



THE KNOX SCHOOL  
*of* SANTA BARBARA

*For Gifted and Talented Children*

COVID-19 Handbook

2020-21

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## About COVID-19

### What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. Formerly, this disease was referred to as ‘2019 novel coronavirus’ or ‘2019-nCoV.’ The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

### What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

### How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

### Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

### What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential

therapeutics for COVID-19.

### **How can the spread of COVID-19 be slowed down or prevented?**

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include: ✓ staying home when sick; ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately; ✓ washing hands often with soap and water; and ✓ cleaning frequently touched surfaces and objects. As we learn more about COVID-19 public health officials may recommend additional actions.

### **The Knox School Philosophy Statement**

We, at The Knox School, recognize that we are in a situation that brings various opportunities to innovate. As a community of intellectuals and design thinkers, we are finding ourselves reimagining education, piloting new programming, responding to feedback, iterating again, and planning for what might be.

Yet the fundamentals of how students best learn are still true. The foundation of deep learning and educational advancement rests solidly in the relationship between teacher and student. Teachers working with small groups of students are able to provide meaningful and individualized feedback, address learning leaps and gaps, and serve as mentors and guides, motivating students to explore their own capacities, interests, and passions within the various disciplines and at their own unique capability level. Now, as always, we are challenging teachers and students to think differently. To be creative. To explore, hypothesize, problem-solve, and prototype. These are the skills that will become second nature for the people who will answer the next set of big questions in our world.

Learning also occurs best in the context of a connected community. Establishing this sense of connection is fundamental to the experience at The Knox School and is a priority at all times—whether we are teaching and learning in person or virtually.

It is also important to note, that while precautions are necessary to prevent the potential spread of COVID-19 in school settings, the psychological safety and ease of students and staff remains vital. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. Measures taken by schools can prevent the entry and spread of COVID-19, while minimizing disruption and protecting students and staff from anxiety and distress.

Our goal, amidst the current COVID situation or otherwise, is always two-fold: to provide rigorous and engaging academic content while being a place for friends to stay connected, for

groups to problem solve, and for families to find some measure of comfort when much around them is in a state of change. We are a community built on connection and relationships providing care, compassion, and guidance to each other.

In these extraordinary times our core values of creativity, innovation, empathy, and flexibility are more necessary and relevant than ever and, with those skills in mind, we look forward to launching into this coming school year!

### **The Knox School Goals**

- Maintain the integrity of The Knox School mission and our inquiry-based pedagogy
- Maintain the learning progress of each student
- Continue our high quality academic program with electives for all students
- Maintain our sense of connection and school community
- Maintain the social and emotional support for our students and families
- Remain flexible and continue individualization for each student and family
- Remain open to accommodations and individualization for our students
- Maintain effective and frequent communication regarding plans, changes, protocols and updates regarding the school format and learning plan

### **School Hours - Staggered start and end times & Friday Early Release**

#### **Monday-Thursday**

Junior Kindergarten/Kindergarten 8:30 am -2:30 pm

1st-4th 8:20 am-3:00 pm

5th-8th Grade 8:10 am-3:15 pm

#### **Friday**

Junior Kindergarten/Kindergarten 8:30 am -2 pm

1st-4th 8:20-2:15

5th-8th Grade 8:10 am - 2:30 pm

### **Morning Drop Off**

Parents may either park on the street along Santa Barbara Street or nearby, walk their child to campus, or pull into one of the 2 drop-off areas and drop their child off. Street parking is available on the blocks surrounding The Knox School campus. We ask that drivers are aware of restrictions on certain days/times when parking. Parking in spaces on La Paz alley is

restricted to staff of the Unitarian Society of Santa Barbara and is not available to The Knox School **at any time**.

Beginning at 7:55 am, there will be a staff member at the designated Knox entry (near Jefferson Hall). Markers will be in place for students and family members to keep 6 feet apart while waiting in line for School entry. A designated Knox staff member will screen each student with a non-touch temperature check and a self-report symptom check. Students with a temperature below requirement and with no reported symptoms will continue onto campus. Any student with a temperature higher than 100.4 and/or reporting or showing symptoms will be asked to return home and be given a checklist and procedure for safe school return. If the child has been dropped off and without a parent, the student will wait in a designated safe place away from other students to limit exposure. The parent will be called and expected to pick up the student within 30 minutes.

All staff and families are asked to conduct a [Home Screening](#) before school arrival and to follow directions carefully before school arrival.

A hand sanitizer station will be located at the entry point and students will be expected to sanitize their hands upon entry. The Knox School staff member conducting screening will be wearing gloves.

