

COVID-19 Safety Protocols (rev. 8/9/2021)

To keep our school community safe and protect students, staff and families from the spread of COVID-19, the German Language School of the North Bay is following current CDC health recommendations and the safety guidelines of our host organizations, as applicable to our school situation:

Policy for everyone (staff, students, parents, visitors, etc.)

If you are sick, do not come to school - stay home. Anyone who is feeling sick with any of the following symptoms: cough, runny nose, headache, fever, shortness of breath, loss of taste or smell, fatigue, sneezing and muscle aches, just an overall sense of not feeling well must stay home. If you have been exposed to someone with COVID or COVID symptoms in the past 7 days, do not come to school.

- Anyone with a fever over 100.4 will not be allowed into the school.
- Anyone who is feeling sick with any of the following symptoms: cough, runny nose, headache, fever, shortness of breath, loss of taste or smell, fatigue, sneezing and muscle aches will not be allowed into the school.
- Anyone who begins to feel ill/sick during the school day is to report to the class teacher/board member on duty so the situation can be assessed.

Health/Safety Practices and Protocols

- All students, teachers, staff, parents, and visitors are required to wear face masks/coverings while on campus (unless eating or drinking during Pause/break time). To facilitate language instruction, teachers and staff who are fully vaccinated (as per the CDC definition of “fully vaccinated”) can wear a face shield (unless otherwise mandated by the local health department).
- Essential Protective Equipment is available in the entry lobby for everyone.
- Teachers and staff will monitor students while face coverings are in place.
- Food and drink should only be consumed outdoors.
- Hand sanitizing/washing is required for anyone entering the school building. There are hand washing/sanitizing stations available to use.
- Teachers, staff, and students have access to handwashing areas in each classroom and outside locations.
- Time to wash hands is built into classroom routines, during outside play, Pause activities, and bathroom breaks.
- Campus entries and hallways are marked with signs that regulate traffic flow and help keep students appropriately distanced.
- If a student becomes ill/sick they will be removed from the classroom.
 - The ill student will stay in an isolated area in the entry lobby until the parent arrives
 - A call will be made to the parents to pick up the student.
 - If the student is an adult, then they can head home or we will call their emergency contact if they require assistance.

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Training

Over 2 weeks (Aug 30 - Sep10) all teachers, staff, and board members are required to attend a Zoom training on the following items:

- Cleaning/Disinfecting
- Classroom Management during COVID
- Social Distancing in the classroom
- Safety/Health
- First Aid/CPR
- Sick Policies

Prior to school starting all parents, students and teachers will receive information on the following topics:

- Cleaning/Disinfecting
- Age-appropriate social distancing in the classroom (what that looks like for students).
- Bathroom behavior, expectations, and protocols
- Safe drop off/pick up procedures/zones

Cleaning & Disinfecting

Teachers and Board members will clean/disinfect high-touch surfaces before and after Saturday school

- In the classrooms, this would be door handles, student desks, chairs, and sink area.
- In the lobby, this would be tables, doors, and door handles
- Each teacher will be provided with cleaning supplies, sanitizing wipes, gloves, and masks

Health Screening for Students and Staff

Parents and caregivers will monitor their children for signs of infectious illness before coming to Saturday school. Teachers/Board members conduct health screenings each prior to class. All teachers and board members check-in in the entry lobby to complete the health screening.

Social/Physical Distancing

During school teachers, board members and students will practice physical distancing of three feet when practicable.

- Students will be placed at desk/tables that are at least 3 feet apart.
- Physical distancing will be maintained to help keep students as separate as possible.

Teacher/Parent Communication for possible COVID scenarios

We currently use and follow the template provided by Marin County of Public Health to ensure scenarios of possible COVID exposure are handled immediately.

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Accurate Attendance/Data

Teachers are responsible for taking classroom attendance each Saturday. They will follow up with the families of absent students, for the purpose of tracking possible COVID-19 infections. Any student who tests positive for COVID must be cleared by their medical provider to return to the classroom.

Classroom Set-up-Configurations

Each student will be at desks/tables separated by 3 feet. The teacher's desk will be 6ft from student desks as much as possible. Teachers will be mindful of physical distancing during instructional time, free time, and when washing hands.

Drop Off and Pick Up

Starting at 9:15, children and youth students will line up in the outside recess area, in designated spots class by class, while observing proper distancing. Teachers will be leading their classes into the building, one after the other, at 9:30am. Parents should drop off their children in the outside recess area and not enter the school building.

Adult and high school students can check-in in the entry lobby upon arrival and walk up to their classroom.

If a student arrives late (after 9:30am), they have to check-in in the entry lobby before going up to their classroom.

Teachers will bring children/youth students back downstairs to the outside recess area for pick-up.

Pause (Break Time) Schedule

- **PreK/K and Elementary I:** 10:30am
- **Elementary II, Elementary III, and Beginning German I & II Youth:** 10:40am
- **Middle and High School (all):** 10:45am
- **Adult classes (all):** 10:50am

Outdoor Space for Education

Teachers are encouraged to hold lessons outside (weather permitting). The campus has a large outdoor area that can be used for educational purposes. During the warmer months there is adequate space and shade available. Teachers need to communicate with each other about time outside for class to keep from crowding spaces.

Playground Equipment

On Friday of each week, maintenance/janitorial cleans and disinfects the play structure. Children can use the playground provided they are wearing masks.

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Pause Snacks

Students can bring their Pause (break time) snacks from home and keep them in their backpacks. All food should be eaten outside, during Pause. The Pausetisch (break time snack table) will be available to purchase snacks, coffee, tea, and water. All snacks on the Pausetisch are packaged (no homemade food). Food and drinks will be served by the Hospitality Manager (no self service). Masks and gloves must be worn by those serving snacks.

Routines and Schedules

Hand washing routines happen in intervals throughout the school morning in each of the classrooms. Students wash hands before class, after using the restroom, after Pause, and at the end of the school morning.

Face Coverings

Everyone (students, staff, board members, parents, visitors, volunteers, etc.) must wear a mask or face covering. Teachers who have been fully vaccinated (as per the CDC definition of “fully vaccinated”) may wear a face shield to facilitate the instruction of language (unless otherwise mandated by the local health department).

School Supplies

Each student is responsible for their own basic school supplies. Teachers communicate with their students/ families regarding specific needs for their classroom. School materials should not be shared. Teachers have supplies readily available and should let students know they can ask them if a certain supply is needed. Some school owned, shared supplies (eg. scissors, glue sticks) will be sanitized before and after each use.

Electronics

Electronic devices such as projectors and Chromebooks need to be sanitized after each use. Students are not to share Chromebooks in class, unless they are cleaned before they are passed on.

Visitors/Volunteers

Parents are not allowed in the school building at this point, not as visitors and not as volunteers. Children should be dropped off and picked up outside (see Drop Off and Pick Up).

School Site-Specific Protection Plan

This plan is posted on our school website, has been shared with all staff and families and will be updated as state and local Public Health guidance dictates.

Changes

These COVID-19 Safety Protocols may change from time to time, depending on new developments.