

SHU REN INTERNATIONAL SCHOOL

树人国际学校



COVID-19 HEALTH AND SAFETY PLAN 2022-2023

2125 Jefferson Avenue, Berkeley CA 94703

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COVID-19 Safety Plan (CSP)

Start of School Specifics for the City of Berkeley

Name of School: Shu Ren International School

Address: 2125 Jefferson Avenue, Berkeley, CA 94703

Head of School Information:

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Start Date of 2022-2023: August 29, 2022

School Type: Independent

Grade Levels Served: Pre-K to Grade 5

School Website: <https://shurenschool.org/>

Introduction and Overview

This document is designed to assist in planning for the safer operation of Shu Ren International School for the 2022-2023 school year. We recognize the importance of returning students to our campus for in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The goal of this document is to demonstrate the plans and measures the School has in place to reduce COVID-19 transmission in the school setting, while meeting the educational needs of all students. We expect that COVID-19 will be present, to some degree, in our community throughout the upcoming school year and we must be prepared to respond.

Please note: This document will be updated frequently to reflect the latest guidance from public health officials and is effective until updated. With any event or occurrence, Shu Ren School consults health officials for specific guidance as it relates to the time and place. Actions, therefore, may deviate from this plan.

Referenced Documents

- [State of California Safe Schools For All Hub](#)
- [COVID-19 Public Health Guidance for K–12 Schools to Support Safe In-Person](#)
- [Guidance for Child Care Providers and Programs](#), CDPH, Mar 12, 2022
- [Covid-19 Childcare Resources](#), CDSS
- [Covid-19 Childcare Guidance When a Child is Feeling Sick or Tests Positive](#), CDSS
- [Covid-19 Exposures for Children in Childcare](#), CDSS
- [Preliminary Testing Framework for K–12 Schools for the 2022–2023 School Year](#), CDPH, Mar 27, 2022
- [Learning, 2022–2023 School Year](#), CDPH, Jun 30, 2022
- [Local considerations for maintaining or establishing universal indoor masking requirements in K-12 schools](#), CDPH, Mar 7, 2022
- [Masking Tips for Children](#)
- [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#), July 27, 2022
- [CALOSHA Employer Guidance](#)
- [COVID-19 Public Health Recommendations for Fully Vaccinated People](#), California Department of Public Health, Oct 28, 2021
- [Joint Statement on Western States Support for Expanded Eligibility for Children 6 Months and Older](#)
- [Joint Statement on Western States Support for Boosters for Children Ages 5-11](#)
- [COVID-19 Vaccination Schedules - CDC](#)
- [COVID-19 Vaccines for Children and Teens](#)
- [Frequently Asked Questions about COVID-19 Vaccination for Children and Teens](#)
- [CDC Travel Guidelines](#)
- [Vaccine Record Guidelines & Standards](#), CDPH, May 2, 2022

Guiding Principles

Several key principles informed the creation of this document:

- A. **Evidence- and Practice-Based:** This document is based on a review of the scientific research and available epidemiologic data on COVID-19. Although there continues to be limited information available on COVID-19 transmission dynamics, effectiveness of various public health interventions, and the clinical impact of COVID-19 on children and youth, we have incorporated the best practices based on available science.
- B. **Iterative:** Given the evolving nature of the COVID-19 epidemic and the scientific information that we anticipate will develop in the coming months, we expect that this document will be updated in the future.
- C. **Practical and Adaptable:** During this unprecedented pandemic, we realize that schools face significant operational constraints, parents and teachers have a range of perspectives on the reopening of school campuses, and students themselves have a variety of educational and developmental needs. This document, therefore, was designed to provide clear direction while allowing the School appropriate flexibility based on our constraints and resources.

