

COVID-19 HEALTH & SAFETY GUIDELINES

Imagination Lab School

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INTRODUCTION & OVERVIEW

The purpose of this document is to demonstrate that Imagination Lab School meets/exceeds the health and safety guidelines outlined by the Santa Clara County Health Office (SCC), the State of California, and the Center for Disease Control (CDC).

This document is designed to educate, inform, and provide transparency to all constituents in support of our primary goal: the **health and safety of all ILS community members** including students, staff, families, partners, volunteers, experts, guests, and visitors.

The guidelines and practices outlined in this document will be ready and in place on August 26 or later, depending on when SCC declares that ILS may return to in-person classes.

GUIDING PRINCIPLES

The following key principles informed the creation of this document:

1.) Safety First: ILS remains committed to prioritizing the social, emotional, and physical health and safety of each community member. In practice, this may look different for different constituents based on a number of factors. The primary driver for ILS in each case is, “How might we keep this community member/group safe throughout the learning experience?”

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2.) Evidence- and Practice-Based: This document is greatly informed by the [Mandatory Directive for Schools](#) published by the SCC and the Schools and [Childcare Programs Guidelines](#) published by the CDC. These, and other resources, are based on the review of the latest scientific research and the available [epidemiological data](#) on COVID-19.

3.) Collaborative: This document is a result of collaboration with all ILS constituents and community partners, as well as the input and advice of the SCC and leaders in other public, private, and independent schools. We are especially grateful for the regular and ongoing input from our families and staff.

4.) Flexible & Fluid: Given the nature of COVID-19, we anticipate many changes and challenges throughout this pandemic. As flexibility and fluidity are core values at ILS, we will continue to iterate this document and all related practices as needed.

SECTION 1: PREVENTION

The current public health strategies to reduce transmission of COVID-19 in educational settings include: minimize the number of people that come in contact with each other; maximize the physical distance between people; reduce the time that people spend in close proximity to others; and, measures to minimize dispersion of droplets and aerosols.

Our small cohorts, classroom spaces, and access to open air environments support our capacity to build on our regular health and safety practices (ex., hygiene and allergens practices as defined in our Family Handbook) in the following areas:

- Physical Distancing
- Hygiene Measures
- Cleaning & Maintenance
- Lunch & Snacks
- Other School Events

PHYSICAL DISTANCING

A. GENERAL

1. Communication: Along with the publication of this document, ILS will:
 - a. Publish these requirements as an addendum to the Family Handbook and have each family sign off that they have read and agree to our requirements.
 - b. Continue regular and ongoing virtual meetings with families to discuss and practice these requirements (at least 1x per month).
 - c. Publish these requirements as an addendum to the Employee Handbook and have each staff member sign off that they have read and agree to our requirements.

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- d. Continue regular and ongoing virtual meetings with staff to discuss and practice these requirements (at least 1x per week).
 - e. Place appropriate signage in/around our learning space (see Signage section below).
 2. Training: Establishing classroom routines and norms is an important practice at ILS. We will promote our physical distancing during all learning environments through the following practices:
 - a. Staff will be trained during staff work days, including role plays and scenario applications.
 - b. Staff will receive regular and ongoing training during weekly staff meetings as ILS iterates on practices based on our lived experience.
 - c. Students will be trained on utilizing indoor and outdoor spaces, including but not limited to:
 - i. Where and how to secure personal belongings before/during/after class
 - ii. Appropriate strategies and guidelines for interacting with other staff members and students, including those that are not in their cohort
 - iii. Recognizing and responding to signage, markings, and other tools that are utilized to demonstrate physical distancing
 - iv. Developing familiarity with assigned indoor/outdoor learning spaces, including group work and independent work spaces
 - v. Establishing and maintaining nonverbal gestures to reinforce communication and collaboration in a hands-off environment
 - vi. How to utilize personal space bubbles (ex., rope hoops) to define personal space in a variety of learning environments
 - d. These trainings will be regularly reinforced and revisited as part of our classroom norms, expectation setting, and feedback sessions including during morning meetings, transitions, and closing meetings.
 3. Signage: Signage regarding physical distancing will be posted at screening tables, inside classrooms, and in hallways. This includes wall signage and floor stickers.
 4. Visitors & Volunteers: For the safety and security of our community during this pandemic:
 - a. ILS will restrict in-person visitors to only those necessary to complete our core functions as an independent school and will minimize contact between visitors and students/staff.
 - b. ILS will use technology tools to support remote visits, and no visitors will work directly with students.
 - c. ILS volunteers will limit volunteering to non-student only times, and will restrict interactions with staff.