Symptom Checks will include the following symptoms:

- 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

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

Junior Kindergarten/Kindergarten drop off will be closest to the Knox entry point. This will allow for parents to walk their child onto campus if a child needs support with goodbye and separation from parents. Families will be allowed in 1-2 at a time, ensuring social distancing is

present and parents are kept distanced from any other students in class. Parents will be asked to do their best to keep the goodbye within a 15 minute time frame and will be required to wear a mask. Parents will leave through the designated Knox exit point and follow all campus movement markings.

## **Main Office**

The main office of The Knox School will be open from 8:00 am to 3:45 pm, Monday through Friday, to conduct official school business and to serve the needs of our students and their families.

Signage outside will note 6 ft markings for waiting in line and signage on the door will instruct all visitors to wait at the door before entering. Office staff will determine entry of each visitor and provide instructions for entry. Office staff will do their best to uphold social distancing in the office space. All visitors will sign in for the visit. A maximum of 4 people may be in the office at one time. A hand sanitizing station will be located at the office. Students will be expected to hand sanitize upon entry and exit of the office.

Visitor seating will be placed 6 feet apart. Plexiglass barriers will be present on all office staff members desks. A hand sanitizer station will be available upon entry. Office staff will follow cleaning procedures, including wiping all high touch surfaces, between each set of visitors.

Teachers whenever possible will call the office before sending a student to make sure there is space in the office and determine the need for the visit.

## **Visitors**

A staff member will be at the designated Knox entry daily from 7:55- approximately 8:30am. After 8:30 a sign will be posted at the entry directing visitors, including delivery services, to call the main office and wait for a staff member before entering campus. A Knox staff member will meet any visitor at the entry point, determine the need for entry, and conduct the health screening if entry is permitted.

The Unitarian Church has excluded permission for any outside organization to use the Knox campus area for the time being. In conjunction with the Unitarian Church staff, The Knox School administration will evaluate the need for any external community organizations utilizing the campus and if determined use is necessary and safe will ensure the use follows

the School's health and safety plans.

## **Afternoon Dismissal & After Care**

Our current plan is to provide aftercare as usual. Need for aftercare will be assessed and a plan worked out accordingly. The possibility of sign ups and a time commitment may be necessary to secure adequate safety measures for the program. All students in aftercare will need to provide their own snacks and drinks. No snacks will be provided by the School.

A Knox staff member will be present at the Knox entry point at school dismissal times. Parents line up at 6 ft markers at the Knox entry point and wait for their child to be walked to the front of school with their teachers. Students will keep social distancing upon school dismissal. The Knox staff member will electronically sign the students out one at a time and dismiss them to their parent through the designated exit point.

After care begins at the following times for each cohort. The cohort will be escorted to their designated after care play area promptly at:

Monday-Thursday	Friday
JK/K - 2:30	2 pm
1-4 - 2:45	2:15 pm
5-8 - 3:15	2:30 pm

If picking up your child after they are in after care, report to the Knox entry point and alert the Knox staff member of your arrival, informing them of all students you are picking up. The Knox staff member will call for your child and send them to the exit point.

JK/K dismissal and after care area will be closest to the Knox entry/exit point. The JK/K after care supervisor is the designated after care point person for all cohorts. All parents arriving at the Knox entry to pick up their child from aftercare will alert this staff member, who will then call for the other students. All JK-4th grade students will be escorted with a staff member to the exit point. 5th-8th graders can walk to the exit point, check in with the aftercare point person and exit with their parent on their own.

The exit route from after care areas to the exit point will be clearly marked.

A hand sanitizer station will be located at the exit point and students will be expected to sanitize their hands upon exit.

## **Campus Access**

Barricades and signage will be placed at all campus accessibility points, creating only one entry and one exit point, as well as limiting non-Knox people from entering throughout the school day.

## **Communication Policy & Information Sharing**

A community is only as effective as its line of open communication. Faculty, staff, and parents are expected to openly and respectfully communicate. Information sharing in regards to topics related to COVID-19 are essential in upholding the safety of our community.

Parents and staff are expected to follow direct, respectful communication guidelines in their interaction with one another to cultivate an environment of honor and respect. This includes any information, events or situations regarding COVID-19. Respecting one another's privacy and keeping sensitive information confidential is an important aspect of COVID-19 related situations.

The Knox School of Santa Barbara will make every effort to keep all stakeholders informed on a regular basis.