Section 1: Prevention

I. Physical Distancing

A. General

- School leadership will continue to communicate with all staff and families regarding physical distancing requirements and recommendations.
 - Communication has occurred in several occupations with teachers, staff, and families
 - Communication has been sent multiple times in emails to both teachers and families.
- School leadership will continue to train staff and teachers on protocols for physical distancing.
 - Training occurred with a nurse practitioner before the start of the school year.
 - Teachers are trained before the reopening of classrooms.
- Signage has been posted in prominent locations throughout the school campus reminding students and staff about physical distance.
 - Jefferson entrance
 - McGee entrance
 - Outside of Resource Room
 - Outside of bathrooms
- School leadership will continue to remind staff to maintain social distance between one another while on the school campus.
- School leadership will continue to conduct daily spot checks to observe implementation and provide feedback on physical distancing to teachers and staff.
- School leadership has consulted with all staff regarding their comfort level and plan for returning to school if they are living with vulnerable populations that are at higher risk of severe illness. No staff has indicated that they are at a higher risk of severe illness.

B. Arrival and Departure

- Arrival and Departure staff will remind parents and students to remain socially distanced.
- The parents/caregivers are required to wear face covering and show the vaccination proof in advance when entering the building to drop-off and pick-up their child

	Drop-off	Pick-up	Parking Location
Regular School hours	All: 8:30-9:00 am	Pre-K: 3:00 pm K-5: 3:15 pm	McGee Parking Lot
Late Arrival or Early Pick-up	All: 9:00 am - 3:00 pm		Main entrance at 2125 Jefferson Avenue
Extended Care	All: 7:30 - 8:30 am	Pre-K: 3:00 - 6:00 pm K-5: 3:15 - 6:00 pm (3:15 - 4:00 pm homework club)	Main entrance at 2125 Jefferson Avenue
* Grade K-5 students arrive at school no later than 8:30am			

C. Classroom Settings

- Teachers and staff will keep in mind physical distancing when interacting with children, families, and staff.
- Visual markers have been placed on the floor to assist students in social distancing when lining up.
- Teachers have prioritized the use of outdoor space for activities where practicable.

D. Non-Classroom Setting

Hallways

- Visual markers have been placed on the floor to promote a safe distance between students when they are standing in line in hallways.

Restrooms

- Pre-K classes have been assigned bathrooms for use.
- Students have been taught to socially distance themselves if they are in the bathroom with a student from another cohort.

Physical Education

- Students will have the choice for not wearing masks during P.E.
- Students will be taught to take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.
- Students will be encouraged to participate in P.E. activities while maintaining social distance between each other as much as possible.

Playgrounds and Recess:

- Pre-K classrooms have assigned playground equipment that is stored in separate bins.
- Students can have the choice of not wearing masks when playing outside.
- Recess activities will be held in shared areas

Library:

- Staggered library schedule is created for each class
- The library is currently opened for individual students to borrow or return books

Cafeteria

- K-5 students will have snacks / lunch outside in two designated tent areas.
- Tables will be sanitized before and after each snack and lunch.
- Students will be taught to avoid talking during lunch.

Staff Break Rooms

- Staff will continue to be encouraged to eat meals outdoors or in large, well ventilated areas.
- Staff are required to maintain social distance while using the staff room.

School Offices

- Office staff desks and work spaces have been placed at least three feet apart.
- Windows are opened in school offices

Resource Room

- Keep social distance when using copy room space and kitchen area.
- Maximum capacity is posted in the space.
- If the space is occupied, staff have been informed to wait outside of the resource room.
- Visual markers have been placed on the ground to remind staff to maintain physical distancing.

II. Cohorting

A. General

- Students will remain in cohorts as small and consistent as practicable in class, at lunch during the regular school hours from 8:30am to 3:00pm.
- The students in the aftercare will be mixed into a cohort and supervised by a teacher assistant / admin staff.
- Specialist teachers instruct each cohort separately
 - P.E. is held outside
 - Music, Performing Arts, Visual Art, and Spanish are taught in-person instruction

- Kindergarten/G1 English is taught in-person instruction
- For younger children, keeping a physical distance from teachers will be difficult, which is part of consideration of stable cohort groupings during the regular school hours.

B. Classes and Cohorts

Class	# of Class
PK2	2
PK3	2
PK4	1
Kindergarten	2
G1	1
G2	1
G3	1
G4 & 5	1

III. Entrance and Egress

A. General

- Parents/caregivers are required to wear masks during arrival and departure.
- Parents/caregivers/visitors who enter the campus are required to show the vaccination proof in advance.
- Parents/caregivers are required to sign children in/out each day and answer questions regarding their child(ren)'s symptoms, body temperature and potential exposure to COVID-19 infected individuals using ProCare.

