> <p>TESTING: if time frame permits, obtain PCR specimen at school, if not, refer to Ventura County Testing Location</p> <p>ISOLATE immediately at their 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		
Faculty/Staff: Covid-19 symptoms, Negative test results				
<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> <p>REPORTING: No need to report initial case or contacts</p>	Cindy Gagnon	July 2020		
Faculty/Staff: COVID-19 symptoms - Positive test results				
<p>CONTACT: Besant Hill School Health Office, Personal Care Provider, Ventura County Health Department via SPOT tool</p> <p>ISOLATE: At personal home location. 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: for symptoms every 4 hours during the day.</p> <p>Fever or chills (check temperature twice daily)</p> <p>Cough</p> <p>Shortness of breath</p> <p>Fatigue</p> <p>Muscle or body aches</p> <p>Headache</p> <p>New loss of taste or smell</p> <p>Sore throat</p> <p>Congestion or runny nose</p> <p>Nausea or vomiting</p> <p>Diarrhea</p> <p>CONTACT TRACE/QUARANTINE: Interview to determine list of Close Contacts. Close contacts remain in quarantine for 14 days, PCR test close contacts on Day 1 and 5 post exposure</p> <p>REPORTING: Notify all parents whose child is an identified Close Contact. Create Exposure positive case and ALL close contacts in SPOT tool</p> <p>CLEAN/DISINFECT: Keep work spaces closed off for 24 hours and then Clean and Disinfect all hard and soft surfaces</p>	Cindy Gagnon	July 2020		
Faculty/Staff: COVID-19 -- Identified Close Contact of a positive case				

<p>CONTACT: Besant Hill Health Office, Personal Healthcare Provider, Ventura County Health Department via SPOT tool</p> <p>MONITOR: For Symptoms</p> <p>QUARANTINE: At personal home location. For 14 days if symptoms do not develop</p> <p>If symptoms develop, see COVID-19 Symptoms, awaiting test results</p> <p>TESTING: PCR test on campus if time frame permits, if not, refer to Ventura County Testing Location. Test on Days 1 and 5 post exposure</p> <p>REPORTING: Parents when student is identified as a Close Contact of a positive case. If person on campus within 10 days preceding being a close contact of a positive patient, report to Ventura County Health Department using SPOT tool</p> <p>CLEANING/DISINFECTING: Close work space for 24 hours, and then clean/disinfect all hard and soft surfaces</p>	Cindy Gagnon	July 2020		
Testing of Students				
Plan	Person(s) Responsible	Date of Implementation		
1. The Health Office is responsible for the collection of PCR samples and arranging for the shipping of specimens to the laboratory for processing. This testing can only be done Monday thru Thursday secondary to the laboratory not being open on the weekends.	Cindy Gagnon	October 2020		
Symptomatic Testing: (see below)				
Response Testing: (see below)				
Asymptomatic Testing: 25% of all student population is tested every week so that we test 100% of students every month	Cindy Gagnon	October 2020		
Residential Students: Covid-19 symptoms, awaiting test results				
<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 if timeframe permits. Otherwise take to a Ventura County Testing 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". Wait 24 hours and then clean dorm room. Isolated individual cleans their own space</p>	Cindy Gagnon	July 2020		
Residential Students: Covid-19 Symptoms - Negative Test results				
<p>TESTING: First COVID-19 test is negative, repeat in 48 hours. Second COVID-19 test is negative</p> <p>CONTACT: Parents/guardians. Inform them of negative test results</p> <p>ISOLATION: Continue isolation until: After 3 days: No longer have a fever, without using fever reducing medications, AND</p> <p>Other symptoms have improved, AND Two negative test result in a row</p> <p>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		

Residential Students: COVID-19 - Positive test results (with or without symptoms)				
<p>CONTACT: Parents/guardians: Inform them that they need to come and care for their student. Ventura County Health Department via SPOT tool</p> <p>ISOLATE: Discontinue isolation when: Exclude from school for 10 days after symptom onset or test date. For last 24 hours, must be symptom free</p> <p>MONITOR: for symptoms every 2-4 hours during the day.</p> <p>Fever or chills (check temperature twice daily)</p> <p>Cough</p> <p>Shortness of breath</p> <p>Fatigue</p> <p>Muscle or body aches</p> <p>Headache</p> <p>New loss of taste or smell</p> <p>Sore throat</p> <p>Congestion or runny nose</p> <p>Nausea or vomiting</p> <p>Diarrhea</p> <p>REMOVE: from campus and take to the Emergency Department (Community Memorial in Ventura) when:</p> <p>Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face, Call hospital before you arrive: 805-652-5011</p> <p>CONTACT TRACE/QUARANTINE: Close contacts remain in quarantine for 14 days. Monitor for symptoms. PCR test day 1 and 5 from last exposure.</p> <p>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.</p> <p>Maintenance staff should wear maximum amount of PPE.</p> <p>INVESTIGATE: Behaviors that may have led to positive infection.</p>	Cindy Gagnon	July 2020		
Residential Students: COVID-19 Testing Negative, Influenza testing Positive				
<p>CONTACT: Parents/guardians. Inform them of test results</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		
Residential Students: Close contact - COVID-19 positive case				