- Communications from the Head of School or office will be provided, at least, 1-2x/month and at any change in procedure or program
- All school community newsletters will be sent once a month
- Teachers will maintain weekly contact with all families and utilize online platforms such as Seesaw
- Ongoing surveys will be provided to staff and parents to check in regarding, but not limited to, distance learning, hygiene/safety on campus, and overall student wellness.
- Signage and announcements will be posted at the Knox entry point

## **Absence / Illness Policy for Students & Staff**

Absences: Parents are asked to notify the *main office* through a telephone call (805-222-0107) or e-mail ([info@knoxschools.org](mailto:info@knoxschools.org)) to the main office before 9:00 am, if their child will be absent.

Parents/Guardians are expected to provide information regarding the reason for the absence as the School is required to maintain a list of absences and explanations by the State of California. Office staff will communicate absences to the faculty. Please do not only notify

the teacher. You may always include the teacher on your correspondence, the communication route is from the office to the teacher, as teachers will be involved in academics in the morning and the office needs the information readily available.

***Sick children are not to come to school under any circumstances.*** Students absent from school due to a fever or illness accompanied by a fever may not return to class until the student has been fever-free for a minimum of 24-hours.

If your child exhibits any of the following symptoms, please do not return the child to School: Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell. If your child becomes ill at School, parents will be notified to take the child home.

Staff or students who have been in close contact with someone with a positive case of COVID-19 should not come to school and should follow current guidelines for safe return. Knox staff members will provide guidance on current guidelines and establish a plan in each individual case.

It is essential that the School have on file the names of at least two persons who can be contacted in a parents' absence to care for a sick child. This information should be included on the Emergency Card. Please contact the main office anytime there are changes to the emergency information.

Prolonged absences should be discussed with the Head of School and the student's teacher so that The Knox School can make arrangements to provide a means of support (e.g., coordinate homework assignments; etc.) to continue the student's progress.

Parents are required to notify the main office prior to taking their child from campus. Parents should let the office and teacher know ahead of time when possible. Parents will wait at the Knox entry point, notify the office upon arrival and wait for their child to meet them and exit through the designated exit.

## **Absence Reporting And Tracking**

All absences will be tracked for students and staff. Documentation will include reasons for absence, remedies taken, and duration of absence. Each absence will be examined by the School and it will be determined if a doctor's note is needed for return.

Notification of local health officials of any potential or confirmed COVID-19 cases will occur

as determined by current guidelines, including maintaining the confidentiality of those involved.

Strong, clear and frequent communication to parents and staff regarding staying home when sick and what COVID-19 symptoms to look for will be in place.

Once one has been in close contact with someone who has tested positive for COVID-19, they must stay at home for 14 days from the time of exposure, whether they are exhibiting symptoms or not. We ask for clear, honest and timely communication regarding any exposure to positive COVID-19 cases.

### **When a Staff Member or Student gets sick**

Any staff member or student exhibiting symptoms during the school day will be asked to wait in the designated isolation room until they are able to leave campus. Parents and/or emergency contacts will be called for all students. Transportation will be arranged for any staff member unable to drive.

Students and staff exhibiting symptoms will be asked not to return to campus until they have met [CDC criteria to discontinue home isolation](#), including 3 days with no fever, improvement of symptoms and at least 10 days from the first symptom.

Once one has been in close contact with someone who has tested positive for COVID-19, they must stay at home for 14 days from the time of exposure, whether they are exhibiting symptoms or not. We ask for clear, honest and timely communication from staff and parents regarding any exposure to positive COVID-19 cases.

In the instance of any staff member or student exhibiting COVID-19 symptoms or a report of an exposure to a positive COVID-19 case, the school will follow CDPH guidelines and implement the following steps:

- The Head of School and Knox team members in consultation with SBCDPH will consider whether class or school closure is warranted based on the risk level within the community, as well as duration of closure
- Areas visited by the staff member or student with symptoms or a positive test will be identified and closed for approximately 24 hours, then cleaned before reopening
- Close contacts at school will be identified and actions will be determined regarding whether they stay at school or are sent home for a duration of time
- Close contacts outside of school will be identified and communicated to
- Distance learning will be provided for students unable to return to school
- Reporting to local health agency and conducting contact tracing in the event of a

confirmed positive case will be implemented.

- Determine if any work-related factors contributed to the risk of infection, update protocols as needed and document the event, changes made and rational
- Develop a testing strategy for identification of further cases

The Director of Operations will be responsible for contact tracing in our school community and will communicate with all involved parties and students or staff will need to be tested and that test to be negative in order to return to campus.

