



# COVID-19 HANDBOOK

**Kindergarten - 8th Grade Program**

**August 1, 2021**

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## Community Pledge

### In-person Learning during COVID-19 Pandemic

As we all work to ensure the safety of our campus for in-person learning, the partnership between home and school has never been more important. In order to reduce the risk of spreading COVID-19 within our school community, we are sharing the following guidelines with all families and employees. These guidelines set forth the minimum expectations for us to follow so that we may open in a responsible and safe manner.

As a small community, and a larger society, it will take all of us working together to ensure the safety of the people working directly with our students. In order for us to resume in-person learning, we need to comply with the following:

1. Follow federal, State of California, and Los Angeles County Department of Public Health Orders
  - a. Do your part to minimize the transmission of this virus by following all health recommendations and requirements, including wearing a mask when in public places.
  - b. All eligible persons are strongly encouraged to get vaccinated for the COVID-19 virus.
2. Wear a face covering at all times when you are outside of your home
  - a. Wash reusable masks daily.
  - b. Replace disposable masks daily, or as often as needed.
  - c. Send your child to school with two face coverings, in case one gets soiled. The school will also provide masks if needed.
3. Observe social distancing practices as much as possible..
  - a. When on campus, we expect all members of our community to observe social distancing practices.
  - b. There will be visual cues and reminders around campus to help us know the boundaries.
  - c. Seating in classrooms will be arranged to allow for a minimum distance of 3 feet from others while seated. Plastic shields are installed on all lunch tables and on individual student desks (2nd-8th grade).
  - d. In order to protect our community, students will be working in stable groups.
4. Follow healthy hand hygiene practices.
  - a. Wash your hands or use hand sanitizer. Hand sanitizer is available throughout campus, as well as additional hand washing stations.
5. Comply with daily health screening protocols which are required of all persons entering campus
  - a. Everyone will be screened for signs, symptoms, and exposures to COVID-19.
  - b. Everyone entering campus will have their temperature taken with a non-touch infrared thermometer before being allowed on campus.
  - c. Faculty and staff will participate in periodic COVID-19 testing.

6. Stay home if you are sick.
  - a. Do not come to campus, or leave your home if you have any symptoms of illness.
  - b. If you exhibit any signs or symptoms of COVID-19, isolate immediately and contact your doctor for next steps, which may include a COVID-19 test. You may only leave isolation if a test shows you are negative, otherwise you must stay isolated for 10 days.
  - c. Anyone exhibiting signs of illness will be sent home.
7. Quarantine if you have been exposed to someone who tests positive for COVID-19
  - a. You must comply with the Los Angeles County protocols for self-quarantine when you have been exposed to COVID-19..
8. Follow travel guidelines
  - a. Comply with current CDC travel guidance (see [Travel Policy](#) section).
9. Limit personal items on campus
  - a. Students will be provided with individual and personal use items on campus, as we will not be sharing materials or resources between students.
  - b. Please limit the amount of items being brought back and forth to school.
10. Medical Forms and Emergency Contact Information
  - a. Please keep all information up to date so that we can easily contact you in the case of an emergency.

# Health Procedures and Policies

As part of our return to campus, we must all do our part to reduce the spread of COVID-19. We are in compliance with state and county health guidelines, which are also published on our website at:

<https://www.barnhartschool.org/about/covid-response>

Alongside the elements identified in our Community Agreement (see above), we are incorporating the following health-related procedures and policies into our daily operation:

1. Face Coverings/Masks - all persons (children over the age of 2 and adults) must wear a mask/face covering while on campus except while eating, drinking, or carrying out other activities that preclude use of face coverings. Employees working alone in a closed office are not required to wear cloth face coverings. The school asks its students and employees to provide their own face covering, either washable or disposable, although the school will provide masks if requested. All washable masks must be cleaned daily.
2. Daily Health Screening -- all persons (children and adults) must respond to a symptom screening survey and also have a temperature check before being allowed to enter campus. No one with any signs or symptoms of any illness will be allowed on campus. Anyone who exhibits signs and symptoms of an illness while on campus will be quarantined until arrangements can be made for the person to leave campus.
3. Asymptomatic Testing -- all persons (children and adults) participating in the in-person educational program must participate in our asymptomatic testing program. Testing will be available on campus and administered by Laboratory Services of America (LSA). Funding for the program is available through the federal CARES Act.
4. Physical Distancing -- maintaining a physical separation between individuals is recommended by public health officials, but not required if it prevents effective teaching and learning. We will maintain a minimum of three feet between students in classrooms, and we are configuring classrooms so that desks/tables/work areas maintain space between children. Plastic shields are in place on all lunch tables and in all 2nd-8th grade classrooms.
5. Healthy Hygiene Practices - students and staff are given multiple opportunities during the day to wash their hands. Portable handwashing stations have been set up around campus, in addition to facilities available in restrooms and classrooms. Automatic soap dispensers and hand sanitizers have been installed in all restrooms and classrooms. Additional hand sanitizer is available as needed.
6. Infection Control -- all surfaces and spaces are thoroughly cleaned each night, as well as surface cleaning at intervals throughout the day. Each classroom has spray disinfectant and microfiber cloths to clean surfaces as needed.

