

SEQUOYAH SCHOOL

Health & Safety Protocols

COVID-19 Prevention Program

Last updated August 31st, 2021

COVID-19 School Exposure Management Plan

Last updated September 1st, 2021

Additional Resources:

[CDPH Safe Schools for All hub](#)

Revised July 12th, 2021

[Pasadena Public Health Department K-12 School Reopening Protocols](#)

Revised August 3rd, 2021

[Pasadena Public Health Department School Exposure Management Plan](#)

Revised August 4th, 2021

Notable updates from previous version¹

This version of the protocol has substantial changes from the April revision. All changes have been highlighted in yellow for clarity.

¹ All updates are highlighted in yellow

Risk mitigation strategy

Last updated August 9th, 2021

Sequoyah School is adopting a COVID-19 risk mitigation strategy based on guidance and requirements from LA County Department of Public Health (LAC DPH), the California Department of Public Health (CDPH), the Centers for Disease Control and Prevention (CDC), the California Department of Education (CDE), the California Association of Independent Schools (CAIS), the National Association of Independent Schools (NAIS), the Pasadena Public Health Department (PPDH), the School's legal counsel Liebert Cassidy Whitmore (LCW), and our medical advisors (Neha Nanda MD / Medical Director of Infection Prevention and Antimicrobial Stewardship at Keck Medicine of USC & Sujal Mandavia MD / Chief Medical Officer at Carbon Health).

This includes a multilayered set of protocols designed to reduce the likelihood of:

1) COVID-19 positive individuals participating in on-campus school functions

- Compliance with public health organizations and orders (as listed above)
- Reopening is consistent with any additional city, country, and state orders
- Daily health screenings to identify exposures and symptoms consistent with COVID-19
- Weekly screening testing of everyone on campus regardless of vaccination status
- Supporting PPHD in timely contact tracing for confirmed cases
- Supporting individuals who are sick to stay home
- Mandatory vaccination for employees and eligible students

2) Chance of transmission of COVID-19 between individuals during in-person school functions

- School is in compliance with Pasadena PHD K-12 Reopening Protocols
- Stable groups respective of vaccine coverage
- Increased personal hygiene (hand washing & hand sanitizing) including procedures and access
- Increased cleaning schedule and disinfecting regimen
- Universal masking
- Physical distancing as practicable when indoors
- Modified use of outdoor spaces for select classrooms and activities
- Optimized ventilation for indoor classrooms and offices

All of these components work alongside one another to provide a multifaceted approach to reducing our risk for transmitting a COVID-19 case while participating in a Sequoyah School function.

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COVID-19 Prevention Program

Last updated August 31st, 2021

Screening, arrival, and dismissal

Last updated August 31st, 2021

Advanced daily health screening

Policies

1. All persons on campus will complete a daily screening using **Ruvna** before entering campus. Screening should be completed within one hour prior to arrival on campus
2. Parents/guardians should be involved in completing, or actively supporting their students in completing, the daily health checks in a timely and honest manner
3. Any person exhibiting symptoms consistent with COVID-19 will be required to stay home according to the [School Exposure Management Plan](#)
4. Any person exhibiting additional symptoms may be asked to not come on to campus according to the [Illness Management Plan](#)
5. Any person who has come in close contact (within 6 feet for 15 minutes or more over a 24 hour period) with someone confirmed or suspected to have COVID-19 within the past fourteen days **will be required to complete a modified quarantine (for unvaccinated) or vaccinated exposure as outlined in the School Exposure Management Plan**

Procedure - daily health screening through **Ruvna**

- Parents/guardians will assist their students to complete the daily screening questions via **Ruvna**
- Faculty, staff, and administrators will also be asked to complete a daily screening through **Ruvna**
- If an individual did not complete the daily screening through **Ruvna**, they will be directed to a member of the Operations team upon arrival to complete a verbal questionnaire
- Screening results, as well as recent test results, will be available to the COVID Compliance Team

Procedure - individual does not pass screening

A member of the COVID-19 Compliance Team will be in communication in the event that an individual does not pass their daily screening and complete the following:

- Review results of cases submitted through **Ruvna** where an individual does not pass the screening
- Direct the individual **in the proper response via the [School Exposure Management Plan](#)**
- Distribute materials about self-isolation, self-quarantine, **modified quarantine**, and return to campus protocols
- Review exposure and contact tracing procedures for that individual's stable group according to the School Exposure Management Plan

Arrival screening and operations

Policies

1. Staff supporting the arrival screening process **will wear PPE consistent with the universal masking policy: KN95 masks or surgical masks under a well-fitted cloth mask**
2. When arriving by vehicle, all individuals will be screened inside their cars when they arrive at school
3. Carpools are allowed and the school encourages all riders to:
 - a. **Carpool within an existing stable group, athletic team, or other school formed group**
 - b. **Distance to the extent possible within the vehicle**

- c. Windows remain open to the extent feasible given safety and weather conditions
 - d. Everyone in the car is wearing a mask the entire time
4. When arriving by foot or bike, individuals will queue and be screened using the designated checkpoint
 5. Staff screeners will ensure the screening conversations and information gathered is confidential to the extent possible

Procedure - campus arrival screening

- A screening checkpoint will be set up to support early arrival of faculty and staff and late arrivals throughout the day
- Students will arrive within predetermined time frames **based on their given schedule**
- When they arrive, individuals should don their mask in the vehicle while waiting for a free screening checkpoint
- Each campus may have one or two in-car screening checkpoints
- At each screening checkpoint a trained staff member will:
 - Ensure the individual is wearing their mask correctly
 - Ensure the individual has completed the **Ruvna** daily screening and are approved to be on campus
 - Visually inspect the individual for signs including flushed cheeks (non-exercise related), cough, and runny nose
- In the case that they have not completed the **Ruvna** screening, the screeners will ask a series of questions, including:
 - No recent exposures (close contact within 6 feet for more than 15 cumulative minutes over a 24 hour period)
 - No new **positive or inconclusive** test results within the last 14 days
 - No COVID-19 symptoms
 - No additional symptoms as outlined in the Illness Management Plan
 - Develop a plan for ensuring use of the app moving forward once it becomes available
- If the arriving individual(s) chooses to walk or bike to campus:
 - K8 - they must arrive through the gate by the main office where staff will complete their screening check in process
 - High School - they must form a queue for the designated screening station where staff will complete their screening check in process
- After completing the screening, the individual will exit the vehicle, wash their hands, then proceed immediately to their designated stable group area
- In the case that an arriving individual doesn't pass the screening process they will be directed to a member of the COVID-19 Compliance Team for further instruction according to the School Exposure Management Plan.

Dismissal operations

Procedure

- Students will stay in their designated stable group spaces (indoor or outdoor) until their parents/guardians have arrived to pick them up. Students will be supervised throughout the dismissal process
- Operations team will communicate that they are ready for pick up
- That student will proceed immediately to the parking lot where they will wash their hands then get in their vehicle and depart

AQI, Rain, and Heat Index Days

Last updated August 9th, 2021

Policies

1. In the event of weather factors, including but not limited to: air quality, rain, wind, and heat index, where outdoor learning may not be appropriate, any outdoor classrooms will be moved to indoor spaces.

Procedures - AQI between 101 - 150

When the air quality index ("AQI") in Pasadena is 101-150:

- Faculty should modify outdoor activities to reduce or eliminate high exertion activities
- Athletics may continue with reduced or eliminated high exertion activities.

Procedures - AQI above 150

When the air quality index ("AQI") in Pasadena is above 150:

- Athletics will be cancelled

Physical distancing

Last updated August 9th, 2021

Policies

1. The School will design learning environments to support physical distancing when indoors as much as practicable
2. When masks are removed for any considerable length of time, such as during meal times, distancing should be increased to 6 feet as much as possible
3. When outdoors and observing good mask adherence, the distancing recommendation may be relaxed
4. The School may continue to host large group meetings and events over a digital platform
5. The School will place signage outside the facility/campus with reminders about the distancing policies

Procedures - general physical distancing

- Indoor classrooms should have desks, designated seating, or other markings to help indicate appropriate distancing within the space

Stable Groups

Last updated August 31st, 2021

Policies

1. K8 classes will adopt a *Stable Group* model where they complete their daily academics, meals, and other indoor activities within their classroom group
2. K8 classes may recreate, or do other activities, with other stable groups as long as they are always outdoors and observing good mask adherence
3. Due to the academic format at the High School, as well as high vaccination coverage, there will not be a stable group format at this time
4. A K8 student may be assigned to an "academic" stable group as well as an "extracurricular" stable group, such as athletics, day care, or theater

5. Faculty and staff may move between stable groups throughout the day, but limiting the number of stable groups is encouraged **as much as practicable**

