



Covid Safety Plan

Updated 3/29/2021

RIO LINDO

ADVENTIST ACADEMY

Rio Lindo Adventist Academy (RLAA) is a private Christian academy located outside of Healdsburg, California. The school campus is 350 acres located on a peninsula surrounded on 3 sides by the Russian River. Our campus is a closed campus with one entrance gate that is electronically controlled and requires an access code or for Administration to let visitors in.

We have approximately 100 students in our high school. All of the school's 30 staff live in campus housing located on campus.

Our large campus and small student body allows us to make space for physical distancing in a controlled and safe environment. Additionally, we understand and plan to implement precautions to minimize risk to our school community by:

- **Distancing** - All individuals will maintain distance, especially from others not in their stable group.
- **Daily Health Screening** - At the start of each school day for staff and students.
- **Wearing of Masks** at all times in common areas.
- **Structured, Stable Groups** - Decreases opportunities for exposure to or transmission of the virus and facilitates more efficient contact tracing in the event of a positive case.

Following is our plan for how we will address the 10 key areas found in the California & Sonoma County reopening guidelines. While reading our plan, if you have questions, concerns or improvements please contact info@riolindo.org and we will be happy to chat with you.

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1. GENERAL MEASURES

- School administration will stay informed of current guidelines/information:
 - Monitor published information sent from Sonoma County Office of Education who is acting as liaison for schools for the Sonoma County Public Health Department.
 - Regularly review updated guidance from state and local agencies, including the California Department of Public Health and California Department of Education.
 - Maintain communication with the county health department as needed.
- Minimize risk of exposure by:
 - Limiting visitors - Nonessential visitors will be extremely limited. All student guests must be approved in advance and must wear a mask, meet outdoors, and abide by all COVID precautions while on campus.
 - Parents should drop students off outside and leave campus without interacting with other students, parents or school employees unless a meeting was set up in advance.
 - Parent pick up will take place in the same place as drop off. Our campus gate will be utilized to let parents in outside of drop off and pick up times.
 - Essential workers i.e. deliveries, repairs, maintenance will be screened and should not be in a classroom while students are present.
 - Limiting off campus trips - School trips will not happen unless the activity is approved by county guidelines. All requests will be approved by Administration.
 - All students will be placed in stable groups following state guidelines. Mixing between stable groups will be restricted. Stable groups will maintain proper physical distancing, masking, and other safety measures.
 - Students will be in stable groups by grade levels. A stable group will likely not be bigger than 24 students. The stable groups will help with contact tracing if a student tests positive. We will also be able to isolate students who had direct contact with the student more quickly.
 - All staff and students will be required to wear a face mask covering both nose and mouth in all common areas. All face covering must be well-fitting with no gaps, valves etc. and be at least 2 ply fabric.
 - Students who are not medically exempt and refuse to wear a mask are prohibited from campus and will be asked to go home unless they comply.
 - All students will be required to go through a symptom check each morning. They will be asked if they are experiencing any Covid like symptoms and their temperatures be taken before the school day begins with a touchless thermometer. Staff will also complete symptom and temperature checks before arriving at school each day.

2. PROMOTE HEALTHY HYGIENE PRACTICES

- Communication is foundational in educating staff, students, and families on maintaining a hygienic environment
- The education includes information on proper use, removal, and washing of cloth face coverings.
- Once returning to in person classes - Teachers are trained on procedures to maximize social distancing including procedures to turn in assignments, enter and leave classrooms, walk in hallways, and limit time and occupants of restrooms. In addition, teachers will be encouraged to use outdoor spaces as much as possible for instruction. All teachers will be expected to easily implement distance learning when students are not able to attend class.
- Time will be spent educating students on social distancing, healthy hygiene practices, handwashing, and the importance of wearing masks in common areas.
- Policy signage is displayed on main entrance doors to all buildings and includes reminders to wear a mask, practice social distancing, and to not enter if showing symptoms.
- Signs are placed on bathroom doors reminding individuals to limit occupancy and to wash hands properly.
- Hand sanitizer dispensers are located in each classroom, office, and building on campus, using alcohol-based hand sanitizers.
- Students are encouraged to wash hands before school begins, at lunch, and when returning to the classes after breaks of more than 5 minutes.
- Masks are required for all students and staff anytime they are in common areas.
- The cafeteria has submitted food service protocols to the Sonoma County Health Dept. All food service workers in the cafeteria wear gloves and masks.
- Adequate supplies are in stock to support healthy hygiene behaviors, including soap, hand sanitizer, disinfecting spray, and masks.
- If students/staff are feeling ill, they will be asked to stay home without any repercussions to their grades or employment.

3. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

- Encourage the use of reusable water bottles to restrict drinking fountains. We have touchless water bottle filling stations in the 3 main school buildings.
- Staff will regularly disinfect frequently-touched surfaces, door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs.
- No school buses are used to transport students on a daily basis. Any school vehicles used are disinfected after each trip.
- Any shared objects or equipment are disinfected between uses.
- Use of approved EPA cleaning products for COVID-19 and follow all product instructions. Cleaning supplies are stored in a space with restricted access.
- Staff are trained on correct cleaning and disinfecting schedules in order to avoid both under- and over-use of cleaning products. While cleaning, staff use proper ventilation during cleaning and disinfecting, such as opening windows and doors.

4. IMPLEMENTING DISTANCING INSIDE AND OUTSIDE CLASSROOM

- All students will be placed in stable groups following state guidelines.
- Mixing between stable groups will be limited.
- Students in each stable group will maintain proper physical distancing and masking.
- In the classroom
 - As much as possible, windows will be open.
 - Classrooms will have desks at least 3 feet apart.
 - Staff supervisors remain distanced as much as possible from students.
 - Are encouraged to use outdoor space for classes when possible.
- All extracurricular activities – activities are modified in order to meet state and local guidelines. Stable groups will stay separate from each other. Activities will be attempted outdoors with distancing. Supervising staff members will remain masked and distanced from all stable groups.
- Worship services - All worship services will follow all California State guidelines and mandates for churches.
- Athletics - Rio will conform to all CDPH Outdoor and indoor youth and adult recreational guidance AND California Interscholastic Federation (CIF) sports restrictions and game/team safety and hygiene protocols.
- Recreation time – Students are allowed, and encouraged, to spend time outdoors, outside of class time. Rio will follow CIF guidelines pertaining to sports allowed in stable groups.
- Cafeteria/Meals - Food is no longer self served. Food service workers will serve meals wearing gloves and masks. Students will go through the line masked and distanced to receive food. Outdoor seating has been provided for eating.
- The schedule has been modified to have staggered lunch times as well as staggered end times. Any meals eaten indoors will be limited to 25% of capacity.

5. LIMIT SHARING

- Avoid sharing items as much as possible.
- Any shared objects or equipment will be disinfected between uses.
- Each student is required to have his or her own laptop computer/Chromebook.
- Bathrooms will have a 1 person limit. Signage will remind individuals to wait outside if occupied.

6. TRAIN ALL STAFF AND EDUCATE FAMILIES

- Train all staff in the following safety actions:
 - Enhanced sanitation practices

- Physical distancing guidelines and their importance
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
 - Staff members are encouraged to get N95 fit-tested.
- Provide educational materials to families and virtually educate families prior to school starting.
 - Email students before school starts with:
 - List of healthy hygiene practices.
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings (will be required). Remind students not to touch the mask and to wash their hands frequently. Provide information on proper use, removal, and washing of cloth face coverings.
 - Screening practices
 - COVID-19 specific symptom identification
 - COVID-19 testing areas, and links to sign up if requested by students family.
- Staff members have been notified of additional sick days regarding to COVID-19 and are required to stay home if displaying symptoms of illness.
 - While sick, approved lesson plans and substitutes will be assigned by administration and corresponding teachers.

7. CHECK FOR SIGNS AND SYMPTOMS

- RLAA will encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- Student absences due to illness will be excused. This will encourage sick students to stay at home without fear of reprisal.
- Screening and other procedures for all staff and students entering the facility.
 - Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer daily.
 - All students will be required to have their temperature checked using an infrared thermometer and answer health questions about COVID-19 symptoms within the last 24 hours before-attending classes each morning. Additionally we will encourage parents to do this at home each day prior to departing for school.
 - Staff will be required to do self screening for symptoms and a fever each day before arriving at work. Electronic records will be kept.
 - In addition, individuals will be checked at any point during the day that they start exhibiting symptoms.
 - If a student or staff member presents with physical symptoms, they will immediately be placed into an isolation room until they can be sent home. Staff will refer to the student's health history and contact a parent/guardian to plan the next steps. (Also see #8 below.)
 - Administration will document incidents of possible exposure and notify local health officials, staff and families immediately of any

positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- We will test staff regularly according to state and local guidelines.