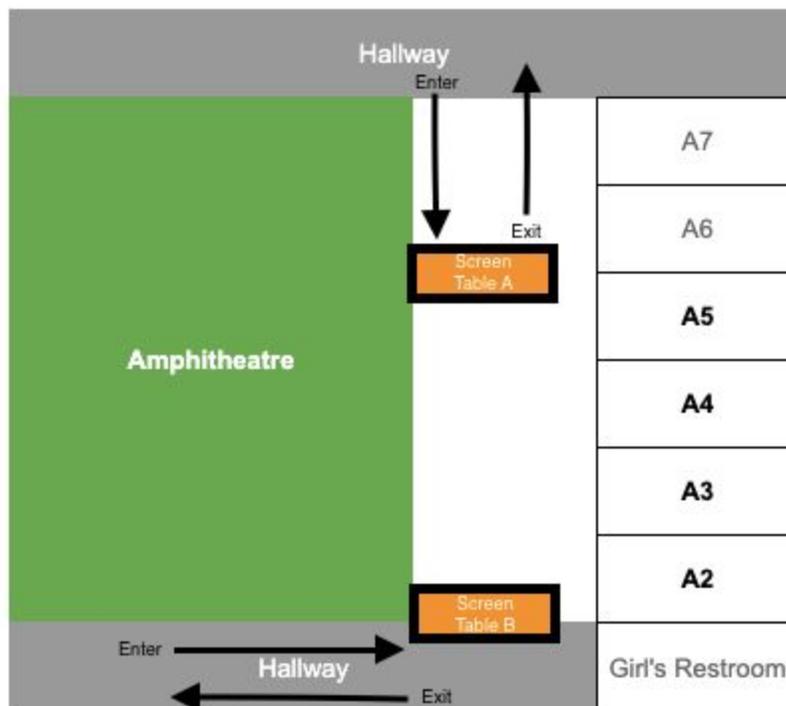
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- d. ILS will continue to work with community experts and will use technology tools to provide remote interactions between students and staff.
 - e. On the rare occasion where a volunteer, visitor, or expert will be onsite during school hours they will follow all health and safety protocols outlined in this document, including wearing a mask, maintaining physical distance, not sharing any supplies, and restricting all interactions to non-touch.
5. Outside Organizations: ILS will not open its facilities to outside organizations during the pandemic.

B. ARRIVAL & DEPARTURE

ILS will establish dropoff/pickup areas at the end of our open air hallways. These areas will be defined by stickers, signage, and screening tables. Given our small community and open air spaces, we will not need to stagger either dropoff or pickup, but we will have defined areas for individual students to be dropped off and picked up.



1. Arrival
- a. ILS will have two screening stations staffed by trained ILS personnel between 8:30-9:00 each school day.
 - b. Students will be assigned to a specific screening station for the duration of the pandemic.

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- c. Screening stations will be positioned at the entry point to our outdoor hallways.
 - d. One parent/guardian from a household must accompany their child to the screening station, while maintaining physical distancing norms and wearing a face mask.
 - e. After a successful screening, students will enter the assigned and supervised class space (indoor/outdoor). Parents/guardians will not be allowed to follow their child into the class space.
 - f. If a student exhibits a temperature at or above 100 degrees Fahrenheit they will not be admitted and must leave campus immediately with their parent/guardian
- Departure
 - a. Parent/guardians will be met by a staff member outside the defined class space for pickup. Parents/guardians will not enter the class space.
 - b. Parents/guardians and all adults that are approved to pick up a child will wear face masks and maintain physical distancing throughout the pickup process.
 - c. The student(s) will be dismissed by a staff member, at which point they will gather their items and meet their parent/guardian at the designated pickup space outside the defined class space.