Face Masks and Personal Protective Equipment

Last updated August 31st, 2021

Policies - masks

1. The School will require everyone to wear a mask while on campus with the following exceptions:
 - a. During lunch or snack times which should be held outdoor as much **as possible given weather conditions, with at least 6 feet of distance within the stable group**
 - b. During **select outdoor athletics activities** (such as cross country or other high exertion events). Masks should be worn as much as tolerable or activities modified as much as practicable to avoid needing to remove a mask.
 - c. **In instances where phonetics is important to learning, such as Spanish, where the class may be held outdoors with 6 feet of distance**
 - d. While working in a private office space, unless it is a space that serves the public
 - e. An individual has a documented medical or behavioral contraindication where face masks cannot/should not be worn. In this case a face shield with a tucked in drape may be used
2. Families should supply their students with an appropriate mask that meets the minimum requirements
3. The School will have additional masks available during drop off and in the main offices if a student, faculty, or staff member need a replacement mask
4. At this time, the School requires the use of either a well fitting KN95 mask or use of "double masking", where a well-fitting cloth face mask is worn over a surgical mask, for additional protection to both the wearer and close contacts²
5. Students are encouraged to bring two mask each day so that they can put on a new mask after lunch, PE or athletics

Policies - face shields

6. Students may wear face shields provided by the family as desired
7. Use of a face shield does not exempt a person from wearing a face mask

Policies - additional PPE

8. COVID Compliance Team member responding to a symptomatic or sick individual **should** wear a N95 mask, face shield, and nitrile/vinyl gloves
9. Staff and faculty who are using cleaners and disinfectant should use nitrile/vinyl gloves

Policies - general

10. Faculty, staff, administration, students, and parents/guardians will be trained and education on the proper use of masks, including donning and doffing, daily cleaning, and care during meal times
11. The faculty and families will be responsible for laundering masks, according to [CDC guidelines](#), and cleaning face shields at home and returning with clean items each day
12. The School has a supply of face coverings for use if an employee or student needs a replacement mask

Hand Washing and Hand Sanitizing

Last updated August 13th, 2020

² <https://www.cdc.gov/mmwr/volumes/70/wr/mm7007e1.htm>

Policies

1. To the extent practicable, hand washing with soap and water should take precedence over use of hand sanitizer. Effective hand washing includes washing with soap for at least 20 seconds, rubbing thoroughly, and using paper towels to dry hands thoroughly
2. Indoor stable group spaces with sinks will have hand soap and paper towels available for hand washing
3. Hand washing stations, both fixed and portable, will be located throughout campus to provide ample opportunities for hand washing. Stable group should use the nearest handwashing station available to them while minimizing opportunities for stable groups mixing
4. Hand washing will be supervised by faculty and staff to the extent possible
5. 60% or above ethyl alcohol-based hand sanitizer stations will be available in select locations throughout campus where ready access to hand washing might not be as convenient
6. Children under age nine should use hand sanitizer only under adult supervision. Call Poison Control if consumed: 1 (800) 222 - 1222
7. Signage will be posted throughout campus and next to hand washing stations indicating correct hand washing procedures such as use of soap and scrubbing vigorously for at least 20 seconds

Procedure - Hand washing

- Moments to reinforce and monitor hand washing include: upon arrival to the school after completing screening, before and after meals, after using the bathrooms, after using shared equipment or materials, after cleaning workspaces or equipment, after blowing one's nose, sneezing, or coughing
- Classes are encouraged to adopt a regular cadence where everyone washes their hands
- Hand washing stations should be equipped with paper towel dispensers to the extent possible
- The School will provide touchless equipment to the extent practicable

Procedure - Hand sanitizing

- The School will provide ethyl alcohol-based hand sanitizer at the following locations:
 - Each stable groups indoor space
 - K8 and High School main offices
 - Administration offices
- The School will provide touchless equipment to the extent practicable

Meal times and meal services

Last updated August 31st, 2021

Policies

- Each stable group will be provided with a designated outdoor space for their exclusive use during meal times. Stable groups should eat, physically distanced 6 feet from one another, in their outdoor space as much as practicable given weather conditions
- Stable group meal times will be supervised by faculty and staff
- All students must wash their hands before and after meal times
- When it isn't safe to eat outside due to environmental conditions, students will eat in their indoor classroom, distanced to the extent possible
- No sharing of food will be allowed
- The School will begin providing a lunch service on both campuses
- The School may begin offering "hot lunch" on select Friday's when all hand hygiene and other protocols remain intact

Fomite transmission

Last updated August 31st, 2021

The following relates to common, high use contact items such as musical instruments, athletics items, classroom materials.

Policies - general

- The School will maintain a supply of [EPA approved List-N](#) cleaning agent
- Touch-free devices have been installed and include trash cans, soap dispensers, hand sanitizer dispensers, paper towels dispensers, toilets, urinals, and sinks
- Classroom doors should be propped open to maximize ventilation and reduce touching of handles when appropriate based on weather conditions and according to fire codes and emergency protocols

Play Structure

Policies

1. The K8 play structure **may be open to multiple stable groups with proper mask adherence**
2. Students will be required, and supervised, to wash their hands with soap and water **before and** after use of the play structure

School vans

Policies

1. **Each specific trip requiring the use of vehicles or buses will be evaluated according to safety considerations of driving additional vehicles versus maintaining additional distancing in vehicles**
2. **As much as is reasonable, buses will be one person per seat and Sequoyah School vans a maximum of 6 riders (including the driver)**
3. Students and adults will be required to double mask or use a KN95 mask while in the vehicle
4. **Hand sanitizer will be provided for each vehicle for the use of the driver and riders**
5. Windows will be kept open according to the following protocol

Procedure - Use of windows for ventilation

The vehicle windows will be kept open, and the ventilation system set to maximize outdoor air and not recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit
- Protection is needed from weather conditions, such as rain or snow
- The vehicle has a cabin filter in use and the Air Quality Index for any pollutant is greater than 100

Cleaning & Disinfecting

Last updated August 9th, 2021

Policies

1. The School will maintain a supply of [EPA approved List-N](#) disinfecting agents

2. Faculty and staff will be provided access to approved disinfecting agents for "micro cleaning" (ie: in between use of shared office equipment like the copy machine)
3. Isolation spaces will receive a deep cleaning after occupancy by a **confirmed positive** individual
4. The School will designate three types of cleaning and disinfecting and maintain a regimen according to each type of space and use schedule; micro-cleaning, high touch cleaning, and deep cleaning.

Procedure - Micro Cleaning

- Spray bottles, rags or paper towels, and gloves will be provided in each stable group space and shared offices
- Faculty and staff should use these cleaning supplies for cleaning throughout the day as needed
- Instances where micro-cleaning is effective include but are not limited to: after using a copy machine, after using a shared computer, after sports equipment is used

Procedure - High Touch Cleaning

- A "High Touch" cleaning includes but is not limited to the following: light switches, door knobs, table and desk tops, railings, phones, keyboards, toilets, faucets, and sinks
- All stable group spaces will receive at minimum a daily "High Touch" cleaning at the beginning or end of each day where that space is used
 - Desk or chairs do not need daily cleaning if only used by one individual during the day
- Shared stable group spaces will receive a "High Touch" cleaning between stable group uses
- All bathrooms will receive at least one midday "High Touch" cleaning
- Sinks and hand washing stations will be checked daily to ensure access to soap, paper towels, and trash cans

Procedure - Deep Cleaning & Disinfecting

- A "Deep Clean" will include cleaning all the locations included in a "High Touch" cleaning as well as floors and walls
- All bathrooms will receive a daily "Deep Cleaning"
- All spaces that have been occupied by someone with a confirmed cases will receive a "Deep Clean"

Facilities

Last updated August 9th, 2021

Lockers, locker rooms, & personal item storage

Policies

1. **Individually assigned lockers and cubbies may be used at this time**
2. On days where students have an in-person P.E. class, they are to arrive at school wearing appropriate clothing suitable to physical activity
3. In the event where a sports team visits a facility that has lockers rooms, the coach/chaperone will ensure proper compliance with physical distancing and limit time spent in locker rooms

Ventilation, Indoor, & Outdoor Classrooms

Last updated August 31st, 2021

Policies

1. **To support the ongoing goal of full time, in person instruction - indoor classrooms will be used as the primary education space at this time**

2. Select classes may be conducted outdoors at the discretion of the School, available spaces, and programmatic needs
3. Indoor space HVAC systems have been professionally reviewed and optimized to the extent practicable
 - a. Classroom spaces will have air handlers with MERV 13 filters and/or Rabbit Air HEPA Purifiers
4. Indoor spaces should try to maximize use of natural and outdoor ventilation to the extent practicable given weather conditions including but not limited to: excessive heat, poor air quality
5. Exhaust fans will run continuously in all bathroom spaces
6. Rabbit Air HEPA filters will also be installed in bathrooms and run continuously