Entrance 3: Jefferson Main Entrance

This entrance is only used for the following purposes:

- Students arriving late between after 9:00 am
- Aftercare pick-up between 3:15-6:00 pm
- Visitors
- Deliveries



D. Arrival

- Parents/caregivers must sign-in at the drop-off time every day.
- Students sign-in and sign-out will be via Procare Connect. A separate email will be sent from Procare regarding account setup. **Please complete this prior to the first day of school.**
- Parents/caregivers are required to answer questions regarding their child(ren)'s symptoms, body temperature and potential exposure to COVID-19 infected individuals using ProCare to screen sign in.
- If a student displays any Covid symptoms, the student should stay home and take a Covid test, and the parent must contact the school.
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing or chills
 - Repeated shaking with chills
 - Fatigue
 - Muscle pain
 - Headache
 - Sore throat

Updated on 08/01/2022

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- The symptomatic student can attend school with a negative Covid test result.
- Pre-K: The parents/caregivers will enter the building and send the child to the classroom after signing in.

E. Departure

- Parents/caregivers must sign-out the child when picking up.
- Parents/caregivers must keep visits as brief as possible.
- Parents/caregivers will enter the facility to pick-up their child from the playground or classroom.
- Parents/caregivers are reminded to keep social distance when picking up the child.

Please note:

The parents/caregivers are required to wear face covering and show the vaccination proof in advance when entering the building to drop-off and pick-up their child.

IV. Hygiene Measures

A. Face Coverings

References:

[Guidance for the Use of Face Masks](#)

[Local considerations for maintaining or establishing universal indoor masking requirements in K-12 schools](#)

[Masking Tips for Children](#)

Teachers and staff

- All adults are required to wear a face covering at all times while on campus, except while eating, drinking.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff who are unable to wear a face-covering for medical reasons shall not be assigned duties that require close contact with students.
- Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Updated on 08/01/2022

- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. Face shields should be worn with cloth drape across bottom and secured (i.e. tucked into shirt, tied around back of neck).

Students

- All students (two years and older) are required to wear face coverings:
 - when in the classroom even if they are in a stable cohort
 - while arriving and departing from school campus;
 - in any indoor area (except when eating, drinking, napping, or engaging in outdoor physical activity).
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering. (3) Students with a medical condition, mental health condition, or disability that prevents wearing a mask (4) who are hearing impaired
- Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
- Per [CDPH K-12 Guidance 2022-2023](#), students exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- In order to comply with this guidance, Shu Ren will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. The school will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. The school will offer online distance learning for students who are excluded from campus.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again. Students will be provided a disposable face mask.

General

Updated on 08/01/2022

- Staff handling or serving food are required to use gloves in addition to face coverings. Shu Ren will consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items. School administration has posted signage in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- Teachers will educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- School leadership will continue to provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Disposable face masks will be provided by the school if needed.

B. Gloves

Staff have access to disposable gloves provided by the school. Staff will use gloves for tasks such as serving food, handling trash, or using cleaning and disinfectant products.

C. Hand washing

- Most classrooms at Shu Ren have sinks and an additional industrial sink has been added in the outside playground area to support frequent hand washing.
- School leadership has implemented and will continue to enforce hand washing guidelines for all staff and children.
- School administration has posted signage at each hand washing station to teach and reinforce proper hand washing technique,
- All staff and students will wash hands frequently, including:
 - upon arrival to school;
 - after using the bathroom or changing diapers;
 - before and after eating;
 - when returning from outside play;
 - at any time the staff deems appropriate.
- Teachers will continue to teach students proper hand washing techniques and frequency.
- Students and staff will wash hands at staggered intervals to minimize congregation around hand washing and hand sanitizer stations. Visual markers have been placed on the ground for students to line up at hand washing stations.