7. Ventilation -- HVAC systems have been serviced and filters checked. HEPA air purifiers have been added to classrooms. To the extent feasible, classroom doors and windows will remain open to enhance air flow. Classroom instruction can extend outdoors as well.
8. Groups and Cohorts -- Limiting contact with large groups is an important strategy to reduce the risk of transmission. Grade level groups will remain stable, and they will be limited to outside interactions with other grade level groups within their school division (i.e., K-2; 3-5; 6-8).
9. Limiting Visitors --Visitors to campus will be allowed by appointment only, and all parents and guests MUST enter campus through the Main Office. Parents should call the Main Office at 626-446-5588 if they need to pick up their child early.
10. Student Drop Off and Pick Up -- in order to limit contact on campus, we will use a student drop off and pick up procedure that allows students to enter and exit campus from a closer proximity to their classrooms. Parents will NOT be allowed to park on campus in order to walk their child to class.

We will expect everyone to comply with the rules, and if someone is not, they will be asked to leave campus.

# Travel Policy for Families

## COVID-19

August 1, 2021

Barnhart School, in compliance with the Los Angeles County Department of Public Health Travel Advisory and Guidance, continues to encourage you to follow the CDC travel guidelines should you choose to travel within or outside of California. In particular we ask:

- Do NOT travel if you are sick, you have a recent positive COVID-19 viral test result, or you are waiting for results of a COVID-19 viral test after being exposed to the virus.
- Delay travel until you are fully vaccinated.

### Fully Vaccinated Persons

- Fully vaccinated persons may travel domestically without a pre- or post-travel test and without quarantining if they do not have symptoms of COVID-19 after domestic travel.
- Fully vaccinated persons may travel internationally provided they take additional precautions in compliance with [LACDPH](#) and [CDC](#) guidances. Requirements include pre- and post-travel COVID-19 viral testing.

### Unvaccinated Persons

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Domestic Travel:
  - Before travel - get tested with a viral test 1 -3 days before travel
  - After travel - get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- International Travel:
  - Before travel - get tested with a viral test 1 -3 days before travel
  - Returning - before you arrive in the United States: ALL air passengers are REQUIRED to have a negative COVID-19 viral test no more than 3 days before boarding a flight to the United States
  - After travel - get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.

# Infection Control Protocols

One of the important mitigation measures to help prevent the spread of COVID-19 is infection control, which is managed through daily cleaning of our facilities. Steps to ensure our facility remains clean and sanitized include:

- Nightly cleaning by a professional janitorial service to clean and sanitize all work stations, offices, and common areas- including the front desk reception area, lunch patios, Middle School Lobby and restrooms.
- Weekly replenishment of EPA cleaners, disinfectant (Signet Neutral Disinfectant, which meets the EPA standard for SARs-CoV-2), and microfiber cloth wipes
- Weekly replacement of doormats and bathroom mats by a professional cleaning company
- Daily cleaning protocols for employees and staff to clean high contact surfaces.
- Weekly Electrostatic Spraying of the classrooms, and common space areas.



# COVID-19 Testing and Vaccination

## Vaccination

Over the past six months it has become clear that vaccination of all eligible individuals is the best strategy to reduce the risks associated with COVID-19. We encourage every eligible member in our community to seek the vaccine as soon as it becomes available to your age group. In order to ensure the safety of our community we are collecting information on the status of vaccination for employees and students. For more information about the vaccine, please review these resources:

- [LA County Department of Public Health Vaccine](#)
- [CDC COVID-19 Vaccine](#)

## COVID-19 Testing

Barnhart requires all community members to seek testing for COVID-19 in the following situations:

- Any unvaccinated person (adult or child) who was exposed to someone with COVID-19
- Anyone (adult or child) who is exhibiting symptoms of COVID-19 which may include:
  - Fever
  - Cough or shortness of breath or difficulty breathing
  - Chills, fatigue, muscle or body aches
  - Headache
  - Sore throat
  - Nausea or vomiting, or diarrhea
  - Congestion or runny nose
  - New loss of taste or smell.