C. CLASSROOM SETTINGS

1. Cohorts

- a. Students will remain in stable cohorts throughout the day, including lunch and recess. In-person cohorts will be restricted to no more than 9 per cohort.
- b. Adult interactions will be focused on the social, emotional, and intellectual needs of the children, and will primarily involve teachers assigned to those classes.
- c. In the event that a teacher that is not assigned to a specific cohort is needed for supervision, for example during a non-scheduled bathroom break, the supervising staff member will maintain a distance of at least six feet from the student(s).

2. Spaces

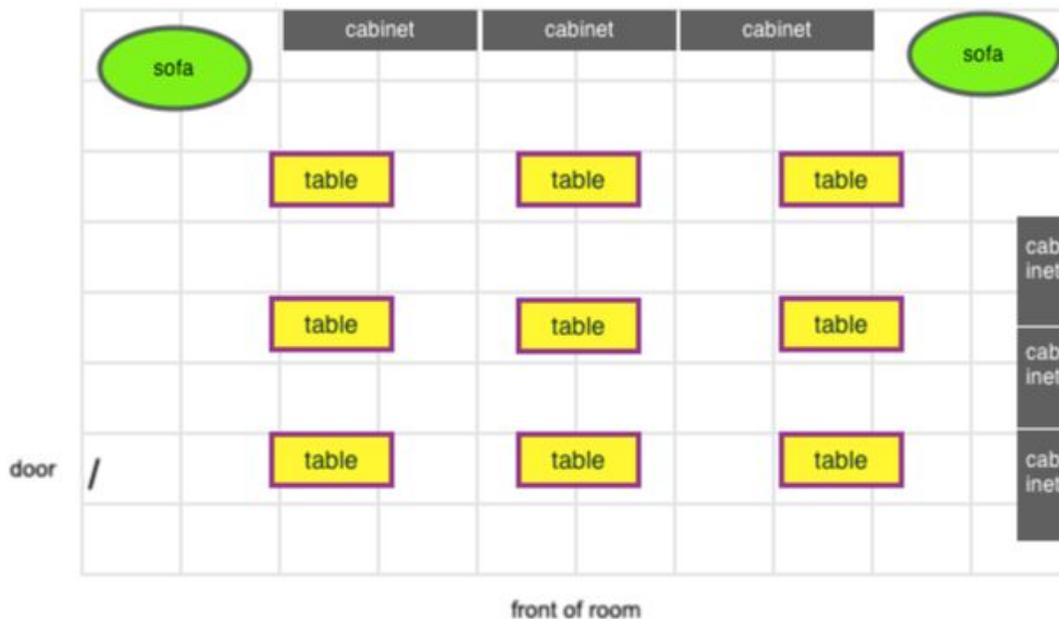
- a. Each cohort will have a dedicated indoor learning space that will not be shared with any other student group or non-ILS groups during the school day.
- b. Each dedicated learning space is 720 square feet, 30x24.
- c. Indoor spaces will be setup with the minimal amount of furniture necessary to support our approach while providing space for physical distancing.
- d. ILS classrooms have windows on two sides of the room. To the extent possible, windows shall remain open throughout the school day to promote natural air circulation. The door to the classroom will also remain open throughout the school day.

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- i. Each indoor space will also have a high efficiency air filter that will be used when opening the windows is not possible due to weather conditions.
- e. Cohorts will have supervised access to outdoor spaces that are dedicated to their cohort during school hours.
- f. Cohorts will also have supervised access to outdoor spaces that may be used by others at different times during the day (ex., school garden or field). While cohorts may use the same outdoor space at different times during a given school day, they will not share any equipment in those spaces. Furthermore, any/all outdoor tables are sanitized before and after each use.
- g. Each student will have a dedicated space that is separated from the belongings of others to secure their personal belongings.
- h. None of our spaces have a shared HVAC system and some of our rooms have ceiling fans. These fans will NOT be used during the pandemic.