The DOO will be utilizing the Johns Hopkins contact tracing program to train several individuals to perform contact tracing if there is a suspected or actual case of COVID on campus. If any contacts involve non-Knox School affiliated individuals, the County of Santa Barbara Department of Public Health will be informed so appropriate tracing for those individuals can occur.

## Social Distancing

All efforts will be made to set up and maintain social distancing throughout the school day and follow the [Industry Guidance for Schools and School Based Programs](#).

*Social distancing may momentarily be disrupted for the reasons of keeping a child emotionally or physically safe. Social distancing can not be 100% guaranteed at all times.*

## Cohorts

The Knox School of SB has a total enrollment of 22 students and a total staff count of 10. One goal during the school day is to limit exposure of students to one another. With this in mind the students will be split into two main cohorts with the addition of 3 sub-cohorts throughout the day.

The **Junior Kindergarten/Kindergarten will be one cohort** including: all JK/K students, the Lead Teacher and one teaching assistant. This is a **stable cohort** for the entire school day. These students and staff members will remain within their cohort and designated learning areas with no planned exposure to other staff or students.

The **second cohort is 1st-6th grade**. There are two sets of siblings at Knox crossing between grades 1st/2nd and 3rd/4th. There is currently one 4th grade student in one 45 minute daily class with the 5/6th graders. All 5th-6th graders mix in academic classes throughout the day. The 3/4 Lead Teacher also teaches the 5-6th graders' Science Workshop. Although there is cross connection due to siblings and academic levels, the students will also be in sub cohorts throughout the day to limit the duration of exposure with a larger number of students across the school day. There will be a designated teaching

assistant for the 1st-8th grade cohort. This TA will teach PE and provide teaching and social emotional support.

A staff bathroom will be designated for staff only. Cleaning supplies and PPE will be provided, as well as detailed cleaning instructions for before and after each individual use.

## Learning Spaces

- **Outdoor Learning Spaces**

Every classroom will have an indoor and outdoor learning environment available. The majority of the school day should be spent in the outdoor learning spaces. Tents will be set up to create a comfortable and designated outdoor space.

- **Larger Classrooms**

The School has increased their rental space for larger learning spaces. Jefferson Hall, Blake Lounge and the combining two classrooms to create adjoining rooms all allow for larger classrooms and proper social distancing. Every classroom will be set up in a way to allow social distancing amongst the students and staff members. Desks will have barriers where social distancing is not feasible.

- **Student Space**

Students will be given a designated space and remain in their space as much as possible. Student supplies will be kept in their space for easy use. In the event the student moves classrooms, students will carry their supplies with them.

- **Teacher Space**

Teachers will have a designated space that is 6 ft away from the students. Barriers on desks will be considered when needed and feasible.

- **Furniture Configuration**

All classroom furniture will be set up in a way to maximize distance between students. The use of bookshelves, cubby units, partitions, markings on the floor, and facing students away from one another, and the like, will all be implemented to create the safest learning environment for all.

- **Instruction Considerations**

Teachers will plan for and consider the allowance of movement in the lessons, activities and all classroom procedures such as turning in assignments, talking with the teacher, group work, entering and exiting the classroom. Teachers will provide specific instructions for easy and safe navigation of movement during class instruction. Singing, and activities of the like will be outdoors only and limited for this time. Teachers will

## Daily Schedule

- Drop off and dismissal times are staggered by sub-cohorts
- Class and recess start/end times will be staggered to limit the number of students in the hallway as well as create clear passage ways to maintain social distancing
- Recess times will be staggered and duration increased, allowing for extra time for handwashing before and after

## Recess and Physical Education

- Recess equipment will be non shared items as much as feasible and/or rotated and cleaned between use
- Students will be monitored for maintaining social distancing
- Students will attend recess in their cohort groups
- Knox staff will provide COVID-19 friendly play options and ideas
- PE: Similar to recess, extra time will be in place for handwashing before and after class, equipment used will be minimal, non shared and/or sanitized after each class. Teachers will design curriculum around maintaining the safety and health of the students, including maintaining social distancing, staying outdoors, allowing for face masks to not be worn during exercise if needed for breathing and limiting yelling and projections of voices

## Accommodations

Synchronous distance learning options and work from home options are offered to all staff and students on a case by case basis determined by need and feasibility.

## Social Distancing & PPE per grade level

- **Pre-Kindergarten (Pre-K) and Kindergarten**

In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Therefore, Pre-K should focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time

outdoors. Furniture and individual student work spaces will be set up and provided in a way to encourage social distancing.