D. Hand sanitizer

- Additional non-touch hand sanitizer stations have been installed through the school.
 - Elementary classrooms without sinks

Updated on 08/01/2022

- building entrances/exits
- locations designated for students or staff to eat.
- School leadership will continue to communicate that proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if hand washing is not practicable.
- School leadership will continue to communicate that students under the age of 9 should use hand sanitizer only under adult supervision.
- Pre-K students may be used under adult supervision only.

E. Respiratory Etiquette

- Teachers will continue to teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow.
- Teachers and staff will continue to model and practice respiratory etiquette.
- Teachers will ensure there are adequate supplies within students reach including tissues, paper towels, soap, hand sanitizer.
- Signage has been posted in each classroom to remind students and staff of respiratory etiquette.
- School leadership will continue to ensure there are adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.

F. Staying home when sick

- School leadership will communicate and enforce that staff and students stay home when they are sick.
- The School has informed employees of their rights under the [Families First Coronavirus Response Act](#).
- [Covid-19 Childcare Guidance When a Child is Feeling Sick or Tests Positive](#), CDSS

G. Immunization

- [California Immunization Requirements for Pre-Kindergarten](#), CDPH
- [Parents' Guide to Immunizations Required for Pre-Kindergarten](#), CDPH
- [California Immunization Requirements for K-12th Grade](#), CDPH
- At the start of each year, office staff send out communication to all families regarding immunization requirements. They follow up with parents via email and phone to ensure all immunization records are up to date.
- In September all staff were encouraged to get flu shots and were sent information about how they can receive flu shots in various locations through Kaiser.

H. Covid-19 Vaccines

The CDC has strongly encouraged vaccination as one of the most important tools to end the COVID-19 pandemic. Shu Ren International requires our staff, families, who are eligible, to receive a vaccine. COVID-19 vaccine is now available for children 6 months and older. Ask your child's doctor about how to get the COVID-19 vaccine or booster shot. If your child does not have health insurance, please contact our local health department to find a clinic that offers free or low-cost immunizations. Please visit the CDC website to view the recommended [child](#) and [pre-teen/teen](#) immunization schedules.

- Shu Ren faculty and staff are required to receive the COVID-19 vaccine.
- The vaccine receipt is documented and maintained in the facility file.
- [Joint Statement on Western States Support for Expanded Eligibility for Children 6 Months and Older](#)
- [Joint Statement on Western States Support for Boosters for Children Ages 5-11](#)
- [COVID-19 Vaccination Schedules - CDC](#)
- [COVID-19 Vaccines for Children and Teens](#)
- [Frequently Asked Questions about COVID-19 Vaccination for Children and Teens](#)

Please note: For the 2022-2023 school year, we are strongly recommending students aged 2 to 5 receive a COVID-19 vaccination. The school will begin requiring vaccination proof for this age group later in the year.

V. Cleaning and Maintenance

A. General

- Each day will start with newly sanitized classrooms and common areas.
- Shu Ren works with a third party service provider to clean the entire facility M-F, after school hours.
- As much as possible, EPA Safer Choice products will be used for disinfection. Shu Ren uses those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follows product instructions and follows manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). However, in the absence of these products, a diluted bleach solution will be utilized. These [guidelines by the CDC](#) will be utilized when using bleach.
- Provide training and required protective equipment per manufacturer's recommendations.
- Workers using cleaners and disinfectants must wear gloves.
- Each classroom and office space has been provided a cleaning kit that includes:
 - paper towels
 - table clothes

Updated on 08/01/2022

- disinfectant
- gloves

B. Employee Cleaning and Disinfectant Responsibilities

- The School and each of the employees plays a critical role in maintaining a safe and healthy school environment.
- School leadership will continue to train employees on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- School leadership will continue to ensure there are adequate supplies to support cleaning and disinfection practices.
 - Spot checks will be conducted throughout the week.
 - Teachers and staff have been told to inform office staff if they run out of supplies.
 - School leadership meets with office staff regularly to review inventory of cleaning and PPP supplies.
- Staff using cleaners or disinfectants will continue to wear gloves and/or eye protection as required by the product instructions.
- Staff will continue to ensure that all products are kept out of children's reach.