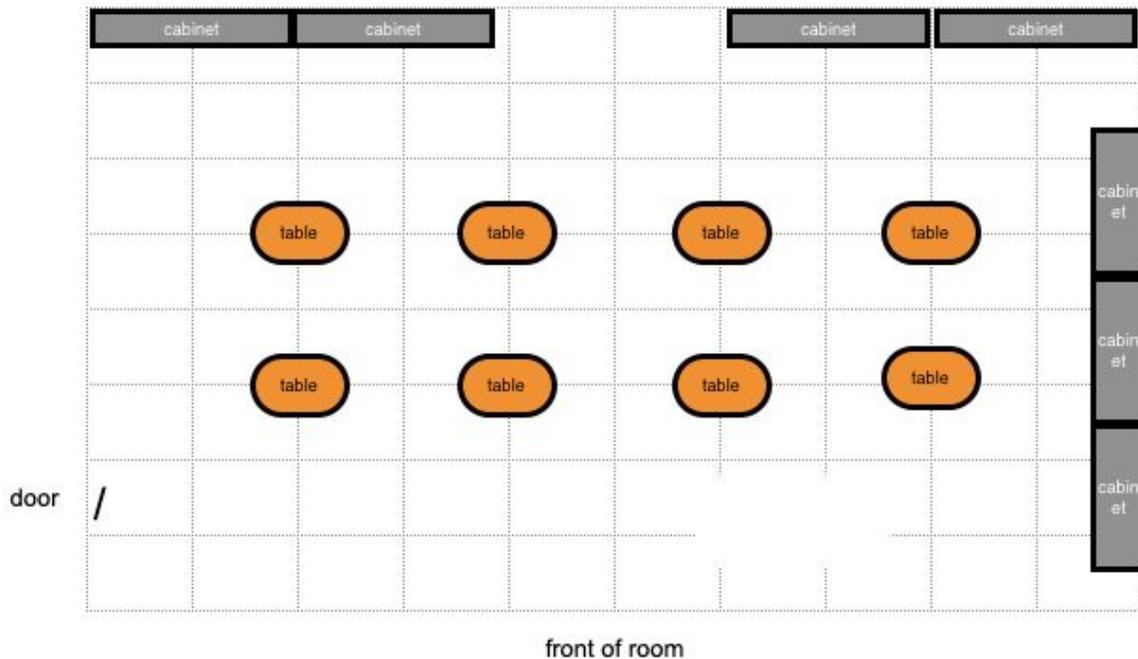
Image A: Classroom seating for 9 students with tables that measure 42x24. This would be the setup for our Lower Elementary, G1-3.



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Image B: Classroom seating for 8 students with tables that measure 36x24. This would be the setup for our Foundational Elementary, TK-K.



3. Supplies

- Each student will receive a pencil box that includes a personal supply of items needed for learning, including but not limited to pencils, colored pencils, crayons, scissors, glue stick, highlighters, dry erase markers, etc.
- To the extent possible, each student will also have an individual set of manipulatives such as dice, counting chips, rulers, etc.
- Each student is assigned a chromebook as part of our 1:1 device program. These devices are not shared.
- Each cohort will have a dedicated set of items that will only be shared with that cohort and will be regularly cleaned and disinfected. Examples of these shared items include but are not limited to: iPads; staplers; glue guns; larger manipulatives; physical education supplies; classroom libraries; etc.
- Each staff member will have their own set of supplies that will not be shared with students or other staff including markers, highlighters, pencil/pens, and technology devices.
- Staff members will wear gloves when distributing supplies and when using materials that are shared with students. Examples of this include when distributing new supplies to a student such as a marker, when using a scale in STEAM, or when passing out hula hoops in Physical Education.

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4. General

- a. All students will wear appropriate face coverings throughout the school day, with the exception of when they are seated for snack/lunch times or water breaks.
- b. All staff members will wear appropriate face coverings throughout the day, with the exception of when they are eating/drinking.
- c. Signage will be posted throughout the school to reinforce indoor/outdoor classroom safety guidelines.