- **1st/2nd Grade**

As per the CDC guidelines, it is strongly recommended that 1st/2nd graders wear masks, but it is not required. Students will be assisted in social distancing as much as possible, with the understanding that this age group is not fully independent in daily life and academic tasks, therefore the teacher may need to be more involved and unable to maintain social distancing at all times. Social integration pieces/needs?

- **3rd-8th grade**

As per the [CDC guidelines](#) it is required for all students of this age group to wear masks, unless an existing condition limits the safety of mask usage. Students will be provided and allowed times during the day to find a place outdoors and more than 6 feet away from others to take a break from their mask if needed. All 3rd-8th grade students will be required to maintain social distancing as much as feasible throughout the school day.

- **Administration and Support Staff**

On any given day the four administrative positions may come into contact with any JK-6th grade students and/or the parents. These staff members will practice a combination of social distancing, the use of outdoor space, PPE, limiting time to less than 15 minutes and work space barriers when in contact with any students throughout the day.

There will be no common use staff area. Use of teacher microwave, fridge, sink, tea kettle and shared food items will not be permitted. Teachers may have these items, or the like, for personal use in their designated space.

Each classroom will have their own printer, allowed to be used and managed only by teachers. Each printer will have a sign posted on it: For Teacher Use Only. Teachers will print out student work as needed.

The teacher copy machine will only be used by teachers. No student touch or use permitted. Cleaning procedures after each use will be implemented and signage posted.

- **Specialists teachers**

Plans for specialist teachers have been made for the safest scenario possible and the least amount of exposure across a school day. This included, outdoor classrooms for Upper Level math classes and STEAM classes, and remote classes via Zoom for Fine Art and Chess.

Electives classes will be taught by teachers already on campus and in the students' designated cohort.

## **Lunches and Snack**

Weather permitting all eating will be outside. Students will bring all snacks and lunch items. No food items will be provided. No sharing of food is permitted.

**Please do not send items that require refrigeration or microwaving. No refrigeration or microwaves will be available for use.**

A touchless filtered-water fountain is available to students at lunch, as well as during snack and recess.

If outside is not an option, social distancing will be maintained while eating indoors.

## **Hot Lunch Program**

No outside agencies will be allowed until further notice. No food will be served to students from the School at this time.

## **Sanctity of the Classroom**

We will focus on maintaining an emotionally and physically safe space for all students that is not rigid, rule driven, cold or covid focused.

## **Hygiene and PPE**

### **Students and Staff**

All students, staff and adults on campus will be required to wear masks at all times. Students will be asked to bring an extra mask and the school will have extra masks at all times. Everyone should label their masks with their first and at least last initial. All students and staff will be asked to own multiple cloth face coverings, so they can wash them daily and

have back-ups ready. Everyone should choose cloth face coverings that:

- Fit snugly but comfortably against the side of the face
- Completely cover the nose and mouth
- Are secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Can be washed and machine dried without damage or change to shape

Face shields will be available to be *worn in addition to* face masks for all staff members.

Staff, students and families will be informed and trained based on the [CDPH Guidance for Face Coverings](#), including exemptions for wearing face masks.

Plexiglass barriers will be installed on office staff desks and there will be handwashing signs and videos (show to students before campus return); all staff trained (and touching face, blowing nose, etc). There will be hand sanitizer stations and hand washing stations throughout the campus.

Students will be given a supply list and their supplies will be stored in their own individual cubbies. All supply or device sharing between students will be as limited as possible. If and when any materials are shared, hygiene practices will be implemented.

Each teacher will have their own supplies and will be kept in each classroom. Teachers will wear masks at all times and will make sure their classroom spaces are

Gloves, wipes and all cleaning materials will be readily available to all staff at any time. The school office will maintain a supply of all cleaning materials and PPE for all teachers and students.

Usage of gloves will be considered when would be helpful to supplement hand washing and hand sanitizer, for instances such as, but not limited to, staff members screening students or when handling commonly touched surfaces.

Signage and teacher regular practices will frequently remind students of proper hygiene practices. See signage for further details.

See cleaning and disinfectant section for further details.

## Cleaning & Disinfectant

Current evidence suggests that COVID 19 may remain viable for hours to days on surfaces made from a variety of materials, although transmission of to persons from surfaces contaminated with the virus has not been documented. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in school settings.

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

The School will disinfect with [EPA-registered disinfectants](#). The School will stay away from products such as bleach and those with quaternary ammonium compounds. The School will follow label directions for use of all materials. All products will be stored in a locked cabinet, away from student access. Staff will be trained on proper use, including use of PPE and storage.

