



# Crowden

*Music changes everything*

## The Crowden School Reopening Plan

*Revised 11/13/2020*

### School Information

**Name of School:** The Crowden School

**Address:** 1475 Rose Street Berkeley, CA 94702

**School Principal:** Brad Johnson; [bjohnson@crowden.org](mailto:bjohnson@crowden.org)

**Reopening Contact:** Marion Atherton; [matherton@crowden.org](mailto:matherton@crowden.org)

**Date of reopening:** 12/7/2020

**Date of submission:** 11/13/2020

**School type:** Independent

**School website address:** [www.crowden.org](http://www.crowden.org)

**Reopening plan website link:** [www.crowden.org/covid](http://www.crowden.org/covid)

**Total school enrollment:** 66

**Number of returning students:** 66

**Number of staff returning:** 30

**Grade levels served by the school:** 3–8

**Grade levels proposed to be reopened:** 3–8

# Reopening Summary

This Reopening Plan, dated November 13, 2020, replaces an older version. This new plan adds an expansion of on-campus activities for grades 6–8, in compliance with the new guidelines published by the County of Alameda and the City of Berkeley.

The Crowden School, located at 1475 Rose Street in Berkeley, is well situated to reopen its campus in accordance with current public health guidelines as published by the City of Berkeley, the County of Alameda, and the State of California. The school serves a total of 66 children in grades 3 through 8.

The Crowden School has been providing on-campus enrichment activities to its entire student body since September 2, 2020. These activities are taking place in compliance with the California Department of Public Health and Cal/OSHA COVID-19 Interim Guidance for Youth Sports (<https://files.covid19.ca.gov/pdf/guidance-youth-sports--en.pdf>). We plan to expand the on-campus offerings to include academic classes, as outlined in this Reopening Plan.

We will open on a hybrid schedule, with three days of on-campus learning, from 8am–3:30pm on Tuesdays, Wednesdays, and Thursdays. Remote instruction will continue on Mondays and Fridays.

We have divided the school into six cohorts by grade level. The cohorts range in size from 11 to 15. Our campus layout includes a variety of indoor and outdoor spaces which allow us to maintain separation between the cohorts. Each cohort will spend the majority of on-campus time in a single classroom, moving to other rooms only for lunch/recess and enrichment activities such as music, art, and PE. In addition, the schedules have been staggered to limit intermixing during arrival, departure, and break times.

Since its closure in March 2020, the staff and faculty of The Crowden School and Crowden Music Center has successfully worked with the City of Berkeley and County of Alameda public health guidelines to operate an on-campus summer music camp in July 2020, and a program of enrichment activities for The Crowden School starting in September 2020. We are proud that we have been able to serve our families by providing these programs while ensuring the health and safety of students, staff, and faculty. We are confident of our ability to expand our programs with the same degree of care.

## Cleaning, Disinfecting and Ventilation

### Cleaning and Disinfecting

#### FREQUENTLY-TOUCHED SURFACES

- Crowden’s janitorial service thoroughly cleans and disinfects the building each night, and the custodial staff sanitizes all frequently touched surfaces regularly throughout the day. This includes bathroom surfaces, doorknobs, light switches, water fountains, playground equipment, etc.
- Teachers are required to sanitize frequently-touched classroom surfaces (chairs, desks, pianos, music stands, etc.) and any shared materials such as playground equipment, art supplies, etc. before leaving each day.
- In addition, any person who uses a restroom is expected to use the disinfectant wipes provided to wipe all surfaces touched: toilets and toilet handles, sinks, faucets, paper towel dispensers, and door handles. Signs are posted in each restroom with reminders of these guidelines.
- Drinking fountains have been closed off. Students are required to bring individual water bottles.

## LIMITING SHARING

- Students are required to bring their own instructional materials each day. Each teacher will make it clear which supplies are necessary for successful participation in their classroom. Supplies may include printed sheet music, music stands, personal instrument supplies such as shoulder rests or rosin, pencils and pencil sharpeners, pens, books, paper, rulers, etc.
- Students are required to bring their own instruments and may not share instruments with each other. Keyboard players are required to wash their hands before and after the use of each instrument and wipe the keyboard after each use.
- Teachers will plan classes in such a way as to minimize the need for shared materials. When sharing is necessary (science equipment, art supplies, playground etc), students may be asked to clean and disinfect items after their use.
- Faculty, staff, and students are expected to keep their personal belongings to themselves.

## PERSONAL PROTECTIVE EQUIPMENT

- Custodial staff has been equipped with protective equipment, including gloves and eye protection, as required by the product instructions. Disinfection takes place outside of program hours, to protect faculty, staff and students from exposure to chemicals.