D. NON-CLASSROOM SETTINGS

- a. Scheduled restroom breaks will be staggered by cohort.
- b. Lunch and snacks will be eaten only in cohort dedicated indoor/outdoor spaces, such as the classroom or the cohort dedicated tables outside the classroom.
- c. To the extent possible, recess times will be staggered by cohort. Regardless of recess time, each cohort will have a dedicated and defined area for recess. Each cohort will also have a dedicated supply bag that will be used exclusively by that cohort.
- d. Except for inclement weather, physical education classes are always conducted outdoors. Each cohort will have a separate physical education class time and dedicated classroom supplies that are only used by that cohort.
- e. Our large, open air hallway will be used for outdoor learning. Furniture will be assigned by cohort and spaces will be labeled to support physical distancing.
- f. Staff will not eat lunches in the same area nor at the same time as the students. Staff are encouraged to take advantage of the multiple outdoor spaces or a classroom that is empty of students for breaks and lunches.
 - i. If inclement weather requires that staff members must eat indoors, then no more than 3 staff members may be in the staff room at the same time and those staff must sit at the designated and individual eating tables. As always, each staff member is responsible for cleaning and disinfecting their area after they eat.
- g. Staff may share the common room when they are not working with students. During these times, they must continue to wear their face coverings, maintain a physical distance of at least six feet, and regularly and routinely clean and disinfect the space they use (including chair and table) after each use.
 - i. No more than 5 staff members may be inside the staff room at the same time.
 - ii. Given that ILS does not have dedicated office spaces, to the extent possible, staff that are non-student facing will work remotely.
- h. Staff meetings will be conducted according to the guidelines shared in this document. At no point in time may more than five staff members be physically present in the same space (staff room or similar) for a meeting/training session. All staff meeting/training sessions will offer remote options.

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E. TRANSPORTATION: ILS does not bus students to/from school. At this time, ILS has ceased the use of public transportation for off-campus excursions and has no plans for off-campus excursions during the shelter-in-place. Should ILS need to rent transportation for an off-campus school function:

- a. Transportation vendors must provide proof that they regularly clean and disinfect their vehicles between customers.
- b. ILS staff will ensure at least six feet of distance between the driver and the students when seated.
- c. All children and adults, including non-ILS staff such as the driver, will wear face coverings at all times, including while waiting for the bus.
- d. Cohorts will travel in different vehicles and will be separated from one another within the vehicle as much as possible.
- e. During any off-campus excursion, ILS staff carry safety backpacks as part of our regular practice. These backpacks will include extra masks (youth and adult masks), disposable gloves, disinfectant wipes, and small trash bags.

HYGIENE MEASURES

A. FACE COVERINGS: In addition to the details shared below, disposable face coverings are kept on hand and available for student/adult use in the event that a student/adult needs a new face covering during the day.

1. Teachers and Staff

- a. All staff must wear face coverings at all times while on campus, except while eating or drinking.
- b. Staff excluded are those that require respiratory protection according to Cal/OSHA guidelines.
- c. Staff will be permitted to take a break from their mask if needed, by stepping away from the group in a supervised outdoor environment and readjusting their face covering.
- d. Staff are provided with goggles and face shields as additional safety equipment. Wearing these is optional and is not a replacement for face coverings.

2. Students

- a. All students must wear face coverings at all times while on campus, except while eating, drinking, or engaging in physical activities outdoors.
- b. Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove

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the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.

- c. Students will be permitted to take a break from their mask if needed, by stepping away from the group in a supervised outdoor environment and readjusting their face covering.
3. Signage: Signage is posted in classrooms and outdoor areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
4. Communication: Align with posted signage, the expectations for the use of face coverings at school, and how to wash face coverings, are communicated in school handbooks, via back to school emails, and as regular safety updates and reminders.
5. Education/Training
 - a. All staff will be trained on ILS COVID-19 guidelines, including the importance of wearing face coverings.
 - b. All students will receive ongoing training and education on the importance of wearing face coverings.

B. HANDWASHING AND OTHER HYGIENE MEASURE

- a. Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes is taught and regularly reinforced throughout the day.
- b. Appropriate hand washing technique is modeled and practiced before entering the classroom and in-between each learning block.
- c. Hand sanitizer is readily available for both indoor and outdoor class periods. Proper use of hand sanitizer is regularly modeled and practiced.
- d. Signage is posted in classrooms and hallways to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- e. Each classroom is stocked with appropriate supplies that support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer. Additional supplies such as face coverings, sanitizers, and wipes are placed in the class safety backpack.
- f. Each child/staff have their own set of regular school materials such as markers, crayons, scissors, highlighters, etc. Children are trained on the importance of having their own set and not sharing these supplies with others.
- g. Shared supplies are kept to a minimum and are restricted to the use of specific cohorts. These items are cleaned and disinfected in between uses. For example, a cohort may share frisbees during a PE class. The cohort will wash/sanitize their hands before the activity begins and wash/sanitize their hands after the activity ends. That set of frisbees

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will not be shared with any other cohorts, each cohort will have their own set of shared equipment.