### **Daily Cleaning Practices:**

- Santa Barbara's leading professional cleaning service, [Big Green](#), will do a deep clean and disinfect all indoor surfaces of the school twice weekly. These cleanings will take place on Sunday and Wednesday, after students are released. Prior to school starting, they will clean all carpets, walls, and furniture. A separate professional cleaning service that specializes in air ducts will be brought in to clean them.
- Teachers will disinfect their classrooms between each transition, i.e. children going to and from recess, lunch, etc. This will include cleaning of all high touch surfaces and shared materials .
  - High touch surfaces can include: light switches, door knobs, sink handles, counter surfaces, tables, student desks, chairs
- Frequent hand washing protocols will be in place as part of the daily student and staff routine
  - first thing in the morning
  - before snack and recess

- before lunch recess
  - after lunch recess
  - before dismissal
  - anytime after playing or working outside
  - after blowing nose, sneezing, using the restroom
  - after using shared supplies
- Every morning prior to students arriving and every afternoon after their departure, all outdoor high-touch surfaces will be disinfected by a Knox staff member. This includes:
    - Railings
    - Door Knobs
    - Benches
    - Playground
    - Touchless Water Fountain
- Touchless hand sanitizer stations will be placed: (total of 10 throughout campus)
    - entry points
    - exit points
    - every classroom
    - office
    - playgrounds
- Equipment used during recess will start in an ‘unused’ bin, where students can choose from. Once finished, they will be placed in a ‘used’ bin, to be disinfected once recess is over.
- Teachers and signage will remind students of proper hygiene - covering cough and sneezes, washing hands after a cough sneeze or blowing one’s nose, not touching face, etc.
- Student bathrooms will be strictly for Knox students determined by student cohorts.
- Cleaning supplies will be in staff bathrooms for self cleaning after each use, done by the adult using the bathroom.
- Gloves and wipes will be provided in common areas for every teacher, student or staff member who wishes to use them.
- Playground will be disinfected before and after use by a Knox staff member.

## **Cleaning After a School Closure**

In the event school is closed due to an identified coronavirus case, every surface will be disinfected at the school immediately after closure and again before re-opening.

## Signage

Signage will be posted around campus providing reminders and proper instructions for social distancing, healthy hygiene practices and wearing PPE.

### Signs and Messages

- Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread of](#) germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#))
- Share regular [announcements](#) on reducing the spread of COVID-19 a reminder will be sent to teachers daily and they will communicate with students daily.
- Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).
- Find free CDC print and digital resources on CDC's [communications resources](#) main page.

## Movement Within The School

Signage such as tape and decals will mark passageways to note flow and movement throughout campus. Doors and windows will be kept open to maintain clear passageways and increase ventilation.

## SCHOOL CLOSURE

### *In the event of a school closure:*

If students are on campus and it is determined a closure is necessary, parents will be called and all students will be required to be picked up in a designated amount of time. Students will be sent home with their supply cubby and teachers will communicate with instructions by the end of the day.

If students are not on campus, a time will be arranged for families to drive by and pick up the supply cubby. Communications with instructions will go out as quickly as feasible.

Instructions for returning to school, including duration and if any testing is required before

return, will be determined with local health officers and communicated promptly to families.

Distance Learning will begin within 1-3 regularly scheduled school days of any school closure.

## **Employee Practices**

All staff are required to wear face covering and maintain social distancing at all times. Staff are trained on these protocols, and all staff are required to take the training of the WHO for COVID.

Each day the Director of Operations and/or the Director of Curriculum and Instruction will conduct daily health screenings of staff and students and will organize and maintain all tracking documentation.

Vulnerable staff- All staff members have been carefully considered for the safest scenario possible and the least amount of exposure. Staff have been surveyed to find the following information: comfort with teaching in person, preference to outdoor indoor learning space, health conditions that put them at high risk,

All professional development and staff meetings will be held outdoors (whenever possible) with social distancing and PPE, as well as virtually when needed.

## **Absence & Leave Policies**

Every teacher should stay up to date on documenting their daily plans for a substitute to be able to provide instruction with the least amount of disruption in the event of an unexpected illness or prolonged absence.

Every teacher is required to have at least 2 days of emergency sub plans on hand and readily accessible and available for every class they teach at all times. These plans do not have to be up to date to what is currently happening in the classroom, but should be relevant and meaningful to each grade and course.

There will be no common use staff area. Use of microwave, fridge, sink, tea kettle and shared food items will not be permitted.

No shared meals or school provided food will be permitted.