C. Classroom

- Only toys and manipulatives that are easy to clean and sanitize throughout the day will be accessible.
- Soft toys that are difficult to disinfect have been removed from classrooms.
- Teachers and staff will continue to ensure proper ventilation during cleaning and disinfecting by opening windows where practicable.
- A thorough daily cleaning of the classroom will be completed by a custodial cleaning service when children are not present.

D. Bathrooms

- A custodial cleaning service will thoroughly clean and disinfect bathrooms daily.

E. Outside Areas

- A custodial cleaning service will clean the outdoor ground area regularly.

F. Eating Areas

- Staff will continue to clean and disinfect tables daily before and after use.

Updated on 08/01/2022

G. Common Areas

- Common areas such as laptops, microwaves, refrigerators are continuously cleaned and disinfected by staff regularly.
- A custodial cleaning service will thoroughly clean and disinfect common areas daily.

H. Water Fountains

- Students have been taught to fill their water bottles before coming to school.
- A touchless water fountain will be available for use throughout the day. If they need to fill their water bottles, they have been taught to use the touchless water fountain.
- Water fountains will be cleaned daily.

I. Areas with sick individuals

- School leadership will continue to provide adequate training and personal protective equipment to protect staff who will be cleaning and disinfecting areas used by any sick person.

To reduce risk of exposure, custodial staff will wait 24 hours before clearing and disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> If it is not possible to wait 24 hours, wait as long as practicable.

VI. Aftercare, Enrichment and School Events

- Extended Care will be provided starting August 29.
- After school enrichment activities will be provided starting Semester 1 .
- Field trips / Experiential learning will be conducted virtually/in-person starting Semester 1.
- Assemblies will be held in-person starting Semester 1.
- Special events will be held in-person starting Semester 1.
- School tours and open houses will be held virtual/in-person starting Semester 1.

VII. Ventilation and Air Flow

The Shu Ren campus does not have a HVAC system and instead uses a boiler radiation heating system during the winter months. Guidance regarding HVAC systems is not applicable to Shu Ren.

Natural ventilation - Each Shu Ren classroom has multiple windows to provide natural ventilation. Teachers will open windows when they enter the classroom in the morning and will close windows when all students and adults have left at the end of the day.

All office spaces have windows that are kept open throughout the day, for the exception of one office space that has two doors that are kept open to increase cross ventilation.

Supplemental Equipment - Each classroom and office space is equipped with portable advanced HEPA + Air Purifier units in each classroom. Staff will turn on air purifiers in the morning and will be turned off at the end of the day. At the start of the year, the need to replace filters in the air purifiers were assessed. According to the operation manual air filters do not need to be replaced this year. They are designed to last 5 years and were purchased in 2018.

- Portable air purifiers with HEPA filters have been placed where air intake and discharge are not impeded e.g., not near furniture or behind curtains.
- Portable air purifiers have been placed so it does not blow directly from one person to another.

School leadership conducts daily spot checks to ensure windows are open and portable air purifiers are turned on.

VI. Additional Safety Measures for Teachers and Other Staff

This section summarizes many of the key requirements, recommendations, and considerations that protect both staff and students, as well as specific additional requirements and recommendations to reduce transmission risks for teachers and other staff.

A. Visitors

- Visitors to campus will be required to provide vaccination verification in advance and show the negative test result within 24 hours.
- School tours, parent interviews, and open houses will be held virtually/in-person.
- All visitors will be asked to wait in a holding area at the front entrance for the health screening.
- After temperature is taken and screening completed, a vaccination verification or negative test result is received, visitors will be instructed to remain at six feet distance.

B. Deliveries

- Deliveries have a designated area close to the Jefferson entrance to restrict the delivery person's access to facilities.

Updated on 08/01/2022

C. Staff Meetings

- Staff meetings, professional development training and education, and other activities involving staff will be conducted in-person with appropriate physical distancing.

D. Snack, Lunch, and food

- Teachers and staff will continue to model and practice proper hand washing before and after eating.
- Staff and students will not share or touch each other's food.
- Staff will immediately clean and disinfect tables before and after snack/lunch.
- Staff will handle communal utensils, keep communal snacks covered to avoid contamination.
- Staff will ensure that communal meals are provided in individual portions and are delivered by staff wearing gloves.
- Students will use their own tableware brought from home.
- Food sharing for birthday celebrations is prohibited. However, individually wrapped treats can be distributed to students.
- K-5 classes will eat snacks and lunch outside in designated tent areas.