<p>CONTACT: Parents/guardians, Ventura County Health Department using SPOT tool</p> <p>QUARANTINE: For 14 days - no ability to "test out" of quarantine. PCR test on day 1 and 5 from last exposure</p> <p>MONITOR: for symptoms every 4 hours during the day</p> <p>Fever or chills (check temperature twice daily)</p> <p>Cough</p> <p>Shortness of breath</p> <p>Fatigue</p> <p>Muscle or body aches</p> <p>Headache</p> <p>New loss of taste or smell</p> <p>Sore throat</p> <p>Congestion or runny nose</p> <p>Nausea or vomiting</p> <p>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				
<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		
Day Students/Faculty/Staff: Covid-19 symptoms, awaiting test results				
<p>CONTACT: Parents/guardians. Inform them to come and get their student. Family should contact Personal Healthcare Provider</p> <p>ISOLATE immediately. Grove D until parents can get here, then their 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				
<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		
Day Students: COVID-19 symptoms - Positive test results				

CONTACT: Besant Hill School Health Office, Ventura County Health Department via SPOT tool ISOLATE: at home. 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 MONITOR: for symptoms every 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 CONTACT TRACE/QUARANTINE: Close contacts remain in quarantine for 14 days. PCR test at day 1 and 5 of exposure.	Cindy Gagnon	July 2020		
Day Students: COVID-19 Testing Negative, Influenza test Positive				
CONTACT: Besant Hill School Health Office 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		
Day Students: COVID-19 -- Identified Close Contact of a positive case				
CONTACT: Besant Hill Health Office, Healthcare Provider, Ventura County Health Department via SPOT tool MONITOR: For Symptoms QUARANTINE: At personal residence for 14 days if symptoms do not develop. TESTING: Suggest PCR testing at day 5 post exposure, does not decrease quarantine time If symptoms develop, see COVID-19 Symptoms, awaiting test results	Cindy Gagnon	July 2020		
11. Identification and Reporting of Cases				
Plan	Person(s) Responsible	Date of Implementation		
1. The Health Office staff has been designated as the school liaison for Covid-19 issues. Staff and students have been notified of this. When new staff and students come to campus, Health Office staff is introduced and the elements of our Covid-19 Prevention Program are discussed.	Cindy Gagnon	Summer 2020		
2. Communication systems are in place (phone, text, hangout, email) that allow for quick notification of Health Office staff of possible exposures, COVID -19 symptoms, general questions	Cindy Gagnon	Summer 2020		
3. When a report is received of a positive case or a close contact of a positive case, our internal investigation form will be documented. From that information next steps will be determined. Reporting to Ventura County Health Department will be done and an Exposure case number received. SPOT reporting tool documentation performed.	Cindy Gagnon	Summer 2020		
12. Communication Plans				

Plan	Person(s) Responsible	Dates of Implementation		
1. Communication Systems: Campus-wide communication between students and faculty/staff are already in place and tested	Administration	August 2020		
2. Communication Systems: Emergency communication systems for campus-wide communication between administration and students/faculty/staff are already in place and tested	Administration	August 2020		
3. Administration has developed a communication plan in order to notify students, staff and parents of a confirmed case of Covid-19 or when a community member is a close contact of a positive Covid-19 case while on campus. The methodology used to communicate will be Google Hangouts internally and email for those outside the Besant Hill Community.	Portia Johnson	September 2020		
4. There are also communication plans for Covid-19 Outbreaks and School Closure	Portia Johnson	September 2020		
5. The parents of any student that has been exposed to a Covid-19 positive case will be notified immediately by telephone. If parents are unavailable, the Emergency Contacts listed for the student will be contacted by telephone.	Health Office	October 2020		
12. Consultation: (not applicable)				