- h. Doors and windows will be opened during the day and will stay open throughout school hours. The exceptions to this are inclement weather and any safety concern.

CLEANING & MAINTENANCE

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of our school reopening. The virus that causes COVID-19 can be killed by the right products. We are using EPA recommended disinfectant products against COVID-19, including ready-to-use sprays, concentrates, and wipes.

Daily Cleaning Areas at ILS:

The following high touch items are cleaned and sanitized at the end of each school day: tables, desks, chairs, door handles, light switches, faucets, sinks, countertops, doors, water coolers, toys, games, art supplies, books, printers. Each cohort has their own set of items and these items are not shared with any other cohort during the pandemic.

There is one refrigerator. That is located in the staff room and is only used by ILS staff. This is also cleaned and sanitized daily.

After Usages:

Along with the daily cleaning, the following items are sanitized by ILS staff after each use: microwaves, whiteboards, touchscreen presentation panels. In each case, direct student contact is kept to a minimum. For example, students have their own set of dry erase markers and “pens” for the touchscreen panels. If and when a student must use a microwave, they will load and unload their own item and a staff member will operate the door and the microwave buttons while wearing disposable gloves.

Cleaning Protocol:

- **Wear disposable gloves** to clean and disinfect.
- **Wear skin protection** and consider **eye protection** for potential splash hazards
- **Ensure** adequate **ventilation**
- **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 and pets
- **Clean surfaces using soap and water, then use disinfectant.**

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- **ILS uses EPA recommended disinfectant products. We follow the instructions on the label** to ensure safe and effective use of the product.
- **We may use diluted household bleach solutions** if we are not able to secure disinfectants throughout the school year.
 - We will only use products with a sodium hypochlorite concentration of 5%–6%. We will ensure the product is not past its expiration date.
 - **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 in the event** we are not able to secure disinfectants throughout the school year.

For soft surfaces such as carpeted floor and rugs.

As with other items, these items are in spaces that are assigned to a specific cohort and are not shared with other students nor visitors.

- **We will vacuum daily.**
- **We will use an electrostatic sprayer daily.**
- **Deep clean the carpets once per week.**

Cleaning and disinfecting our classrooms if someone is sick

- **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 you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and smart boards.
- Vacuum and deep clean the rugs and carpets.
- Remove all cloth sofa/chair covers and have them professionally laundered.
- Once the area has been **appropriately disinfected**, it **can be opened for use**.
 - **Staff members without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

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Cleaning and disinfecting outdoor areas

- We do not use a playground and we have suspended the use of the Imagination Playground Blue Blocks for the duration of the pandemic.
- We will clean and sanitize the outdoor picnic tables before each snack and meal time, as well as after school and before school.

FOOD SERVICES

Snack & Lunch Policy

ILS has suspended the sharing of school snacks during the pandemic. We will maintain a stock of healthy snacks for students who forget their snack or are in need of additional nutrition during the school day. When needed, these snacks will be prepared and shared to specific individuals.

ILS does not provide lunch or hire a lunch service. Students are encouraged to pack lunches in containers that will keep their food hot or cold as needed, and labeled according to our Allergy Awareness Policy. If necessary, on occasion, a microwave is available for students. We encourage healthy eating practices, so please pack lunches absent of candy and sweets to provide your child with the right food to power learning.

Allergy Awareness Policy

ILS adheres to an Allergy Awareness Policy. This means that we educate our students, staff, and families about food allergies and we follow industry best practices to keep all of our students and staff safe at school. While we do not ban known allergens from our schools, we require proper food labeling and food handling and we actively manage food allergies at school. We also encourage families to choose not to send food containing known severe allergens that affect members of the class. By creating a shared sense of responsibility about food allergies, we will keep our students and staff safe.