Procedure - outdoor classrooms

- Outdoor classroom spaces will be shaded to the extent practicable

Procedure - indoor classrooms

- Faculty will ensure that their indoor space is set up at the start of their day, including but not limited to fully open windows, doors, and HEPA filters running on "turbo" setting
- Designated seating, or visual cues, should be placed to support physical distancing as much as practicable

Procedure - indoor ventilation

- Fans may be supplied to increase ventilation but should only be used when:
 - Outdoor air does not pose a health risk to any individuals (such from poor air quality or environmental allergies)
 - The indoor space has windows and door open
 - Fans are positioned so they do not blow from one person directly at another individual
- HVAC systems will be set to bring in outside air where possible

Bathrooms

Policies

1. Select bathrooms on each campus will be designated as single use and all gender
2. Bathrooms will be supervised to the extent practicable

Drinking fountains & drinkable water access

Policies

1. Drinking fountains may be used at this time
2. Students and faculty will bring reusable water bottles to campus and be provided access to contactless water filling stations

Procedure - access to drinking water filling stations

- Students and faculty will bring reusable water bottles to campus which can be refilled at the following locations:
 - K8 - At the contactless water bottle refill station outside the Over There classroom or on the Upper
 - K8 - Faculty and staff can, additionally, use the tap in the Daycare House kitchen
 - HS - At the contactless water bottle refill station outside room #4
 - HS - Faculty and staff can, additionally, use the tap in the kitchen

Program specific protocols

Last updated August 9th, 2021

Music & singing

Policies

1. Outdoor singing, cheering, and chanting is allowed as long as participants are maintaining at least 6 feet of distance and are wearing face masks at all times
2. Playing wind or other high aerosol generating instruments **must be done outdoors**

Theatre

Policies

1. Students must wear face masks at all times when indoors
2. Limit, where possible, sharing of props and costumes. Wigs and prosthetics must be disinfected after each use
3. Consider performing outdoors, which may allow performers to remove their masks as long as distance is maintained

Athletics & Physical Education

The following protocols have been taken from the PPHD Youth Sports Leagues, Organized Youth Sports, And School Sports Teams guidance revised on August 31st, 2021.³

Policies - General

1. As much as possible, athletics practices and competitions should be held outdoors
2. Participants should perform hand hygiene before play, during breaks, at half time, and after the conclusion of the activity
3. All additional mitigation measures of the prevention plan must be followed, including in person screening for all **athletes**, coaches, and spectators

Policies - Masking

4. Everyone, including athletes, coaches, and spectators must wear masks at all times when indoors - including during physical activities
5. Face masks may be removed temporarily to eat or drink. When eating or drinking, maintain a 6- foot distance from others at an area designated for food or drink, and replace the mask immediately when not eating or drinking. It is preferable to limit eating while indoors.
6. When outdoors, students, coaches, and spectators must wear masks according to the current policies as outlined in [Face Masks and Personal Protective Equipment](#)

Policies - Exclusions

7. *Unvaccinated* athletes, coaches, and spectators with an exposure in the last 10 days will not be allowed to participate in either athletics practices or competitions
8. Athletes, coaches, and spectators showing symptoms will not be allowed to participate in either athletics practices or competitions

³ <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Youth-Sports-Protocol.pdf?v=1630508723502>

Policies - Required Screening Testing

9. At this time, a weekly cadence of screening testing is required for *unvaccinated* athletes participating in moderate or high risk sports as outlined in [Table 1: Examples of Sports Stratified by Risk Level Depending on Degree of Participant Contact](#)
10. In addition, PCR testing must be performed for *unvaccinated* athletes and coaches within 72 hours of any inter-team competition and results must be available before the competition begins, or the athlete or coach may not be present at the competition
11. Athletes or coaches with a laboratory confirmed case within the preceding 90 days should not participate in screening testing

Procedure - Screening Testing for Athletics

- Both individual PCR and pooled PCR, where the pool is negative, count towards an athlete's routine weekly screening test
- The Athletics Director will ensure that all opposing teams have completed and received negative PCR tests, or are fully vaccinated, within 72 hours prior to inter-team competition

Procedures - Off Campus Athletics Training and Competition

- All outdoor fields, both public and on campus, will be visited and reviewed by the Athletics Director prior to their use to identify:
 - A plan for accurate health screening prior to participating in the event
 - Any potential risks and exposures due to proximity to the public

Table 1. Examples of Sports Stratified by Risk Level Depending on Degree of Participant Contact

The following table has been taken from the PPHD Youth Sports Leagues, Organized Youth Sports, And School Sports Teams guidance revised on August 31st, 2021.⁴

Low Risk	Moderate Risk	High Risk
<ul style="list-style-type: none"> ● Archery ● Badminton (singles) ● Band ● Biking ● Bocce ● Bowling ● Corn hole ● Cross country ● Curling ● Dance (no contact) ● Disc golf ● Drumline ● Equestrian events (including rodeos that involve only a single rider at a time) ● Golf ● Gymnastics ● Ice and roller skating (no contact) ● Lawn bowling ● Martial arts (no contact) ● Physical training (e.g. yoga, Zumba, Tai chi) ● Pickleball (singles) ● Rowing/crew (with 1 person) ● Running ● Shuffleboard ● Skeet shooting ● Skiing and snowboarding ● Snowshoeing ● Swimming and diving ● Tennis (singles) ● Track and field ● Walking and hiking 	<ul style="list-style-type: none"> ● Badminton (doubles) ● Baseball ● Cheerleading ● Dance (intermittent contact) ● Dodgeball ● Field hockey ● Flag football ● Kickball ● Lacrosse (girls/women) ● Pickleball (doubles) ● Squash ● Softball ● Tennis (doubles) ● Volleyball 	<ul style="list-style-type: none"> ● Basketball ● Boxing ● Football ● Ice hockey ● Ice skating (pairs) ● Lacrosse (boys/men) ● Martial arts (contact) ● Roller derby ● Rugby ● Rowing/crew (with 2 or more people) ● Soccer ● Water polo ● Wrestling

⁴ <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Youth-Sports-Protocol.pdf?v=1630508723502>

Assemblies & other large events

Policies

1. All attendees will receive an in person screening for symptoms and exposures prior to entering campus
2. All attendees will be required to show proof of full vaccination or a negative PCR test taken within 72 hours preceding the event
3. All aspects of the COVID-19 Health & Safety programs must be followed during events (masking, distancing, etc)

Field Trips

Policies

1. Stable groups may utilize public outside spaces, such as Singer Park or the Arroyo Seco, when supervised
2. Stable groups utilizing public outdoor spaces are expected to follow all Health & Safety protocols as outlined in this document

Admissions Tours

Policies

- Admissions tours are permitted in person given the following conditions are all in effect:
 - Large groups tours (roughly 20+ individuals) happen when students are not present on campus
 - Medium group tours (roughly 5 to 20 individuals) happen outside of academic hours, but athletics and other extracurricular activities may be ongoing
 - Tour consisting of a single family may happen while academics are ongoing
- All health and safety protocols, including screening, distancing, and masks must be followed at all time

Campus Access

Last updated August 31st, 2021

Policies - General

1. Parents/guardians may be invited onto campus to support the ongoing operations of the classroom or school
2. Visitors, such as guest speakers, may be invited onto campus to participate with select groups or classes
3. All visitors and parents/guardians who are engaging in ongoing close contact with students must show proof of full vaccination prior to or upon arriving to campus
4. If visitors or parents/guardians have a written and approved medical exemption or religious exemption then they must furnish proof of a negative PCR test result within the preceding 72 hours

Procedures - General

- K8 - a screening station will be occupied throughout the school day in the parking lot
- HS - late arrivals to campus must remain in their vehicle and call the main office for screening
- A log will be maintained, including names, phone numbers, and email addresses, to note essential visitors to campus and what stable groups they interact with

Testing

Last updated August 31st, 2021

Policies

1. The School will require a baseline PCR test, taken within 72 hours prior to the first day of school (or orientation day) for all students, faculty, and staff - regardless of vaccination status
2. The School will require ongoing weekly PCR pooled testing for all students, faculty, and staff at this time - regardless of vaccination status
3. Additional, day of, antigen testing may be required for specific programs including but not limited to: field studies, athletics, and theatre
4. An individual who tests positive, or inconclusive, on an antigen test should receive a confirmatory PCR test. If the PCR test is negative then the individual is presumed to be negative
5. Individuals who have received a positive viral test result in the preceding three months will not be asked to participate in screening or baseline testing for that time period
6. All test results will be confidential to the extent possible