In addition, we will participate in a periodic asymptomatic testing program with Laboratory Services of America (LSA)

- All students and employees must have a negative COVID-19 viral test at least 72 hours prior to the first day of school on August 23, 2021.
- Weekly asymptomatic screening will be required for all unvaccinated individuals, and bi-weekly screening for vaccinated individuals.

## Exposure Management and Response to Cases

Barnhart has adopted an Exposure Management Plan in compliance with the requirements of the Los Angeles County Department of Public Health. When known or suspected cases of COVID-19 occur in our school community, notifications will be sent to affected families. In addition, we will require:

- Any unvaccinated person with a known exposure to someone infected with COVID-19 must stay home and self-quarantine for a minimum of 10 days and monitor symptoms for 14 days.
  - This may result in a stable group of students self-isolating if potentially exposed to a person infected with COVID-19. If individuals are well enough, the program will continue with remote instruction until the stable group is allowed to return to campus.

- Anyone with symptoms must immediately get tested and then begin a self-quarantine and home isolation process. If tests confirm a positive case, the individual must complete a minimum 10-day quarantine from the date of the positive test.
- All known cases of COVID-19 are reported to the Los Angeles County Department of Public Health, and we will work in cooperation with the health officer.

# Carline Procedures and Map

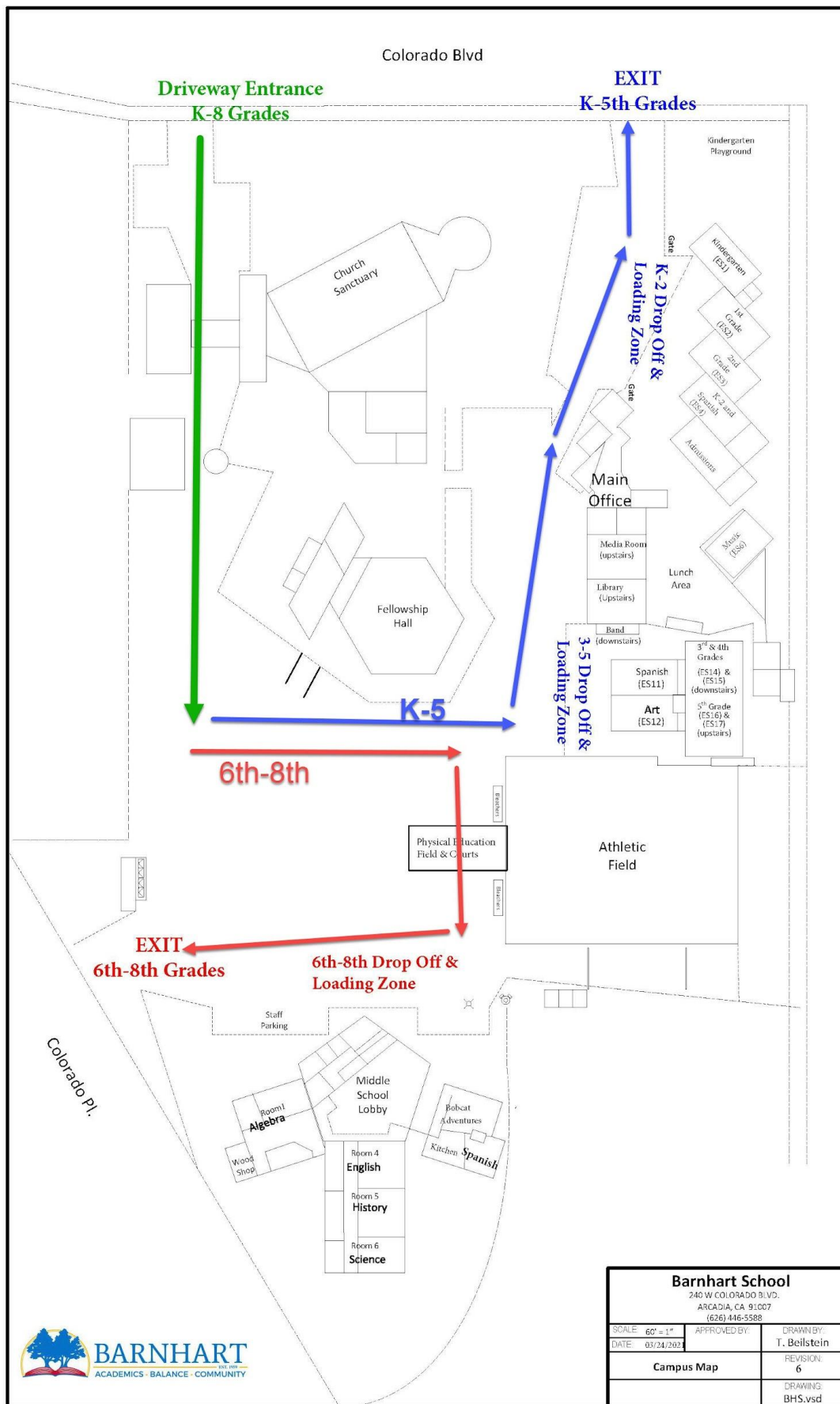
In order to keep our community as safe as possible, we are utilizing a drive-through carline only for student arrival and departure. At this time we are not able to allow families to park on campus for student drop off. Parents may park in the visitor parking area in order to conduct school business.