Administration will create a daily schedule of who is available and when to take over on any

given day (based on schedule and administration staff will be “on call”)

For testing staff will be tested once every other month and what is not covered by insurance The Knox School will cover the costs. The site for testing will be determined by whichever will return the quickest results.

## **Distance Learning**

The Knox School has a comprehensive [distance learning program](#) in place to be implemented at any given time. School goals and teacher expectations are clearly defined and communicated to all. Online platforms such as Google Drive and Google Classroom are used on a regular basis and easily transferred to the distance learning platform. The distance learning schedule will use the regular school schedule but will have limited times for each subject to allow students to have connections to their teachers and other students. There will be built in breaks so that students can step away from their screens for nutrition and exercise. The school day will be shortened to accommodate the changes in the schedule.

To ensure equal access to the Knox program synchronous distance learning is provided for any students that are unable to attend In Person- Campus learning when it is in session.

Accommodations are always provided to all students and families where feasible for the school. Teachers understand their responsibility in tracking and documenting the learning progress of each and every student. Teachers are in constant contact with students and families and will provide consistent and frequent feedback regarding the students’ progress, performance and needs.

Cyber safety lessons will be delivered to each grade level, as appropriate, during the first month of school to increase the safe use of devices and online platforms. Lessons will be found here:

<https://www.commonsense.org/education/digital-citizenship/curriculum?grades=k%2C1%2C2>

### **Triggers to going to distance learning:**

- If 5% of each stable cohort is affected by COVID 19 it will trigger that cohort going to distance learning. For each of the cohorts this is what that will look like:
  - If one person in JK/K Cohort has symptoms or is a positive case- School will consult county public health, on campus school closure will be determined
  - If one person in 1st-6th Cohort has symptoms or is a positive case- School will

consult county public health, on campus school closure will be determined

- If one or more staff members are unable to come to work or required to stay off campus due to CDC recommendations, and there is no available staff member to safely take over supervision of the class, on campus school closure will be determined for necessary classes

*Requirements for staff staying off campus may include, but are not limited to:*

- Exhibiting COVID-19 symptoms
- Positive case
- Exposure to positive COVID-19 case
- Regular absences such as common cold, injury, personal

## **Classroom Connection**

Teachers and administration will connect with parents in a variety of ways that produce consistent touch points such as through school newsletters, work sent home, online platforms and portfolios, parent/ teacher conferences, as well as phone calls and emails on an ongoing basis.

The Knox School is considering and developing methods to increase and maintain student, teacher, staff and family connections when In Person - On Campus learning is not in session. Zoom Meet Your Teacher Events will happen before school begins, and there will be all school game days and planned social times such as Zoom recesses that are planned to be implemented in the event of Distance Learning. Teachers will be in close contact with parents regarding their child and family's needs during the Distance Learning platform and create plans for any current needs.

## **Supplies & Devices**

A comprehensive [supply list](#) has been provided for all students. All student supplies will be nonshared and kept in their own individual cubbies. Supplies include almost all items, including such things as staplers, tape, rulers and scissors to minimize sharing as much as possible throughout the school day.

All 3rd-6th graders are required to bring their own device and no shared devices will be used at school.

Devices will be provided for all JK/K students. If any sharing is needed, cleaning procedures are in place between usage.

## **Program Adaptations**

### **Learning Spaces**

All classrooms will have outdoor learning spaces available and classes will spend as much time outdoors as possible.

### **Electives & Enrichment**

Fine Arts and Chess Courses will be taught remotely.

Upper school elective classes will be taught by teachers already in the students' cohort and are carefully chosen to run smoothly in person or through distance learning

Recess times will be staggered, allowing for extra time for handwashing before and after. Recess equipment will be non shared items only and students will be monitored for maintaining social distancing. Knox staff will provide COVID-19 friendly play options and ideas.

PE - Similar to recess, extra time will be in place for handwashing before and after class, equipment used will be minimal, non shared and/or sanitized after each class. Teachers will design curriculum around maintaining the safety and health of the students, including maintaining social distancing, staying outdoors, allowing for face masks to not be worn during exercise and limiting yelling and projections of voices.

The following will be paused until further notice:

- Hot lunch program
- In person guest speakers
- Field trips, including overnight trips such as CIMI
- Pick up from outside agencies such as iSurf, WYP, SBMA
- Snacks provided by the school
- Administration of medication of any kind (only one time use disposable ice packs and band aids will be administered)

## **Holidays / Birthdays**

Until further notice, please be creative and find ways to celebrate and honor your child's birthday with non-food items.

