

Return to School Plan, Covid Fall 2022

Update released August 04, 2022

Introduction

Quest Forward Academy is committed to supporting the health and safety of our students and staff as we return to in-person instruction for the Fall of 2022. **The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and as much instructional time as possible.**

Throughout the 2021-22 school year, Quest Forward Academy was able to remain open and serve your students in person. This was due to routine testing, masking, and aggressive practices to combat the spread of Covid.

We are requiring student masking while indoors. We will also continue to Covid test on a weekly basis until further notice. We ask you to please familiarize yourself with the components of the plan by reading through this document.

Quest Forward Academy's Return to School Plan was developed in alignment with the following:

- [Sonoma County Health Orders](#)
- [Centers for Disease Control Cleaning and Disinfecting Guidelines](#)
- [California Department of Public Health](#)
- **Experience we gleaned from the 2021-22 school year.**

COVID-19 Administration Team

Executive Director SheriAnn Simpson, Operations Manager Nancy Varela, and Verenise Reyes, our Student and Family Services communication support comprise the team.

We are supervising all Quest Forward Academy COVID-19 safety protocols. All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

The Executive Director will supervise COVID-19 training for students and employees. This will include training on pre-screening and self-assessment protocols to determine when students or employees should remain at home instead of coming to a school site.

All family communications regarding COVID-19 matters can be sent to the school administration at the following email address: staysafe@questforward.academy

Our COVID-19 Administration Team will:

1. Provide required, on site, weekly testing. This may shift depending on Covid numbers over time during the academic year. No student or employee may opt out of testing.

2. Coordinate notification of staff, students/parents (following public health guidelines) when there has been a COVID-19 exposure at the school site or a school event.
3. Collect and report data to the Sonoma County Public Health Office.
4. Be a single point of contact for concerns and questions from staff, parents, and students via the staysafe email. *staysafe@questforward.academy*
5. Provide for the dissemination of related communications.

On-Campus Protocols

Promoting Behaviors that Mitigate the Spread of COVID-19 and its Variants

Student Masking Required On Campus, Indoors

Our current protocol requires **masking** for all students while indoors on campus. This may shift depending on Covid numbers over time during the academic year. It will be explained further in several of the sections outlined in this document. There will be some students who will have special arrangements with a 504. See below.

Vaccinated Employee Choice, Masking Indoors

All vaccinated employees will choose whether they will work masked or unmasked. Any employees who are unvaccinated will work masked all day and in all indoor spaces.

Mandatory Daily Health Screening

All mentors, staff, and students will conduct daily self-checks at home before coming onto campus. Once on campus, each student will be screened by staff for COVID-19 symptoms, including a temperature check with a touchless thermometer. If a student identifies or exhibits COVID-19-like symptoms upon arrival, or at any point in the school day, they will be escorted to the isolation area outdoors and a parent or guardian will be contacted. The student will remain in the isolation area until the parent or guardian arrives.

Each mentor, staff, and student should complete a Home Health Check using the Symptom Checklist, available in [English](#) and [Spanish](#). *If the answer to any of the questions is “yes”, the student should not come to school.*

Symptom Checklist

Are you experiencing any of these symptoms?

- Cough
- Fever
- Chills
- Sore throat
- Feeling achy
- Shortness of breath or difficulty breathing
- Nausea or vomiting
- New or unusual headache or dizziness in last 24 hours
- Diarrhea
- New loss of taste or smell
- Tingling or numbness

Risk Factor Checklist

- In the last 24 hours have you been in contact with anyone with a known case of the COVID-19 virus?
- Are you awaiting COVID-19 test results?
- Is any member of your household experiencing COVID-19 symptoms, awaiting COVID-19 test results, or been exposed to COVID-19?

Remember, if the answer to any of these questions is yes, please do not come to school. Anyone exhibiting COVID-19 symptoms must take a COVID-19 test with a negative result before returning to school.