E. Limit Sharing

- Teachers will continue to inform families that personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.
- Teachers will continue to inform families that personal toys should be kept at home unless it's the child's sharing day or Show and Tell.
- In Pre-K teachers will ensure there are adequate supplies to minimize sharing of high touch materials such as art supplies.
- Students have been taught why it's not healthy to share drinks, food or toys particularly when sick. Staff will reinforce this.

F. Travel Precautions

Our school policy for the unvaccinated students is aligned with the [CDC Travel Guidelines](#)

Section 2: Monitoring

I. Health Screenings

A. General

- Signage has been posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.
- School leadership will continue to communicate screening requirements to all staff and families throughout the school year.
- Screening will be available at the school as needed.
- Hand Sanitizer will be available at each entry point.

B. Symptom Check and Visual Check

The school will engage in COVID-19 symptoms check of anyone entering campus at each entry point. The school will exclude the entry of anyone who has an affirmative response on any of these points:

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

- Parents/caregivers are required to submit a symptom screening before entering campus.
 - Parents/caregivers will use the Procure online app to submit the symptom screening before they enter campus.
 - If a parent indicates any symptoms, the child should stay home and the parent must contact the school.
 - When parents/caregivers arrive at school, staff at each entry point will ask parents to show via phone that the screening was submitted.
 - Staff will have the Procure app available on iPads for any family who does not have a phone. iPads will be cleaned after each use.
- Staff will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.

Updated on 08/01/2022

- Staff and children will be monitored throughout the day for signs of illness
 - Staff or children with a fever of 100.0 degrees or higher, cough, or other COVID-19 symptoms will be isolated from the general population and their parents will be notified.
 - Staff will discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.
 - Staff will seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
 - Co-Head will advise the sick staff members and children not to return until they meet criteria to discontinue home isolation.
 - [Covid-19 Childcare Guidance When a Child is Feeling Sick or Tests Positive](#), CDSS.

C. Previously Ill Student

If the students were previously absent due to illness or were sent home sick (not tested positive), they will not return to school for in-person instruction until they have meet CDPH criteria as followed:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus); OR

II. COVID-19 Testing

- The school has secured a contract with PMH Labs to test employees approximately every week.
- All students and staff are required to show proof of negative test results before the beginning of the school year
- All students and staff are required to show proof of negative test results after vacations
- Staff have been routinely tested approximately every week.
- If an employee is exposed to COVID-19 at school, the school will offer staff testing at no additional cost during work hours.

Section 3: Response to Suspected, Confirmed Cases, and Close Contacts

I. Contract Tracing Team

Shu Ren has a designated team who are ready to assist the Berkeley and Alameda Public Health Department with the tracing of contacts. Families and staff have been notified to contact Deron Marvin or Que Yi if they have tested positive or have COVID-19 symptoms.

Staff Member	Role	Task	Contact Info
Deron Marvin, Yi Que	Co-Head of School/ Pandemic Coordinator/ COVID-19 Liaison and Contact Tracer	<p>Call families to notify them of exposure (if still on campus, request immediate pick-up)</p> <p>Notify staff of exposure</p> <p>Identify students exhibiting symptoms during entry screening, escort them to isolation and contact their parents</p> <p>Identify staff exhibiting symptoms during entry screening and throughout the day, escort them to isolation (if needed) and send them home</p> <p>Modify and send out exposure notification letters/email</p> <p>Escort and supervise students in the isolation room (awaiting pick-up)</p> <p>Ensure school community (students, staff, parents) have up-to-date information on COVID</p> <p>Ensure school community (students, staff, parents) have up-to-date information on COVID-related</p>	<p>Deron- Email:deron.marvin@shurenschool.org Phone: 415-533-3426</p> <p>Yi Que- Email:que.yi@shurenschool.org Phone: 510-841-8899</p>