## Morning Drop Off:

- Complete the COVID-19 health and wellness checklist on the Magnus app at home prior to arriving on campus.
- Everyone in the car must be masked.
- Temporal thermometer will be used on all visitors for campus
- No adults may park or leave the car during morning drop off.
- There are two different routes on campus: one for K-5 and one for 6-8. Please review the map below.
  - All cars will enter the WEST driveway on Colorado Boulevard. Proceed south toward the basketball courts.
  - K-5th grades will turn left (EAST), wrapping around Fellowship Hall and heading toward the Main Office.
    - 3rd-5th Grades will exit the cars near the blue tables and Eucalyptus trees.
    - K-2nd Grades will exit the cars just past the Main Office, between the Kindergarten and 1st/2nd Grade Gates.
    - K-5th Grades will exit through the EAST driveway onto Colorado Boulevard.
  - 6th-8th grades will turn left (EAST), toward the Field, then turn right and proceed SOUTH toward the Middle School building.
    - 6th-8th Grades will exit the cars adjacent to the front of the Middle School building.
    - 6th-8th Grades will exit through the SOUTHWEST driveway onto Colorado Place.
- Families with students in both Elementary School and Middle School grades should use the carline for their youngest student. Older students will walk to the Middle School building.
- Once students exit the car, they will be guided to the path of pawprints to their classrooms, one at a time.

## Afternoon Pick-Up:

- Everyone in the car must be masked.
- No adults may park or leave the car during afternoon pick-up.
- Do not arrive on campus more than 5 minutes before your child's dismissal time. Cars waiting in the carline too early will cause traffic issues and block access to the correct line.
  - K-5th Grade Dismissal begins at 3:00pm
  - 6th-8th Grade Dismissal begins after 3:00pm
- The pick-up zone is the same as the morning drop-off zone.
- Middle School students will be engaged in outdoor activities between 2:15-3:00pm. Carline for 6th-8th grades will not begin until they have cleared the outdoor spaces.



<b>Barnhart School</b> 240 W COLORADO BLVD. ARCADIA, CA 91007 (626) 446-5388			
SCALE: 60' = 1"	APPROVED BY:		DRAWN BY:
DATE: 03/24/2023			T. Beilstein
Campus Map		REVISION:	6
		DRAWING:	BHS.vsd

# Good Things to Know About Returning

## Personal Items:

- Please minimize the items your child brings to campus.
- On the first day, please have your child bring in a ziploc bag labeled with their name, containing an extra mask (or two) for them
- Please have your child bring a labeled water bottle
- Students must be in full uniform
- Have your child bring a labeled jacket in case they get chilly in the mornings

## Computers - Technology Devices:

- K-5 students will be provided a computer to technology device (iPads in K-2; Chromebooks in 3-5) for their use during the school day. Devices are to remain on campus, but if there is a need for a device at home, please make arrangements with the Assistant Head of School.
- 6th-8th grade students will be provided a school-owned Chromebook for student use on campus and at home. Students and families will be responsible for care of the device and must follow the guidelines in the Technology Acceptable Use Policy

## Schedules:

- Our daily program operates from 8:00am - 3:00pm.
- Classrooms will open to receive students at 7:45am.
- Specialist teachers will work with grade level groups on a weekly rotating basis.