Supplies for the School Day

Students should be sure to bring their clean mask **and** a fresh back-up mask, their computer, charger, a water bottle, lunch, snacks, pens and pencils, paper, books, and any other supplies

you will need for class. We will minimize the sharing of commonly-used items in classrooms such as pencils/pens, computer chargers, etc., in order to mitigate the spread of the virus. Food may not be shared with non-household members.

Transportation Policies and Procedures

We strongly encourage families to drive their own students to school **to minimize close contact with other students**. If this is not possible, everyone in the carpool and the driver should mask. Students taking public transportation should be careful to follow posted rules for travel with proper social distancing and masking procedures.

Drop Off/Pick Up

Please note: once on campus, there will be no leaving campus for before school walks to Starbucks or TacoBell or any other location. We have a closed campus. Pick-up will occur after school is dismissed. Students who have after school activities or business will currently be allowed to remain on campus until 4:15 pm until further notice.

Entering School

1. Students will wait outside of the main entrance, unmasked or masked as they prefer, observing the social distance protocol (currently a three-foot radius). Students may arrive as early as 8:00am, but no earlier. **Students should dress for the morning weather and have already used the bathroom facilities before leaving for school.** Students who are cold will not be allowed to enter the building.
2. School personnel will take students' temperatures and ask screening questions. Students will not be allowed to enter the school building at 9:00am until this has been done. If students arrive late, they still need to wait for temperature checks. If they are late to class, they will be marked tardy. *Students arriving after 8:55am cannot be guaranteed to arrive to their locker and then classroom by 9:00am.*
3. Students **MUST** have their masks on to enter the building.
4. When students enter the building, they place their phones in their locker.
5. Students will then head straight to the first block class.

Student and Unvaccinated Employee Face Masking

All students and unvaccinated employees are required to wear masks at all times and in all indoor settings including restrooms. Outside of school, students may remain unmasked if

observing a three-foot radius of social distancing. Students and staff must wear masks that cover the mouth and nose, not bandanas, neck gaiters, scarves or other face coverings. Exceptions to this are covered in another section of this document.

- Students should bring their own masks and a backup mask. All masks must have two or more layers.
- Students will not be allowed to enter the campus building without a mask.
- Please have a steady supply of clean, fresh masks available.
- Unvaccinated employees will remain universally masked throughout the day while indoors including while in a closed office space. If an unvaccinated employee has a documented medical exemption registered with the HR Department, this person will be working alone in a closed, marked office. For their own safety, students will not enter these offices.
- Quest Forward Academy will allow for mask breaks outdoors **for all non-laboratory classes**. This guidance allows for breaks from the use of a mask when a person is outside and at least a 3-foot radius. We will allow students to take 5-minute mask breaks according to these guidelines when outdoors. Your own food and drink can be included in these outdoor breaks but protocol will be covered in another section of this document.
- Any student who refuses to wear a mask or repeatedly violates the mask rule by not wearing the correct mask over mouth and nose will be subject to disciplinary action, which may include loss of instruction and suspension.
- Students who require an accommodation for masking should contact Kris Davison, Assistant Head of School/Director of Student and Family Services at kdavison@questforward.academy. Be prepared to provide documentation for the request.

Physical Distancing

Individuals will maintain a polite social distance at all times. Furniture placement, classroom configuration, arrival and departure procedures, rules for use of common areas and lunch distribution, traffic flow designation, and signage will all support distancing efforts.

Restrooms and Drinking Fountains

Students will have restrooms available during passing periods. **Please read signage** to know the updated bathroom policy for each bathroom, as this varies depending on location and size.

1. Mentors will use discretion in allowing one student at a time outside of the classroom for a restroom break.
2. Masks must remain on at all times in the restroom.
3. There will be signage posted on restroom doors to note the capacity of people per restroom.
4. Drinking fountains will be closed, but touchless water-refill stations will be available. However, students will not be able to drink inside of the building unless they have a straw. They will have frequent outdoor breaks.