		<p>policies and protocols, prevention measures and response plan</p> <p>Ensure contact tracing information is record in SPOT as soon as possible and within 24 hours.</p>	
Michelle Peng	Director of Admissions and Marketing, Screener	<p>Identify students exhibiting symptoms during entry screening, escort them to isolation and contact their parents</p> <p>Escort and supervise students in the isolation room (awaiting pick-up)</p>	<p>Email: michelle.peng@shurenschool.org</p> <p>Phone: 510-841-8899</p>
Caitlyn Wong	Office Admin	<p>Identify students exhibiting symptoms during entry screening, escort them to isolation and contact their parents</p> <p>Track which students are out because of COVID (in isolation or quarantine), when they are expected back and whether they have met the requirements needed to be clear for return.</p> <p>Enter contract tracing information into the School Portal for Outbreak Tracking (SPOT).</p>	<p>Email: yunju.bao@shurenschool.org</p> <p>Phone: 510-841-8899</p>

II. Suspected COVID-19 Case(s) Displaying Symptoms Response

- Shu Ren will use the administrative office and Lobby area for isolation for any individual who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, staff will call 9-1-1 without delay.
- A person suspected of having COVID-19 based on displaying symptoms will be advised to take a Covid test. In order to return to school/work, in all cases, an

individual must: (1) be fever free for 24 hours without using fever-reducing medication; and (2) feel better (even if symptoms are not completely resolved). (3) provide a negative Covid test result before returning to school. If the person was never tested and wants to return to school or work before 10 days in isolation.

III. Confirmed COVID-19 Case(s) Response and Contact Tracing

A. Internal Communication

- School, childcare, extracurricular program and other partner organization staff immediately notify the Pandemic Coordinator.
- The school's Pandemic Coordinator will notify pertinent School, childcare, extracurricular program and partner organizations.
- All staff and families in the school community will be notified by school leadership of any positive COVID-19 case while maintaining confidentiality as required by FERPA and state laws. (Information concerning confidentiality can be found [here](#).)
- An asymptomatic person with confirmed COVID-19 should isolate for 5 days at least after the day tested positive. A symptomatic person with confirmed COVID-19 should isolate for 5 days at least from the onset of symptoms. For coming back to school, will need:
 - Take a Covid test on Day 1. The day tested positive (asymptomatic) or onset of symptoms (symptomatic) is day 1. if the Covid test result is negative AND you feel better AND you have no fever for at least 24 hours without using a fever-reducer. Take a home antigen test, and you don't take a PCR test in 90 days.
 - If fever is present, isolation should be continued until fever resolves.
 - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after day 10.
 - Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

Internal Communication Documents

- Exposure notification will be sent to parents/guardians of children and staff who are the close contacts of the Covid case.
- Guidance will be provided to the Covid case and close contacts

B. External Communication

- The school's Pandemic Coordinator will notify the City of Berkeley's Communicable Disease Unit at cobcd@cityofberkeley.info or 510) 981-5292.
- The City of Berkeley's Communicable Disease Unit will provide guidance and will answer any questions the school may have about the contact investigation process.
- The school's Pandemic Coordinators, Deron Marvin / Que Yi will engage in contract tracing and will submit a list of exposed students and staff to the Berkeley's Communicable Disease Unit.
- Ensure contact tracing information is recorded in School Portal for Outbreak Tracking SPOT as soon as possible and within 24 hours.

C. Identified Exposed

The contact tracing team will identify cohorts and group(s) that must receive notification. The contact tracing team will engage in the following actions:

- Your child may attend school if he/she has NO Covid symptoms, regardless of their COVID-19 vaccination status,
- Test on day 5. Home test is acceptable if your child has NO Covid symptoms
- Please show your child's negative test result during the morning drop-off time when he/she comes to school on day 6.
- Monitor your child for COVID-19 symptoms. If symptoms develop, get the Covid test and stay home
- If tested positive, contact the school and follow isolation recommendations
- Masks will be required for all who are in the school buildings

Section 4: Staff Training and Family Education

Staff training was provided before the start of the school year. Parents have been informed of COVID-19 health and safety protocols during meetings at the start of the school year. School-wide communications will inform parents of their shared responsibilities for keeping students safe.

Information sessions about COVID-19 related issues will also be offered to the school community throughout the school year.