In compliance with applicable law, ILS stocks emergency epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction. The intent of this practice is to protect not only children with previously diagnosed allergies, but also children who do not know they are allergic and who therefore may not have prescribed epinephrine at school. Trained ILS employees may administer epinephrine auto-injectors to a child with or without known allergies if they believe the child to be suffering from an anaphylactic reaction.

Parents/guardians must share complete, up-to-date information with Imagination Lab School about their child's allergies so that we may take appropriate precaution in the child's classroom and school site. Children with food allergies must have an Emergency Care Plan on site that communicates physician instructions for medical treatment in the event of an allergic reaction at school.

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The following guidelines help students, families, and school staff practice safe and healthy eating habits:

- Students with food allergies requiring medication at school must have up-to-date medication on site. This medication accompanies the student on all off-campus activities.
- ILS will provide all families a list of known food allergies in your child's class. If you are sending lunch containing a listed severe allergen, you must send it in a clearly labeled and sealed container, and your child will eat lunch at a designated table so that children with allergies are not exposed. We encourage you to consider not sending food with severe allergens to school.
- We do not share food as part of individual, group, or cultural celebrations. This means no birthday cakes, cupcakes, or similar sharing of foods.
- We do not allow children to share their lunches and snacks. Please help us enforce this rule by talking with your child about the importance of not sharing food.
- We instruct our students to wash their hands when they arrive at school, in between each learning block, and after they eat. Please reinforce this rule by talking about the necessity of hand washing with your child and by encouraging them to wash their hands at these points in the day.
- Please alert the learning guides or Business Manager if you see any violations of our food allergy policy.

Allergen List

To create a healthy and safe educational environment for all of our students, we ask you to please **avoid packing food items that contain severe allergens present in our school**. If you must send these foods to school, please make sure the food item or ingredient is labeled and is stored in a separate, sealed container.

The following severe allergens are present in our school: **Cashews, Egg, Gluten, Kiwi, Pistachios, Strawberries & Walnuts**.

OTHER SCHOOL EVENTS

Connections with our broader community is a key component of the ILS experience. In an effort to ensure the health and safety of our community, ILS has made several changes to our Community Connections program including:

- ILS will not utilize public transportation during the pandemic.
- While ILS has not planned any field trips that would require transportation, at this point in time we will restrict those to locations where families can drop off and pick up their child.
- ILS will continue to maximize the use of the outdoor space at Cubberley Community Center and our surrounding area for school day excursions and outdoor exploration.

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- ILS will continue to partner with experts from around the world to provide rich and rewarding learning experiences. However, these will be remote experiences such as virtual field trips and online art classes.

SECTION 2: MONITORING

HEALTH SCREENINGS

Our primary goal is to ensure the safety and well being of all of our students. We require sick children and staff to stay home. If your child is sick, please keep them at home. If your child is sick at school, you may be asked to come pick them up or send a designated contact to pick them up. Students who are absent for 3 or more days need a doctor's note in order to return to school.

Daily Screening Upon Arrival

- ILS will have two screening stations staffed by trained ILS personnel between 8:30-9:00 each school day.
- Students will be assigned to a specific screening station for the duration of the pandemic.
- Screening stations will be positioned at the entry point to our outdoor hallways.
- One parent/guardian from a household must accompany their child to the screening station, while maintaining physical distancing norms and wearing a face mask.
- After a successful screening, students will enter the assigned and supervised class space (indoor/outdoor). Parents/guardians will not be allowed to follow their child into the class space.
- If a student exhibits a temperature at or above 100 degrees Fahrenheit they will not be admitted and must leave campus immediately with their parent/guardian

We define being sick as any of the following:

- They have had a fever in the last 24 hours
- They have colored mucus
- They have a wet persistent cough
- They have skin rash
- They have conjunctivitis or other infectious illnesses
- They are showing active signs or symptoms of cold/flu
- They have had diarrhea or vomited in the last 24 hours
- They have started antibiotics in the last 24 hours

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If a child is sick during school, they will be removed from the area and be placed at the designated quarantine table. This table is located outdoors apart from the dedicated outdoor spaces used by the cohorts. The parent/guardian will be called and the child will remain at the designated outdoor table until the parent/guardian can pick them up.

We will monitor for COVID -19 symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. ILS will continue to monitor the SCCDPH and the CDC for the latest news and updates regarding COVID-19.