Handwashing

1. Students and staff will wash and disinfect hands frequently throughout the day, including before entering and leaving the building, before and after each class, before and after eating, and before and after using the restroom.
2. Touchless disinfectant distribution stations are positioned throughout the campus.
3. All classrooms are equipped with hand sanitizer.

Water Bottles

Students will continue to provide their own water bottle and any drinks. Students should plan to have a straw if they intend to drink water from their bottles under the lower side of their masks. Masks may not be removed for drinking. Drinks without straws will not be allowed indoors.

Essential Visitor Policy

Only essential visitors *with appointments* will be allowed on campus and *only with masks*. Essential visitors will undergo the same screening procedures and follow the same safety protocols as all other members of the on-campus community. For tracking and communication, all visitors will sign in upon arrival. Parents will refrain from entering the school building to

minimize exposure. We will arrange outdoor, tented meetings with parents and guardians as needed.

Cleaning and Disinfecting During the Day

All high-touch surfaces in classrooms, offices, bathrooms, and common spaces — including light switches, door handles, desk tops, classroom sink faucets, printers/copy machines — will be cleaned regularly with products that meet the EPA's criteria for use against coronavirus. Disinfectants will be used according to the manufacturer's directions.

Cleaning and Disinfecting Nightly

The building is cleaned nightly.

Scenarios: COVID-19 Symptoms, Diagnosis, Exposure, Outbreaks

COVID-19 Symptoms

If you experience any COVID-19 symptoms:

- Do not come to campus
- Contact your healthcare provider
- Obtain a COVID-19 **PCR test** and quarantine yourself until you receive your test results
- Home tests (rapid tests) are not nearly as reliable as PCR tests. If your student has Covid symptoms, please be respectful of everyone's health and obtain a PCR.
- Students with Covid symptoms will be excused from classes. Students with Covid should plan to stay home a full 7 days from the date of the positive test.

Routine Testing

Any community member exhibiting COVID-19 symptoms, who has recently traveled, or has been exposed to someone exhibiting COVID-19 symptoms or who has received a COVID-19 diagnosis, should not come to school and should be tested immediately with a PCR test.

All employees and students will be required to test weekly for Covid on campus. Any student who misses the on campus test day must have a PCR test in order to return to campus.

Students will need to send a screenshot of their PCR appointment prior to returning to school and entering the building AND then share the results within 3 days to keep attending. Those two items will only be accepted at *staysafe.questforward.academy*. Results may not be sent to any individual employee's school email.

Testing for Unvaccinated and Vaccinated Students and Staff, Part-time Staff, and Consultants on Campus

As of August 1, 2022, any student or school team member will have weekly PCR testing.

If a student or an employee misses on-campus testing, they will need to send a screenshot of their PCR appointment prior to returning to work, and prior to entering the building AND then share the results within 3 days to keep attending. Those two items will only be accepted at *staysafe@questforward.academy*. They may not be sent to any individual employee's school email.

Contact Tracing

Community members are required to report COVID-19 symptoms, exposure, and/or positive test results to staysafe@questforward.academy email for the purposes of contact tracing. Names of all community members will remain confidential.

When Eating Lunch

- Students will bring lunches to school. They will wash or sanitize their hands prior to getting their lunch from the refrigerator.
- Once a student has their lunch, they will make their way to one of the designated outdoor eating areas. While outside and eating, a student can remove their mask.
- No food or drink will be shared unless from the same household.

When Employees are Working or Eating (in the Workrooms)

- It is important for our vaccinated mentors to be able to remove their masks while speaking or presenting if needed. This is a choice if vaccinated.

When a Student Gets Sick During Class

- The student will immediately gather their belongings on their own and make their way to the isolation area in the front of the building to get their temperature taken and answer any health questions.
- The isolation area will be located outside of the main entrance at the first outdoor table.
- If a student leaves the school sick or exhibits symptoms of COVID-19 or a fever, they are not permitted to return until they test negative with a PCR for COVID-19.