Procedure - baseline PCR testing

- The School will make an on campus testing program available to meet this requirement for each group of students. This program will be free of charge
- Students, faculty, and staff may choose to have their baseline PCR test completed elsewhere. In this case, they must report their test results via the covidcompliance@sequoyahschool.org email address
- Individual PCR testing, both baseline and any response testing, will be completed in partnership with the CDPH Valencia Lab and Color
- Students, faculty, and staff should register to create an account on Color prior to arriving for their test

Procedure - weekly PCR pool testing

- The School with partnership with CDPH and Concentric by Ginkgo to complete weekly pooled PCR testing for all students, faculty, and staff
- A pool will consist of, at maximum, 25 individual samples
- At the K8, a pool will consist of a portion of a class, along with their lead and associate faculty
- At the HS, pools will be assigned according to advisory group
- Additional faculty and staff pools will be run to meet the requirements of everyone tested
- All pooled PCR testing will be free of charge
- In the case of a positive pool, all individuals must complete an antigen test to identify the positive individual(s)
- Students, faculty, and staff will need to register to create an account on Ginkgo prior to our first week of testing

Procedure - confirmed COVID-19 case

- In the event that an individual reports a positive COVID-19 test after being on campus, the COVID Compliance Team will initiate the School Exposure Management Plan
- Required and recommended response testing will follow according to the School Exposure Management Plan

COVID-19 Vaccination Mandate

Last updated August 31st, 2021

Policies

1. As of August 9th, the School is mandating all faculty and staff to be fully vaccinated against COVID-19
2. As of August 30th, the School is mandating all eligible students (ages 12+) to be fully vaccinated against COVID-19
3. "Fully vaccinated" means two weeks have elapsed since receiving the second dose of a two dose series (Moderna & Pfizer) or two weeks have elapsed after a single dose of a single dose series (Johnson & Johnson)

Procedure - Employee Vaccination

- High School faculty and staff must furnish proof of full vaccination or complete a Certification of Medical Condition Exemption form by Friday, August 31st, 2021
- K8 faculty and staff must furnish proof of full vaccination or complete a Certification of Medical Condition Exemption form by Friday, September 10th, 2021

Procedure - Student Vaccination

Students who are not yet vaccinated must:

- Receive the first COVID-19 inoculation dose by Monday, September 13.
- Receive the second COVID-19 inoculation dose by Friday, October 15.
- Complete and submit the CMIA Form (Confidentiality of Medical Information Act) as part of their student health profile on SchoolDoc.
- Provide the school with proof of vaccination immediately after receiving the second dose by uploading the dates of receipt and images of both sides of the vaccination card to your child's SchoolDoc health profile.
- Students who are eligible for medical or religious exemptions must email covidcompliance@sequoyahschool.org to engage in the process for qualification.

Influenza Vaccination

Last updated August 31st, 2021

Policies

1. The School will implement a flu vaccination program including vaccine education, promotion, and documentation of completion of vaccination for all students, faculty, and staff
2. Goal of 100% completion unless contraindicated by a documented medical exemption for flu vaccine
3. For students, flu vaccination should be completed in September or October
4. For faculty/staff, flu vaccination should be completed in September or October

Procedure - faculty & staff vaccination

- The School will arrange an influenza vaccination clinic for faculty and staff
- Staff will be informed that the vaccine will be strongly recommended unless medically contraindicated

Procedure - student influenza vaccination

- The School will communicate that the influenza vaccine is strongly recommended

- Parents will upload vaccination records to the online medical database *SchoolDoc* which houses all medical information for the School
- Any medical contraindications can be submitted to the COVID Compliance Team
- The School has communicated the importance of getting the flu vaccine to the community throughout the beginning of flu season

Training

Last updated August 31st, 2021

Policies

1. The School will provide training to all employees, parents, and students, as appropriate, regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with Federal, State, and local guidelines
2. The School will designate a COVID Compliance Team, with a lead, to coordinate COVID-related information and health-related decisions. This person should be a supervisory authority, most likely an administrator and trained on up-to-date information regarding clinical manifestations of COVID-19

Mental & Emotional Wellbeing

Last updated August 9th, 2021

Policies

1. The School will continue to provide ongoing social-emotional support to students K-12 which might include contacting:
 - a. The student's Lead Teachers (K8)
 - b. The Student Support Team (K8)
 - c. The Social-Emotional Learning Specialists
 - d. The student's advisor (HS)
 - e. The School Counselor (HS)
 - f. The Dean of Students (HS)

Procedures - things you can do to support yourself

- Reach out to the Lead Teacher or Student Support Team (K8); or the Advisor or the School Counselor (HS) if you are feeling overwhelmed, stressed, unsettled, uncertain or confused
- Take breaks from watching, reading, or listening to news stories, including social media. If hearing about the pandemic repeatedly is causing you stress, consider taking a break from it
- Engage in physical activity. Exercise regularly, Take a walk daily. Re-set
- Try to eat healthy, well-balanced meals
- Get 8 hours of sleep
- Connect with others. Talk with people you trust about how you are feeling. Write a letter. Journal

Procedures - things you can do to support others

- If a friend seems stressed, sad or unwell, encourage them to seek support, including from the School Counselor or Student Support Team
- Let a teacher, advisor or School Counselor know about a friend that is struggling. This way adults can reach out, and often this can be anonymous

Child Care

Last updated August 9th, 2021

Policies

1. The School will offer an in person child care program
2. All health and safety protocols must be followed for child care programs
3. Effort should be made to structure a child care program that mimics the academic stable groups as much as possible

County Health Orders

Last updated August 31st, 2021

Policies

1. Families, faculty, and staff are expected to followed all requirements and recommendations as outlined in the current Los Angeles County DPH Health Order⁵

Travel

Last updated August 31st, 2021

Policies

1. Do not travel if you are sick, you have a recent positive COVID-19 viral test result, or you are waiting for results of a COVID-19 viral test after being exposed to the virus. You could spread the virus to others
2. The School encourages families with unvaccinated individuals to avoid non-essential travel, especially out of state and international travel
3. All individuals who participate in any form of travel should carefully monitor themselves for new symptoms
4. The School is aligned with LAC DPH and the CDC in *recommending* fully vaccinated individuals receive a PCR test 3 to 5 days after returning from their travel⁶
5. The School is aligned with LAC DPH and the CDC in *recommending* unvaccinated individuals quarantine for seven days and receive a PCR test 3 to 5 days after returning from travel

⁵ http://www.ph.lacounty.gov/media/Coronavirus/docs/HOO/HOO_SaferReturnWorkCommunity.pdf

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#fully-vaccinated-people>

CORONAVIRUS DISEASE 2019 (COVID-19)

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before travel	✓
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



cdc.gov/coronavirus

CS323515-A 04/02/2021

CORONAVIRUS DISEASE 2019 (COVID-19)

International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before traveling out of the US	✓
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



cdc.gov/coronavirus

CS323515-A 04/02/2021

Confirmed or suspected COVID-19 case or exposure

Last updated July 29th, 2020

Policies

1. If an individual has:
 - a. Exhibited symptoms consistent with COVID-19 or
 - b. Been in close contact with confirmed COVID-19 positive individual off campus or
 - c. Was informed by a physician that they are likely to have COVID-19 or
 - d. A confirmed viral test indicating they are COVID-19 positive

The school will initiate its [School Exposure Management Plan](#)

2. All information is to remain confidential to the extent possible by the School's COVID Compliance Team. Broader information might be shared with the stable group or school community, but will not identify the individual or specifics to their case.

Quarantine vs Vaccinated Exposure

Last updated August 31st, 2021

Policies

1. Fully vaccinated individuals and individuals with a confirmed infection in the preceding 90 days do not need to quarantine after an exposure
2. Unvaccinated/partially vaccinated individuals do need to quarantine after an exposure

Procedure - Vaccinated Exposure

If a fully vaccinated individual is exposed, they do not need to quarantine but should:

- Get an individual PCR test taken after day 5 from the exposure
- Continue monitoring themselves for new symptoms

Procedure - Clearing Quarantine for Unvaccinated/Partially Vaccinated

Unvaccinated/partially vaccinated individuals can be "cleared" from quarantine given either of the following conditions are met:

- A negative individual PCR test result that was taken after day 5 from the exposure, AND they remain symptom free, THEN the individual may return to campus *after* completion of day 7, OR
- The individual completes the full 10 days of quarantine, AND they remain symptom free

Illness management plan

Last updated August 31st, 2021

According to the [LAC DPH Decision Pathways Tool](#) (rev. 03/11/2021)⁷, symptoms consistent with COVID-19 include:

- **Symptoms in children:** fever at or above 100.4⁸, new cough (change in baseline); diarrhea, vomiting
- **Symptoms in adults:** fever at or above 100.4 or feeling feverish (chills, sweating); new cough (change in baseline); shortness of breath; muscle or body aches; diarrhea; vomiting; new loss of taste or smell

Policies

1. When individuals present with COVID associated symptoms they will be sent home according to [Table 3: Case Response Flowchart](#)
2. Individuals with symptoms that have not been identified as part of the case response flowchart, including but not limited to: headache, runny nose/congestion, sore throat, and fatigue, should stay home until they are symptom free for at least 24 hours
3. The COVID Compliance Team will keep a record of when students are symptomatic

Procedure for managing side effects from a COVID-19 vaccine

Side effects from the vaccine include: localized pain and swelling; fever, chills, headache, and/or fatigue.