## Support of Vulnerable Populations

All Knox staff members have been surveyed regarding any current health conditions or reasons for feeling at high risk, preferences and comfort levels with indoor and outdoor learning spaces and comfort with using PPE.

All families will be asked to share any relevant health or family information relevant to COVID-19 and their child's access to their education.

All efforts will be made to make accommodations for any identified needs, such as remote work for higher risk students and staff members and protection of privacy of all members

## Staying Informed

It is our commitment to stay informed of the best practices not only for safety and distance learning, but also for gifted students in these changing and trying times. Some ways we are involved in making this happen are being closely connected with a variety of associations, local to national, which include, but are not limited to:

- [SB County Public Health Department](#)
  - [Henning.Ansorg@sbcphd.org](mailto:Henning.Ansorg@sbcphd.org); OFFICE (805) 681-5280
- SB County of Education
- [California Department of Education](#)
- CAIS (California Association of Independent Schools)
- NAIS (National Association of Independent Schools)
- Local independent school cohort
- Gifted Schools Heads Wisdom Keepers cohort
- SENG (Social Emotional Need of the Gifted)

## Training

**All staff, students and families will undergo training in the following areas:**

- Sanitation practices
- Social distancing expectations
- Proper mask wearing, removal and washing
- Health screening practices
- All about COVID-19- including how it spreads, preventing the spread
- What to do if you are sick, including symptom identification
- Knox procedures for home screening, absence reporting, seeking medical attention
- How Knox is protecting employees from COVID-19 illness

**Staff will:**

- Complete the 3 hour online World health Organization [COVID Training](#)
- Attend 3 weeks of Knox Back to School Professional Development including training on all internal COVID-19 procedures and protocols (see COVID-19 Manual for more information)
  - Training will be held outdoor with social distancing and PPE; virtual training is offered upon request and need

## Testing

All Knox staff members will be requested to be tested approximately one week before school starts. Research will be conducted to assess the current turnaround for receiving test results and an exact date and testing locations will be determined. The School recommends all JK-6th or On Campus/In Person learners to also be tested a week before school starts. The end goal is for all returning to campus to know they are negative for COVID-19 before rejoining the community.

Ongoing testing of all Knox staff members will be required on a rotating schedule. 50% of the staff will be tested each month on a rotation that accomplishes all staff receiving a test every other month. A schedule will be created dependent on current testing availability. Any positive test results will result in proper protocols to be followed. School will stay updated on [current recommendations for testing](#).

## [COVID-19 Self Assessment](#)

## Communication

The Knox School of Santa Barbara will make every effort to keep all stakeholders informed on a regular basis.

- Communications from the Head of School or office will be provided, at least, 1-2x/month and at any change in procedure or program
- All school community newsletters will be sent once a month
- Teachers will maintain weekly contact with all families and utilize online platforms such a Seesaw

- Monthly surveys will be sent to all staff and families to assess current needs
- Signage and announcements will be posted at the Knox entry point

## Resources

Parents: Many parents, caregivers, and guardians face new and difficult choices about how their child will return to school in the fall, such as deciding between in-person and virtual learning. This resource is designed to help parents, caregivers, and guardians weigh the risks and benefits of available educational options to help them make decisions about sending their child back to school.

[School Decision-Making Tool for Parents, Caregivers, and Guardians](#)  
[Back-to-School Resources for Families](#)

Social Emotional Support: Teachers will have daily check-ins with students to assess each student's emotional wellbeing and each day teachers will have activities aimed at connection and understanding during this time. Teachers and administration will be acutely aware that there be ample time devoted to SEL so that we are focused on creating emotional safety and wellbeing for our students. Please check out these resources:

[REUNITE RENEW THRIVE](#)

[Supporting Families During COVID-19](#)

## Acknowledgement

We will ask you to sign an Acknowledgement of Risk stating you have reviewed this manual, attended a meeting, and have acknowledged the risk associated with COVID-19.

Please contact the Main Office of The Knox School should you have any questions  
pertaining to the COVID Handbook.

Our very best wishes for a rewarding year at The Knox School!

Sources:

[https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52\\_4&gclid=EAIaIQobChMIyMGRoKL46gIVsyCtBh327QszEAAAYASAAEgL4YfD\\_BwE](https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&gclid=EAIaIQobChMIyMGRoKL46gIVsyCtBh327QszEAAAYASAAEgL4YfD_BwE) Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html> CDC

<https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf> Stronger Together

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/> American Academy of Pediatrics  
*COVID-19 Planning COnsiderations: Guidance for School Re-Entry*

<https://casel.org/wp-content/uploads/2020/07/SEL-ROADMAP.pdf>