8. PLAN FOR WHEN A STAFF MEMBER, CHILD, OR VISITOR BECOME SICK

- Students exhibiting symptoms of COVID-19 will be placed in an isolation room until consultation with a medical professional can take place or be picked up by their parents. Once the room is unoccupied, ventilation and proper cleaning will take place in the used isolation room.
- PPE's will be stored in all isolation rooms for ill students to use as well as staff caring for the ill student.
- RLAA will follow [Scenario Based Guidance](#) from Sonoma County when any students or staff present with any symptoms.
- CONTACT TRACING - There are 5 staff who received training from the County of Sonoma Contact Tracing Webinar: Principal, Vice-Principal, School Secretary, Head Boys Dean and Head Girls Dean.
- RLAA will notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- If a student or staff member tests positive for Covid 19, RLAA will immediately evaluate all areas of the facility impacted and implement closure/disinfectant plan for areas used by that individual. Those areas will not be utilized before cleaning and disinfection. Whenever possible, staff will wait 24 hours before cleaning and disinfecting. Alternative classroom spaces are identified for use in this situation.
- All teachers are ready to conduct distance learning at any time if needed.

9. MAINTAIN HEALTHY OPERATIONS

- Tracking and documentation of possible exposure is conducted by-school administration. Possible exposures are communicated to the Principal who will notify local health officials, staff, and families in a prompt and responsible manner.
- RLAA will maintain communication that allows and encourages staff and families to self report symptoms. The administration will use the PARENT ALERT text message system to notify all students, staff, and families with prompt notifications of exposures and closures, while maintaining confidentiality.
- Deans closely monitor students with known medical conditions which may make them at higher risk. Extra precautions will be made if necessary when these students are at higher risk of exposure.

10. CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

- Principal to check state and local orders and the health department notices daily about transmission in the area or closures and adjusts operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps:
 - In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - We will follow CDC guidance for those with close contact. Any rooms where the patient was based will typically need to close temporarily as students or staff isolate.
 - Additional close contacts at school outside of a classroom should also isolate.
 - Additional areas of the school visited by the COVID-19 positive individual may be closed temporarily for cleaning and disinfection.
 - Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
 - Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - We have developed a plan for continuity of education. Each teacher will be prepared to deliver instruction to students not able to attend school at any time.
 - Maintain regular communications with the local public health department.

APPENDIX

Designated Administrator for COVID concerns: Vic Anderson, Principal. 707-431-5100 ext. 136. vanderson@riolindo.org.

Admin on duty contact number: 707-318-3298

Sonoma County Public Health contact: 707-565-4566 or phnurse@sonoma-county.org.

[RLAA Cafeteria Covid Plan](#)

RESOURCES USED TO CREATE RLAA'S HEALTH & SAFETY PLAN:

- [CDE - Stronger Together: A guidebook for the safe reopening of CA schools](#)
- [SCOE - Sonoma County Roadmap to a safe reopening 2020-21](#) (Key Considerations for Sonoma County Schools. Based on guidance from SoCo Dept. of Health, CDC, CDPH, and CDE)
- [CDPH Guidance Related to Cohorts - UPDATED September 4, 2020](#)
- [Cal/OSHA COVID-19 General Checklist for Schools and School-Based Programs](#)
- [CA Dept of Public Health - COVID 19 Guidance](#)
- [CDC School & Child Care Programs - Plan, Prepare, and Respond](#)
- [CDC - Considerations for Institutes of Higher Education](#)
- [CDC - COVID-19 Guidance for Shared or Congregate Housing](#)
- [CDC - Guidelines For Temperature and/or Symptom Checks](#)
- [CDC - What to Do If You Have Been Exposed \(Close Contact\)](#)

RESOURCES FOR MONITORING CURRENT COVID STATUS:

- [Sonoma County Dept. of Public Health Coronavirus Website](#)
- [Tracking COVID in CA - CA.gov](#)

RESOURCES FOR EDUCATING THE RIO COMMUNITY:

- [CDC - When & How to Wash Your Hands](#)
- [CDC - How To Protect Yourself And Others](#)
- [CDC - Hygiene etiquette \(sneezing, coughing\)](#)
- [CDC - Importance of Wearing and Washing Cloth Face Masks](#)
- [CDC - COVID 19 Videos Showing behaviors that prevent the spread](#)
- [CDC - What to Do If You Are Sick \(Including discontinuing isolation & quarantine\)](#)
- [CDC - Coronavirus \(COVID-19\) Information](#)