- Faculty and staff should log their symptoms using [Ruvna](#) screening
- A member of the COVID Compliance Team will reach out and assist the case in taking the necessary precautions

	Presenting with:	
	Localize soreness or pain, fever, fatigue, chills, and/or headache	New cough (change in baseline), diarrhea, and/or vomiting
Days 0 - 4 of receiving the vaccine	Remain at home until symptoms have resolved for 24 hours	Self-isolate until negative PCR test and symptom have resolved for 24 hours
Days 4 and beyond	Resume established School Exposure Management Plan (Table 3) and Illness Management Plan	

The COVID Compliance Team will use their discretion and may request additional self-isolation time and testing, or clear a case earlier, based on presentation of symptoms and known exposures.

⁷ <http://www.ph.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

⁸ For accuracy and consistency of screening, the School will monitoring for a fever at or above 100.0

COVID-19 School Exposure Management Plan

Last updated September 1st, 2021

COVID-19 Compliance Team

This compliance team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that faculty, staff, administration, parents/guardians, and students receive education about COVID-19. Brian Eagen and Sarah Gossage will direct Sequoyah School's COVID-19 Compliance Team and be the point of contact for the Pasadena Department of Public Health in the event of an outbreak or confirmed cases on either campus. COVID-19 Compliance Team members will have access to confidential information including case response forms and test results. Additional individuals may have access to the Ruvna admin dashboard.

Refer to [Table 3: Case Response Flowchart](#) to identify the correct case response plan to follow.

Definition of Close Contact⁹: is defined as any of the following people who were exposed to a person diagnosed with or likely to have COVID-19 ("infected person") while they were infectious*.

- A. An individual who was within 6 feet of the infected person for at least 15 cumulative minutes over a 24 hour period, or
- B. An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment, or
- C. Is a member of an exposed stable group on campus

* An infected person is anyone with COVID-19 or who, because of their symptoms, is suspected to have COVID-19. Infected persons are considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (as described in "Home Isolation Instructions for People with COVID-19" LA DPH Order from July 1st, 2020). A person with a positive COVID-19 test, but with no symptoms, is considered to be infectious 48 hours before their test was taken until 10 days after their test was taken.

A person is considered to be diagnosed with or likely to have COVID-19 if they:

- A. Received a positive lab test for COVID-19 and/or
- B. Were informed by a physician that they are likely to have COVID-19 and/or
- C. Have symptoms that are consistent with COVID-19 and a possible or known exposure¹⁰

⁹ According to [LA Department of Public Health July 1st \(revised July 23rd\) Quarantine Order](#) & [July 1st \(revised July 23rd\) Isolation Order](#)

¹⁰ According to CDC and LA DPH Decision Pathways Tool (rev. 11/18/2020), symptoms consistent with COVID-19 include:

Symptoms in children: fever at or above 100.4, new cough (change in baseline); diarrhea, vomiting

Symptoms in adults: fever at or above 100.4 or feeling feverish (chills, sweating); new cough (change in baseline); shortness of breath; muscle or body aches; diarrhea; vomiting; new loss of taste or smell

Table 3: Case Response Flowchart

Last updated September 1st, 2021

Symptoms in children: fever at or above 100.4, new cough (change in baseline); diarrhea, vomiting

Symptoms in adults: fever at or above 100.4 or feeling feverish (chills, sweating); new cough (change in baseline); shortness of breath; muscle or body aches; diarrhea; vomiting; new loss of taste or smell

Case Scenario	Campus Exposure	Time Impact	Return to Campus ¹¹
Confirmed Positive Case	Currently on campus or on campus within 48 hrs of test date/onset (scenario #1)	<p>Case: send home Self-isolate at least 10 days</p> <p>Unvaccinated contacts: Quarantine + test on day 6</p> <p>Vaccinated contacts¹² or contacts infected in previous 90 days: No impact + test on day 5</p>	<p>Must complete self-isolation; fever free for 24 hrs, resolving symptoms</p> <p>Unvaccinated contacts: May return on day 8, with negative test and symptom free, <u>OR</u> quarantine for full 10 days</p> <p>** No extracurriculars or community activities 14 days</p>
	Off campus , not on campus within 48 hrs of test date/onset (scenario #2)	<p>Case: Self-isolate at least 10 days</p> <p>Contacts: No impact</p>	<p>Must complete self-isolation; fever free for 24 hrs, resolving symptoms</p> <p>N/A</p>
COVID-19 Symptom(s)	Same initial response for both on campus and off campus cases (scenario #3)	<p>Case: send home Must self-isolate for 10 days pending clinical review, test results, and illness management plan</p>	<p>Follow clinical guidance to return <u>OR</u> negative test & fever free for 24 hours and improved symptoms; IE no clinical visit <u>OR</u> negative test - must complete self-isolation</p>
		<p>Contacts: No impact</p>	N/A
Other Symptoms	Same initial response for both on campus and off campus cases	<p>Case: send home according to illness management plan</p>	<p>If sent home, must be symptom free for 24 hours prior to return</p>
		<p>Contacts: No impact</p>	N/A
Off Campus Exposure	Off campus (scenario #4)	<p>Contact: Quarantine for up to 20 days</p>	<p>Must complete self-quarantine for confirmed case, potential early return just with only symptoms</p>
Positive Pool	Same response for both on campus and off campus cases (scenario #5)	<p>Case: reflex antigen test the pool to identify case(s), then send home to self-isolate</p>	<p>Must complete self-isolation; fever free for 24 hrs, resolving symptoms</p>
		<p>Contacts: send home and follow Confirmed Positive Case procedures</p>	<p>Follow Confirmed Positive Case procedures</p>

¹¹ The COVID Compliance Team has the discretion to modify the above protocol for symptomatic cases as deemed necessary based on an assessment of symptoms and exposure history

¹² A person is considered fully vaccinated only if two weeks have elapsed since the second dose of a two dose series (Pfizer & Moderna), OR two weeks have elapsed since the dose in a single dose series (Johnson & Johnson)

Table 4: Exposure Management Overview

Last updated September 1st, 2021

Scenario	Actions	Communications
#1 - Confirmed case <i>On Campus</i>	<ul style="list-style-type: none"> Isolate case for 10 days Quarantine and test (day 6) unvaccinated contacts for 7 days Test vaccinated or previously infected contacts on day 5 Complete PPHD Line List and submit Deep clean stable group spaces School remains open unless 3 cases with epidemiological link 	<ul style="list-style-type: none"> Family notifies COVID team Blackboard to notify stable group COVID Team follow up email re: self-quarantine Confirmed On Campus Case email sent to entire school
#2 - Confirmed case <i>Off campus</i>	<ul style="list-style-type: none"> Isolate case for 10 days No impact to stable group No early return for case School remains open unless 3 cases with epidemiological link 	<ul style="list-style-type: none"> Family notifies COVID team No additional communication as long as there is no on campus exposure
#3 - COVID Symptoms	<ul style="list-style-type: none"> Isolate case Refer to Table 3: Case Response Flowchart for return timelines No immediate impact to school or stable group 	<ul style="list-style-type: none"> COVID Team calls family COVID Team follow up email re: self-quarantine School uses best judgement for additional communications
Other symptom(s)	<ul style="list-style-type: none"> Send student home according to Illness Management Plan 	<ul style="list-style-type: none"> COVID Team contacts family
#4 - Off Campus Exposure	<ul style="list-style-type: none"> Case self-quarantines according to vaccination status, previous infection, and/or ongoing contact No impact to stable group or school 	<ul style="list-style-type: none"> COVID Team contacts family
#5 - Positive Pool	<ul style="list-style-type: none"> Reflex antigen test the pool Follow #1 - Confirmed Case On Campus scenario for additional actions 	<ul style="list-style-type: none"> Blackboard to notify stable group for antigen testing COVID Team follow up email re: self-quarantine Confirmed On Campus Case email sent to entire school

#1 - Confirmed On Campus Case Response Plan

Last updated September 1st, 2021

To be followed when the School receives a report of a positive COVID-19 case from someone who is currently on campus or has been on campus within the previous 48 hours.