# Schedules

Kindergarten Schedule	
7:45-8:00 am	Morning Drop Off, Students will do independent games, reading, and warm-up activities
8:00 am- 8:30 am	Morning Meeting
8:30 -10:00 am	Literacy Block: activities include reading, writing, spelling, phonics, and handwriting
10:00-10:30 am	Snack and break time - play outside, snacks socially distanced in hula hoops
10:30-11:50 am	Math Block: activities, math worksheets, games, and math fact practice
11:50-12:30 pm	Lunch
12:30-12:55 pm	PE (M, W, Th, F) Makerspace (Tu)
1:00 pm-1:25 pm	Other Specialists: Spanish (M/F), Music (Tu/Th), Art (W)
1:30-2:45 pm	Science, Social Studies, Yoga Rest, Activity Centers
2:45-3:00 pm	Closing Meeting
3:00-3:15 pm	Drive-Through/Pick Up

## First Grade Schedule

7:45-8:00 am Morning Drop Off, Students will do independent games, reading, and warm-up activities
8:00 am-8:30 am Morning Meeting
8:30-10:00 am Literacy Block: activities include reading, writing, spelling, phonics, and handwriting
10:00-10:20 am Snack and break time - play outside, snacks, socially distanced in hula hoops
10:20-11:50 am Math Block: activities, math worksheets, games, and math fact practice
11:50-12:30 pm Lunch
12:30 - 12:55 pm PE, Art (Th)
1:00-1:25 pm Specialist : Music (M/W), Spanish (Tu/ Th), Maker Space (F)
1:30 pm-2:45 pm Social Studies, Science
2:45-3:00 pm Closing Meeting
3:00-3:15 pm Drive-Through/Pick Up

## Second Grade Schedule

7:45-8:00 am Morning Drop Off, Students will do independent games, reading, and warm-up activities
8:00 am-8:30 am Morning Meeting
8:30-10:00 am Literacy Block: activities include reading, writing, spelling, phonics, and handwriting
10:00-10:20 am Snack and break time - play outside, snacks, socially distanced in hula hoops
10:20-11:50 am Math Block: activities, math worksheets, games, and math fact practice
11:50-12:30 pm Lunch
12:30 - 12:55 pm Specialist Block: Music (M/W), Spanish (Tu/Th), Art (F)
1:00-1:25 pm Literacy, Social Studies, Science, Maker Space (Tu)
1:30 pm-1:55 pm PE (M, W, Th, F)
2:00-2:45 pm Social Studies, Science
2:45-3:00 pm Closing Meeting
3:00-3:15 pm Drive-Through/Pick Up



## Third Grade Schedule

<p style="text-align: center;">7:45 -8:00 am</p> <p style="text-align: center;">Morning Drop Off, Students will do independent games, reading, and warm-up activities</p>
<p style="text-align: center;">8:00 am- 8:30 am</p> <p style="text-align: center;">Morning Meeting</p>
<p style="text-align: center;">8:30 -9:45 am</p> <p style="text-align: center;">Math Block: activities include Zearn, math worksheets, games, and math fact practice</p>
<p style="text-align: center;">9:45-10:00 am</p> <p style="text-align: center;">Snack and break time - play outside, snacks, socially distanced</p>
<p style="text-align: center;">10:00-10:25 am</p> <p style="text-align: center;">Specialists: Music (M/W), Art (Tu 10:00-10:45)</p>
<p style="text-align: center;">10:30-11:30 am</p> <p style="text-align: center;">Social Studies, Science, Literacy (T, Th, F)- Spanish (M/W 10:30-10:55 am)</p>
<p style="text-align: center;">11:30-12:10 pm</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part A Tech/Maker Space (Q1 &amp; Q2) DEI (Q3 &amp; Q4) 11:30-12:10 pm (W)</p>
<p style="text-align: center;">12:10-12:50 pm</p> <p style="text-align: center;">Lunch</p>
<p style="text-align: center;">12:50-1:30 pm</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part B</p>
<p style="text-align: center;">1:30-1:55 pm</p> <p style="text-align: center;">PE</p>
<p style="text-align: center;">2:00-2:45 pm</p> <p style="text-align: center;">Social Studies &amp; Science</p>
<p style="text-align: center;">2:45-3:00 pm</p> <p style="text-align: center;">Closing Meeting</p>
<p style="text-align: center;">3:00-3:15 pm</p> <p style="text-align: center;">Drive-Through/Pick Up</p>