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

If your child has any of these symptoms, we will call 911 or call ahead to our local emergency facility or advise families to do so. That child will be removed from the cohort and will be quarantined at the designated table. This table is located outdoors apart from the dedicated outdoor spaces used by the cohorts. The child will remain at the designated outdoor table until the parent/guardian or emergency medical care can pick them up.

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If a staff or other person needs to clean and disinfect a sick student's classroom or bathroom, we should do so on an as-needed basis. Our staff/other person should wear a mask and disposable gloves prior to cleaning. We should wait as long as possible after the person who is sick has used the classroom and bathroom before coming in to clean and use the classroom/bathroom.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- We will follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- ILS uses EPA-registered household disinfectants.

COVID-19 TESTING & REPORTING

School staff are tested before first day of school and once every two months thereafter, with 50% of the staff tested every month to rotate which staff members are tested over time.

ILS will immediately separate students and staff with COVID-19 symptoms at school by identifying an isolation room or area. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and they or their caregivers (in the case of minors) should follow CDC guidance for caring for oneself. Individuals should also watch for emergency symptoms and seek emergency medical care if symptoms occur.

ILS maintains comprehensive communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records, [Equal Employment Opportunity Commission](#) and other privacy laws. Additional guidance can be found in the March 2020 Student Privacy Policy FERPA & Coronavirus Disease 2019 (COVID-19) FAQs (PDF) from the U.S. Department of Education. In addition, local public health departments will notify the school administration if a case and contact investigation reveals exposure at the school site.

SECTION 3: RESPONSE TO SUSPECTED OR CONFIRMED CASES & CLOSE CONTACTS

Student or Staff with:	Action	Communication
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COVID-19 HEALTH & SAFETY GUIDELINES

Imagination Lab School

1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none">- Send home- Recommend testing (If positive, see #3, if negative, see #4)- School/classroom remain open	No Action needed
2.	Close contact (†) with a confirmed COVID- 19 case	<ul style="list-style-type: none">- Send home- Quarantine for 14 days from last exposure- Recommend testing (but will not shorten 14- day quarantine)- School/classroom remain open	School community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none">- Notify the local public health department- Close in-person school for 14 days after the last date the case was present at school while infectious.- All staff to be tested.- Professional deep cleaning and disinfection of classroom spaces, indoors and outdoors.- School moves to distance learning.	School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none">- May return to school 3 days after symptoms resolve- School/classroom remain open	School community notification if prior awareness of testing

Closure Criteria

Given our small school community, ILS will move to a distance learning program if there is a confirmed case of COVID-19 within our student or staff. We will consult with the Local Health Officer to determine if we are ready to reopen following a 14-day period and appropriate cleaning and sanitizing of all classrooms.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

COVID-19 HEALTH & SAFETY GUIDELINES

Imagination Lab School

SECTION 4: DISTANCE & REMOTE LEARNING

Throughout the pandemic, ILS has been flexible and fluid in our ability to support the differentiated needs of staff, students, and families. Our approach, our tools, and our resources allow us to provide both in-person (when approved by the County Health Office) and remote learning options. As of the drafting of these ILS COVID-19 Guidelines, fifty percent of our students plan on attending remotely throughout the pandemic and fifty percent of our students plan on attending ILS in-person as soon as we are permitted to accept them. While we were fully remote within a day of the SIP in March 2020, we had five students that were already participating in distance learning due to family health concerns regarding COVID-19.

Our community understands and respects that each family has a different need, and perspective, regarding the risks associated with COVID-19. They also agree that ILS should continue to support the needs of individuals and families to the extent possible. Examples of this include:

- Each child is provided a chromebook and a stock of school supplies at the beginning of the school year. These school supplies can be replenished as needed.
- All children have internet access. However, should a family not be able to provide their own internet access, ILS will work directly with providers to ensure that children have access during school hours.
- Online tools and resources are paid for by ILS and accessible to all learners and families.
- Staff are able to work remotely when possible or necessary. For example, our Business Manager will work remotely throughout the school year given that we do not have individual offices. Additionally, teachers are able to work from home should they have a documented need, for example, they are the primary caregiver of someone at home and that necessitates their working remotely.