IF THE CASE IS ON CAMPUS - IMMEDIATE RESPONSE

- Upon receiving notification that someone is COVID-positive on campus
 - ❑ **(SARAH)** will be notified immediately, and:
 - ❑ Confirm that a parent is on their way to pick up the case
 - ❑ Don a N95 face mask and nitrile/vinyl gloves
 - ❑ Protect the privacy of the case to the extent possible
 - ❑ Move a COVID-positive student to the designated isolation space. Faculty and staff will be sent home immediately
 - ❑ If the case is exhibiting any emergency warning signs for COVID-19, call 911. Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face
 - ❑ The case will be provided with a medical grade mask to wear
 - ❑ Begin a [COVID-19 Case Reporting Form \(rev. August 14th\)](#) and begin a [COVID-19 Exposure Investigation Worksheet \(rev. July 27th\)](#)
 - ❑ Upon the parents arrival, **(SARAH)** will set up a time to talk on the phone once they return home

CONTACT TRACING CALL

- ❑ During that phone call, which should happen as soon as possible, **(SARAH)** will:
 - ❑ Instruct them to self-isolate the student for, at minimum, 10 days since the test date
 - ❑ Email the parent/guardian the [PPHD Isolation Order](#)
 - ❑ Ask if the case has been in close contact with anyone beyond their stable group and teachers, especially other students and families. Note results on the [COVID-19 Exposure Investigation Worksheet](#)
 - ❑ Instruct them to immediately self-quarantine any close contacts (family members)
 - ❑ Inform them that the Public Health Department **may** be contacting them to collect more information.
 - ❑ Ask who they would be comfortable with us sharing the positive test result with, beyond those outlined on the School Exposure Management Plan (COVID Team, supervisor, HR)
 - Could include Lead Teachers
 - ❑ Establish a timeframe to check in a couple of days before the anticipated return to campus

IF CASE IS OFF CAMPUS - IMMEDIATE RESPONSE

- ❑ **(SARAH)** will contact the family and complete the contact tracing steps as listed above

Continues on the next page...

#1 - Confirmed On Campus Case Response Plan (continued)

IMMEDIATE COMMUNICATIONS

- ❑ **(SARAH)** will initiate contact with the Director of Communications, Director of Operations, Head of School, Assistant Head of School (K8), Head of School, and Director of High School (HS) and:
 - ❑ Notify them that there is a confirmed case of COVID-19 on campus within the last 48 hours
 - ❑ For cases with school employees, notify Human Resources and their direct supervisor
 - ❑ Request the Close Contact Exposure Notification text/email/call be sent out via Blackboard Connect to their stable group and any other identified close contacts
- ❑ **(MONICA)** will prepare the:
 - ❑ *Blackboard Connect* message to notify contacts/stable group of immediate pick up for K-6th graders (and unvaccinated 7th - 12th graders), and general exposure notification for 7th - 12th graders
 - ❑ *Confirmed On Campus Case* email to be sent to the entire school
 - ❑ *Self-Quarantine Order and vaccinated exposure* email to be sent to the contacts/stable group
- ❑ **(SARAH)** will identify all area on campus that the case has used within the previous 48 hours
- ❑ **(OPERATIONS TEAM)** will:
 - ❑ Close off the used isolation space
 - ❑ Close off and deep clean all of the identified spaces, including the isolation space, according to the Cleaning & Disinfecting protocols

SECONDARY RESPONSE (for close contacts)

- ❑ **(MONICA)** will send out Blackboard Connect notification for parents of stable group and close contact that:
 - ❑ Classes of K - 6th graders (Bamboo through O's) need to be picked up¹³
 - ❑ Unvaccinated 7th - 12th graders need to be picked up
 - ❑ Notification of vaccinated exposure for fully vaccinated 7th - 12th graders
- ❑ **(OPERATIONS TEAM)** will prepare to support pick up in the parking lot
- **(FACULTY)** will supervise students in their stable group area until they are picked up

SECONDARY COMMUNICATIONS

- ❑ **(SARAH)** will:
 - Notify Pasadena Public Health Department of a confirmed case on campus. Include COVID-19 Exposure Investigation Worksheet and COVID Case and Contact Line List
- ❑ **(MARC)** will notify the Neighborhood Church for cases at the High School
- ❑ **(MONICA)** send:
 - The *Confirmed On Campus Case* email to the entire school
 - The *Self-Quarantine Order/Vaccinated Exposure* email to the contacts/stable group

DOCUMENTATION

- Once all the unvaccinated close contacts have been picked up and notified according to above instructions:
 - ❑ **(SARAH)** will update student and teacher statuses in the COVID-19 Main (2020/2021) sheet

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¹³ Due to the large number of students who are ineligible to receive the vaccine in the O's classes, all students in these classes will revert to the 7 days of quarantine and distance learning if there is a confirmed on campus exposure

#1 - Confirmed On Campus Case Response Plan (continued)

CONTINUITY

- ❑ **(KIM)** (K8) or **(MARC)** (HS) work with the families to create an ongoing education and support plan while they are under self-isolation or self-quarantine orders
 - Confirm availability of other faculty/staff to step in and support the functions of that stable group(s)
- ❑ If an employee is sick **(FRANCES)** will ensure they've had a Human Resources conversation

TESTING

- ❑ Fully vaccinated contacts will be tested by the school on day 5 from exposure. These individuals may continue participating in both their academic and extracurricular programs if they remain asymptomatic
- ❑ Unvaccinated contacts will continue to quarantine and test on day 6 from exposure

TESTING RESULTS

- ❑ If a *contact* returns a positive test result:
 - Return to the beginning of the Confirmed On Campus Case Response Plan and restart workflow for that case at [If COVID-Positive Person is Off Campus - Immediate Response](#)
 - Repeat as necessary for any additional individuals based on the above criteria

RETURN TO CAMPUS - CONFIRMED POSITIVE INDIVIDUAL(S)

- ❑ **(SARAH)** will contact the family and:
 - Ensure the COVID-confirmed person has completed self-isolation **AND** is symptom free **AND** can pass our daily screening process
 - For faculty/staff, have them submit the [Pasadena Return to Work form](#)
 - Confirm a return to campus date **(at least 10 days after symptom onset or test date, whichever is earlier)**
- ❑ **(SARAH)** will notify the Assistant Head of School (K8), Director of High School (HS), and the case's teachers to notify them of the return date
- ❑ **(SARAH)** will complete the COVID-19 Case Reporting Form and archive

RETURN TO CAMPUS - CLOSE CONTACTS

- ❑ **(SARAH)** will review test results for all individuals placed in quarantine
- ❑ **(MONICA)** will send the *Follow Up On Campus Case* email to **unvaccinated or O's classes**, including:
 - Updating them on steps taken before returning to campus
 - **Reminder that they are only exiting quarantine for academic purposes and must continue quarantining for both extracurricular, athletics, and community activities until day 14 has elapsed**
 - Confirm a return to campus date
- ❑ **(SARAH)** will notify the Assistant Head of School (K8), Director of High School (HS), and that contact/stable group's teacher to notify them of a return date

SYMPTOMATIC OR POSITIVE TEST CONTACTS

- **IF** a *contact* ever becomes symptomatic **OR** tests positive
 - [Return to Table 3: Case Response Flowchart](#) and following the corresponding response plan

#2 - Confirmed Off Campus Case Response Plan

Last updated September 1st, 2021

To be followed in the event of a student or staff member having a confirmed case of COVID-19 but HAS NOT been on campus within the 48 hours preceding the date their symptoms first appeared or the date their viral test was taken BUT was on campus within 14 days.

INITIAL COMMUNICATIONS

- The family should notify the COVID Compliance Team that their student has tested positive for COVID-19 and/or log the test results in the **Ruvna** app
- **(SARAH)** will contact the family and:
 - Instruct them to self-isolate the student for, at minimum, 10 days since the test date **or symptom onset (whichever is earlier)**
 - Email the parent/guardian with the [PPHD Self-Isolation Facts Sheet](#)
 - Ask if the case has been in close contact with anyone beyond their stable group and teachers, especially other students and families. Note results on the [COVID-19 Exposure Investigation Worksheet](#)
 - Instruct them to immediately self-quarantine any close contacts (family members)
 - Inform them that the Public Health Department **may** be contacting them to collect more information.
 - Ask who they would be comfortable with us sharing the positive test result with, beyond those outlined on the School Exposure Management Plan (COVID Team, supervisor, HR)
 - Could include Lead Teachers
 - Establish a timeframe to check in a couple of days before the anticipated return to campus
- If the [Exposure Investigation Worksheet](#) identifies close contacts within the school that have been in contact with that person within the 48 hours preceding, or any length of time following the test date OR the date of symptom onset: refer to and follow [#1 - Confirmed On Campus Case Response Plan](#) starting at [Off Campus Response](#) for those individuals