## Fourth Grade Schedule

<p style="text-align: center;">7:45 -8:00 am</p> <p style="text-align: center;">Morning Drop Off, Students will do independent games, reading, and warm-up activities</p>
<p style="text-align: center;">8:00 am- 8:30 am</p> <p style="text-align: center;">Morning Meeting</p>
<p style="text-align: center;">8:30 -9:45 am</p> <p style="text-align: center;">Math Block: activities include Zearn, math worksheets, games, and math fact practice</p>
<p style="text-align: center;">9:45-10:00 am</p> <p style="text-align: center;">Snack and break time - play outside, snacks, socially distanced</p>
<p style="text-align: center;">10:00-10:25 am</p> <p style="text-align: center;">Specialists: Spanish (Tu/Th), Art (M 10:00-10:45), Literacy Block (W/Fr)</p>
<p style="text-align: center;">10:30-10:55 am</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part A (W, F) Music (T/Th)</p>
<p style="text-align: center;">11:00-11:25 am</p> <p style="text-align: center;">PE</p>
<p style="text-align: center;">11:30-12:10 pm</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part A Tech/Maker Space (Q1 &amp; Q2), DEI (Q3 &amp; Q4)</p>
<p style="text-align: center;">12:10-12:50 pm</p> <p style="text-align: center;">Lunch</p>
<p style="text-align: center;">12:50-1:30 pm</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part B</p>
<p style="text-align: center;">1:30-2:45 pm</p> <p style="text-align: center;">Social Studies and Science</p>
<p style="text-align: center;">2:45-3:00 pm</p> <p style="text-align: center;">Closing Meeting</p>
<p style="text-align: center;">3:00-3:15 pm</p> <p style="text-align: center;">Drive-Through/Pick Up</p>

## Fifth Grade Schedule

<p style="text-align: center;">7:40 -8:00 am</p> <p style="text-align: center;">Morning Drop Off, Students will do independent games, reading, and warm-up activities</p>
<p style="text-align: center;">8:00 am- 8:30 am</p> <p style="text-align: center;">Morning Meeting</p>
<p style="text-align: center;">8:30 -9:45 am</p> <p style="text-align: center;">Math Block: activities include Zearn, math worksheets, games, and math concepts practice</p>
<p style="text-align: center;">9:45-10:00 am</p> <p style="text-align: center;">Snack and break time - play outside, snacks, socially distanced</p>
<p style="text-align: center;">11:00-11:25 am</p> <p style="text-align: center;">PE</p>
<p style="text-align: center;">11:30-12:10 pm</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part A Tech/Maker Space (Q1&amp; Q2), DEI (Q3 &amp; Q4) -F</p>
<p style="text-align: center;">12:15-12:50 pm</p> <p style="text-align: center;">Lunch</p>
<p style="text-align: center;">12:50-1:30 pm</p> <p style="text-align: center;">Literacy Block: activities include reading, writing, spelling, grammar, and handwriting Part B</p>
<p style="text-align: center;">1:30-1:55 pm</p> <p style="text-align: center;">Specialists: Spanish (M/W), Music (T/Th), F (Literacy)</p>
<p style="text-align: center;">2:00-2:45 pm</p> <p style="text-align: center;">Science &amp; Social Studies</p>
<p style="text-align: center;">2:45-3:00 pm</p> <p style="text-align: center;">Closing Circle</p>
<p style="text-align: center;">3:00-3:15 pm</p> <p style="text-align: center;">Drive-Through/Pick Up</p>

## Middle School Schedule

Start	End	Period	6th Grade Section A	7th Grade Section A	7th Grade Section B	8th Grade
7:45	8:00		Student Arrival			
8:00	8:25		Homeroom/Chapel	Homeroom/Chapel	Homeroom/Chapel	Homeroom/Chapel
			Passing			
8:25	9:10	1st Period	Science	English	History	Algebra
9:10	9:13		Passing			
9:13	9:58	2nd Period	Algebra	History	Spanish	English
9:58	10:16		BREAK			
10:16	10:19		Passing			
10:19	11:04	3rd Period	English	Algebra	Science	Spanish
11:04	11:07		Passing			
11:07	11:52	4th Period	Spanish	Science	Algebra	History
11:52	12:03		LUNCH			
12:30	12:40		Passing/Change For PE			
12:40	1:25	5th Period	History	Spanish	English	Science
1:25	1:30		Passing/Changing			
1:30	2:10	6th Period	Exploratory (M/W)/ Elective (T/Th) Difference Maker Lab (F)			
2:10	2:15		Passing/Changing			
2:15	3:00	7th Period	PE	PE	PE	PE
15:00	15:15		Drive Through/Pick-up			