ADDITIONAL COMMUNICATIONS

- **(SARAH)** will:
 - Notify the Head of School and Assistant Head of School (K8) or Director of High School (HS) regarding that persons absence from campus and anticipated timeframe to return
 - For cases with school employees, notify Human Resources and direct supervisor
 - Notify Pasadena Public Health Department of a confirmed case off campus if the case individual has been on campus in the last 14 days. Include [COVID-19 Exposure Investigation Worksheet](#) and [COVID Case and Contact Line List](#)

CONTINUITY

- **(KIM)** (K8) or **(MARC)** (HS) work with the families to create an ongoing education and support plan while they are under self-isolation or self-quarantine orders
 - Confirm availability of other faculty/staff to step in and support the functions of that stable group(s)
- If an employee is sick **(FRANCES)** will ensure they've had a Human Resources conversation

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#2 - Confirmed Off Campus Case Response Plan (continued)

RETURN TO CAMPUS - CONFIRMED POSITIVE INDIVIDUAL(S)

- ❑ **(SARAH)** will contact the family and:
 - Ensure the COVID-confirmed person has completed self-isolation **AND** is symptom free **AND** can pass our daily screening process
 - For faculty/staff, have them submit the [Pasadena Return to Work form](#)
 - Confirm a return to campus date (at least 10 days after symptom onset or test date, whichever is earlier)
- ❑ **(SARAH)** will notify the Assistant Head of School (K8), Director of High School (HS), and the case's teachers to notify them of the return date
- ❑ **(SARAH)** will complete the [COVID-19 Case Reporting Form](#) and archive

SYMPTOMATIC OF POSITIVE TEST CONTACTS

- **IF** a *contact* ever becomes symptomatic **OR** tests positive
 - [Return to Table 3: Case Response Flowchart](#) and following the corresponding response plan

#3 - COVID-19 Symptom(s) On Campus Case Response Plan

Last updated September 1st, 2021

To be followed in the event of a person becoming sick or symptomatic with COVID-19 related symptoms while on campus or being on campus within 48 hours preceding symptom onset.

IF SYMPTOMATIC PERSON IS ON CAMPUS - IMMEDIATE RESPONSE

- ❑ **(SARAH)** will be notified immediately and complete the following
 - ❑ Don a N95 face mask and nitrile/vinyl gloves
 - ❑ Protect the privacy of the person to the extent possible
 - ❑ Move the symptomatic student to the designated isolation space. Faculty and staff will be sent home immediately
 - ❑ Call 911 if the COVID-positive person is exhibiting any emergency warning signs for COVID-19. Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face
 - ❑ Provide the symptomatic person with a medical grade mask to wear
 - ❑ Begin a [COVID-19 Case Reporting Form \(rev. August 14th\)](#)
- ❑ **(SARAH)** will contact the sick/symptomatic individual's parents/guardians and:
 - ❑ Notify them that their student is sick/symptomatic
 - ❑ Instruct that they come and pick up their student as soon as possible
 - ❑ Inform them that to clear the student to return we will need:
 1. A negative test result (PCR or antigen) OR a doctors note attributing the symptoms to a non-COVID related cause, AND resolved symptoms

IF THE SYMPTOMATIC PERSON IS OFF CAMPUS - IMMEDIATE RESPONSE

- ❑ **(SARAH)** will contact the family and inform them that to clear the student to return we will need:
 - ❑ A negative test result (PCR or antigen) OR a doctors note attributing the symptoms to a non-COVID related cause, AND resolved symptoms

INTERNAL COMMUNICATIONS

- ❑ **(SARAH)** will notify Human Resources and their direct supervisor for cases involving employees

DOCUMENTATION

- ❑ **(SARAH)** will updated student and teacher statuses in the COVID-19 Main (2020/2021) sheet

CONTINUITY

- ❑ **(KIM)** (K8) or **(MARC)** (HS) work with the families to create an ongoing education and support plan while they are under self-isolation or self-quarantine orders
 - Confirm availability of other faculty/staff to step in and support the functions of that stable group(s)
- ❑ If an employee is sick **(FRANCES)** will ensure they've had a Human Resources conversation

Continues on the next page..

#3 - COVID-19 Symptom(s) On Campus Case Response Plan (continued)

TESTING RESULTS & NEW SYMPTOM IMPACTS

- ❑ **IF** the case returns a positive test result
 - Determine if the case had been on campus in the 48 hours preceding their symptom onset, and:
 - ❑ If they HAD been on campus refer to [#1 - Confirmed On Campus Case Response Plan](#) and restart workflow for that case at [Contact Tracing Call](#)
 - ❑ If they HAD NOT been on campus refer to [#2 - Confirmed Off Campus Case Response Plan](#) and restart workflow for that case at [Initial Communications](#)
- ❑ **IF** a close contact returns a positive test result **AND** the test date is **within** 48 hours of them being on campus:
 - Refer to [#1 - Confirmed On Campus Case Response Plan](#) and restart workflow for that case at [If COVID-Positive Person is Off Campus - Immediate Response](#)
- ❑ **IF** any close contacts return a positive test result or exhibit symptoms: refer to [Table 3: Case Response Flowchart](#) to determine next steps and action plans

RETURN TO CAMPUS - SYMPTOMATIC INDIVIDUAL(S)

- ❑ **IF** the case was cleared by a medical professional
 - The case is cleared to return to campus
 - Update the COVID-19 **Main** spreadsheet
 - Notify direct supervisors or the Assistant Head of School (K8), Director of High School (HS), and that person's teachers to notify them of the return date
 - Complete the [COVID-19 Case Reporting Form](#) and archive
- ❑ **IF** the case received a negative PCR test **AND** has resolving symptoms **AND** has been fever free for at least the last **24** hour
 - The case is cleared to return to campus
 - Update the COVID-19 **Main** spreadsheet
 - Notify direct supervisors or the Assistant Head of School (K8), Director of High School (HS), and that person's teachers to notify them of the return date
 - Complete the [COVID-19 Case Reporting Form](#) and archive
- ❑ **IF** the case tests positive
 - Refer to [#1 - Confirmed On Campus Case Response Plan](#) and restart workflow for that case at [If COVID-Positive Person is Off Campus - Immediate Response](#)

#4 - Off Campus Exposure Case Response Plan

Last updated September 1st, 2021

To be followed when an individual comes into close contact with a confirmed COVID-19 positive person while off campus (ie: a family member gets sick at home).

INITIAL COMMUNICATIONS

- The family should notify the COVID Compliance Team that they have been in close contact with a COVID-19 positive individual and log that exposure in **Ruvna**
- ❑ **(SARAH)** will send them the *Self-Quarantine Order* email, including:
 - Email the parent/guardian with the [PPHD Self-Isolation Facts Sheet](#)
 - Determine if there is *ongoing* exposure to the COVID-19 positive person¹⁴
 - Establish a timeframe to check in according to any necessary testing and quarantine as outlined below

QUARANTINE REQUIREMENTS - FOR ALL UNVACCINATED INDIVIDUALS

- ❑ The *contact* must quarantine for at least 7 days since the last exposure to the COVID-positive individual
- ❑ The *contact* must receive a PCR test on day 6 after last exposure
 - If the *contact* does not test, they may still exit quarantine for academic purposes after day 10
- ❑ The *contact* will not be allowed to participate in any school functions while in quarantine and should also avoid any community activities, club spots, etc
- ❑ The *contact* may be cleared to resume academic activities on day 8 from last exposure with a negative PCR test and if they remained asymptomatic
- ❑ The *contact* may resume extracurricular and community activities after completion of 14 days of quarantine

VACCINATED EXPOSURE - FOR ALL FULLY VACCINATED INDIVIDUALS OR PREVIOUS INFECTIONS¹⁵

- ❑ The *contact* may continue both academic and extracurricular activities as long as they are asymptomatic
- ❑ The *contact* should receive a PCR test between days 3 - 5 since last exposure (on their own) and report the results to the COVID Compliance Team

INTERNAL COMMUNICATIONS

- ❑ **(SARAH)** will:
 - Notify the Head of School and Assistant Head of School (K8) or Director of High School (HS) regarding that persons absence from campus and anticipated timeframe to return
 - For cases with school employees, notify Human Resources and their direct supervisor

CONTINUITY

- ❑ **(KIM)** (K8) or **(MARC)** (HS) work with the families to create an ongoing education and support plan while they are under self-isolation or self-quarantine orders
 - Confirm availability of other faculty/staff to step in and support the functions of that stable group(s)
- ❑ If an employee is sick **(FRANCES)** will ensure they've had a Human Resources conversation

Continues on the next page...

¹⁴ An example of ongoing exposure would be a student living with a parent who is COVID-positive and unable to isolate themselves in the home environment. In this case, any quarantine period for the student would not begin until the parent has completed their 10 days of self-isolation

¹⁵ A qualifying previous infection is a confirmed COVID-19 case via a viral test within the preceding 90 days

#4 - Off Campus Exposure Case Response Plan (continued)

RETURN TO CAMPUS

- ❑ **IF** the *contact* ever becomes symptomatic **OR** tests positive
 - [Return to Table 3: Case Response Flowchart](#) and following the corresponding response plan

ONCE CLEARED

- ❑ **(SARAH)** will notify the Assistant Head of School (K8), Director of High School (HS), and the *contact's* teachers to notify them of the return date
- ❑ **(SARAH)** will update student and teacher statuses in the COVID-19 Main (2020/2021) sheet

ANSWER TO COMMON QUESTIONS

Q: If a parent was exposed (ie: at work) but the child has not, can they still come to campus?

A: Yes! As long as the parent does not test positive or begin showing symptoms, then the student is not considered exposed and can continue with all academic and extracurricular activities as normal.

Q: If one sibling tests positive (Sibling A), what should Sibling B do?

A: In this case, Sibling B is considered exposed and should follow the case response plan as outlined above

Q: Building on the previous question: if Sibling B is in a different stable group, does that mean that group also needs to quarantine (if unvaccinated)?

A: No. Sibling B's group is not considered exposed as long as Sibling B does not test positive or show symptoms. Additionally, if Sibling B *does* begin presenting with symptoms *and/or* tests positive, the stable group might still not be considered exposed if Sibling B has not been on campus in the 48 hours preceding the test date or symptom onset.

#5 - Positive Testing Pool Case Response Plan

Added on September 1st, 2021

To be followed when a PCR pool test from routing screening comes back positive.

IF THE POOL IS ON CAMPUS - INITIAL RESPONSE

- ❑ **(SARAH)** will notify the Head of School, either Assistant Head of School (K8) or Director of High School (HS), and the Director of Communications that there is a positive pool
- ❑ **(SARAH)**, with support from the division head, will administer antigen tests to all members of the positive pool
- ❑ **(MONICA)** will prepare a Blackboard connect message to go out to the stable group according to the quarantine and pick up requirements below
- ❑ **(SARAH)** will identify the positive case(s) and complete the workflow of [#1 - Confirmed On Campus Case Response Plan](#) for all positive individuals

IF THE POOL IS OFF CAMPUS - INITIAL RESPONSE

- ❑ **(SARAH)** will notify the Head of School, either Assistant Head of School (K8) or Director of High School (HS), and the Director of Communications that there is a positive pool
 - Also determine when and where reflex antigen testing will take place (as soon as possible)
- ❑ **(MONICA)** will draft a Blackboard connect message to go out to the stable group to notify them of mandatory antigen testing
- ❑ **(MONICA)** will draft a *Confirmed On Campus Case* email to be sent to the entire school
- ❑ **(SARAH)**, with support from the division head, will administer antigen tests to all members of the positive pool
- ❑ **(SARAH)** will identify the positive case(s) and complete the workflow of [#1 - Confirmed On Campus Case Response Plan](#) for all positive individuals

IF NO ANTIGEN TESTS RETURN A POSITIVE RESULT

- ❑ **(SARAH)**, with support from the division head, will administer individual PCR tests to all members of the positive pool
- ❑ All members of the pool will be directed to self-isolate until the PCR results come back

QUARANTINE REMINDERS

- All K-6th classes will results in a 7 day quarantine (plus testing) for all students/faculty regardless of vaccination status when there is a positive pool
- All unvaccinated 7th - 12th graders must quarantine (plus testing) for the full 7 day period
- All 7th - 12th grade classes may continue both their academic and extracurricular activities as long as there have not been 3 confirmed cases with an epidemiological link in the preceding 14 days

Isolation spaces

Last updated July 27th, 2020

Policies

1. The School will identify two isolation spaces on each campus where students are to be supervised when waiting to be picked up from campus
2. The primary isolation space will be a shaded outdoor area and should be used when weather conditions permit
3. The secondary isolation space will be indoors and should be used in the event that:
 - a. The primary space is already occupied
 - b. Weather conditions do not allow for the safe use of the outdoor space
4. Both isolation spaces will provide privacy to the extent possible
5. An isolation space will receive a deep cleaning following occupancy as detailed under [Cleaning & Disinfecting](#)

Procedure - K8 isolation spaces

- Primary outdoor space is a tent located at the top of the parking lot
- Secondary space is outside the Spanish classroom
- The secondary space should be used to support the privacy of the sick/symptomatic individual when the parking lot is busy

Procedure - High School isolation spaces

- Primary outdoor space is the picnic table behind Room #6 (temporary main office)
- Secondary space is Room #5, which is set aside for that specific purpose

Pasadena Public Health Department Information & Confirmed Case Response

Last updated March 12th, 2021

Kellee O'Rourke, PPHD Program Coordinator, will serve as the liaison between Sequoyah School and the Pasadena Public Health Department for questions. He can be reached:

- By email at korourke@cityofpasadena.net

The following two individuals can be called or emails for guidance or clinical questions at Pasadena Public Health Department.

- Colten Tognazzini Phone: [626-744-6022](tel:626-744-6022) Email: ctognazzini@cityofpasadena.net
- Marilyn Mulay Phone: [626-744-6027](tel:626-744-6027) Email: MMulay@cityofpasadena.net

If the school identifies 1 or 2 confirmed cases, the COVID Compliance Team will follow the protocols as set forth in [Table 5: Steps for Managing Exposure to 1, 2, and 3 or More COVID-19 Cases \(below\)](#).

If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period. The COVID Compliance Team will:

- Determine whether at least 3 cases in the cluster have epidemiological links¹⁶ using the [PPHD COVID-19 Exposure Investigation Worksheet \(rev. July 27th\)](#) - this must be completed within 1 business day
 - If epidemiological links do not exist between at least 3 cases in the cluster, the School continues with routine exposure management
 - If epidemiological links exist between at least 3 cases in the cluster, the School reports the cluster to PPHD at nursing@cityofpasadena.net

If epidemiological links exist between at least 3 cases in the cluster:

1. The cluster may meet "Outbreak" criteria
2. The head of the COVID Compliance Team will notify Pasadena Public Health Department within 1 business day
3. The COVID Compliance Team will complete the [PPHD COVID-19 Case and Contact Line List \(rev. July 24th\)](#)
4. PPHD will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. PPHD will contact the school within 1 business day to advise on next steps
5. If outbreak criteria are met, an outbreak investigation is initiated¹⁷
6. PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation
7. School COVID Compliance Team will submit requested information, including updates to the Line List for Cases and Contacts, to the investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

The School will be required to close if there are multiple cases in multiple stable groups or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period,

¹⁶ School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.

¹⁷ A outbreak, as confirmed by PPHD, will be posted publicly on the PPHD website and a notification must also be posted on the School website

Table 5: Steps for Managing Exposure to 1, 2, and 3 or More COVID-19 Cases at School

<p style="text-align: center;">1 Confirmed Case</p>	<p>1) Required: School instructs the case to follow COVID-19 home isolation instructions</p> <p>2) Required: School informs the case that PPHD may contact the case directly to collect additional information and issue a Health Officer Order for Isolation</p> <p>3) Required: School works with the case to identify school close contacts</p> <p>4) Required: School notifies school contacts of exposure and instructs them to quarantine at home and test for COVID-19 on day 6 after exposure. NOTE: Persons who are fully vaccinated AND have an exposure should be tested 3-5 days after exposure but are not required to quarantine if they remain asymptomatic. Persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.</p> <p>5) Required: School informs school contacts that PPHD may contact them directly to collect additional information and issue Health Officer Order for Quarantine</p> <p>6) Required: School submits contact information for case and site contacts using the PPHD COVID-19 Case and Contact Line List (rev. July 24th) and sends to PPHD by emailing: nursing@cityofpasadena.net</p> <p><i>7) Recommended:</i> School sends general notification to inform the wider school community of the school exposure and precautions taken to prevent spread.</p>
<p style="text-align: center;">2 Confirmed Cases</p>	<p>1) Required: Follow required steps for 1 confirmed case (above)</p> <p><i>2) Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links using the PPHD COVID-19 Exposure Investigation Worksheet (rev. July 27th)</p> <p><u>If epi links do not exist:</u> School continues with routine exposure management</p> <p><u>If epi links exist:</u> School implements additional infection control measures</p>
<p style="text-align: center;">3+ Confirmed Cases</p>	<p>1) Required: If a cluster of 3 or more cases occurred within 14 days of each other, school notifies PPHD at: nursing@cityofpasadena.net or (626) 744-6089, option 2. PPHD, with information gathered by the school, determines whether the cases have epi links. If epi links do not exist, the school continues with routine exposure management.</p> <p>2) Required: PPHD requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, PPHD outbreak investigation will be initiated.</p> <p>3) Required: School provides updates to the PPHD investigator until the outbreak is resolved (at least 14 days since last confirmed case).</p>