## EPA-APPROVED CLEANING SUBSTANCES

- Crowden uses disinfectants that meet the US Environmental Protection Agency's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

## Ventilation

- Crowden's air conditioning system has been adjusted to the setting that brings in outside air.
- Every classroom has windows that open. When weather permits, windows are opened before school hours, and left open during school hours.
- 80% of office spaces have windows that open.
- Crowden has installed ceiling fans and provided portable high-efficiency air purifiers in classrooms and offices, as appropriate to the room.
- PE classes, meals and breaks take place outside in designated areas, weather permitting. Academic classes are also held outside when possible.

## Water Systems

- The Crowden campus has remained open for essential staff since the beginning of the pandemic. Janitorial staff has maintained a reduced but regular cleaning schedule throughout this period. Therefore, water faucets and fountains have continued to be used.
- Building maintenance staff regularly inspects the buildings for dampness and mold.
- Building maintenance staff regularly checks the HVAC system to ensure operating efficiency.
- The use of drinking fountains is not permitted during the pandemic.

## Cohorting

- The Crowden School's Lower School students have been assigned to cohorts according to grade level. The cohort sizes are as follows:
  - 3<sup>rd</sup> and 4<sup>th</sup> grade cohort: 15 students
  - 5<sup>th</sup> grade cohort: 12 students.
  - 6<sup>th</sup> grade cohort: 13 students

- 7<sup>th</sup> grade cohort: 15 students
- 8<sup>th</sup> grade cohort: 11 students
- Students are required to stay with their designated cohort. Program activities have been scheduled so that the activities of each cohort are contained to a designated space and time.
- Cohorts will remain stable for the duration of the school year.
- The majority of class time for each cohort is spent with the same teacher and in the same classroom. However, some enrichment classes are taught by specialists who serve multiple cohorts.
- In the cases where teachers or administrators interact with multiple cohorts, those staff members will be especially mindful of social distancing, to limit the risk as they interact with different cohorts of students.

## Physical Distancing

- All people on campus are expected to stay at least six feet away from others at all times.
- Teacher and staff work areas will be spaced at least six feet apart from students, and from other teachers and staff.
- To allow for maximum physical distancing, we have assigned the largest rooms on campus to be used as classroom spaces. Students are placed at least six feet apart, and desks face the same direction.
- Portable plexiglass shields are available for use by teachers so that they can meet with students as needed.
- Floor markers have been placed in each classroom to ensure the proper placement of chairs and desks. Signs have been posted throughout the campus to remind people about social distancing guidelines, and one-way directional markers have been placed in hallways to facilitate smooth travel through the campus.
- Signage has been posted in all common areas, including bathrooms, offices, and the kitchen, to indicate the maximum occupancy of each space. Staff monitor these areas regularly to ensure compliance.
- Students have each been assigned an area of personal space in their classroom. They are expected to keep their personal belongings in that space. There are no lockers or personal storage areas in shared spaces.
- Meals will take place outside in designated areas, weather permitting. In case of inclement weather, students will remain in their classrooms during lunchtime.
- Students must bring their own lunches, snacks, and drinking water. Food and drink items may not be shared with others.
- Lunch and recess take place at separate times and in separate locations for each cohort, to prevent the intermixing of groups. Students are required to stay in their cohorts, maintain a social distance, and wear face coverings during recess.

## Entrance, Egress, and Movement Within the School

- The Crowden School's cohorts will operate on a staggered arrival and departure schedule, as follows:
  - 3<sup>rd</sup> & 4<sup>th</sup> grades (15 people):
    - enter from 7:45–8am through the back gate
    - depart at 3:15pm
  - 5<sup>th</sup> grade (12 people):
    - enter from 8–8:15am through the back gate
    - depart at 3:45pm
  - 6<sup>th</sup> grade (13 people):
    - enter from 8–8:15am through the front door
    - depart at 3:45pm
  - 7<sup>th</sup> grade (15 people):
    - enter from 8–8:15am through the front gate
    - depart at 4:00pm
  - 8<sup>th</sup> grade (11 people):
    - enter from 8–8:15am through the front gate
    - depart at 4:00pm
- The Crowden campus has numerous entry and exit points. Each cohort is assigned a specific entry and exit location and time.
- Lunch and recess take place at separate times and in separate locations for each cohort.
- The need to move through the campus has been minimized by keeping students in a single classroom for the majority of their classes. Class start and end times are staggered by cohort, to minimize congregate movement through hallways. All hallways have been assigned a one-way direction of movement, and signs have been posted to indicate the proper direction.

## Face Coverings and other Essential Protective Gear

- All adults and children ages 2 and older are required to wear cloth face coverings while on Crowden property, unless they have a particular developmental condition or health diagnosis that limits their ability to wear a face covering. This includes all staff, faculty, students, and families inside or outside of Crowden buildings, during drop-off and pick-up times. Face coverings may be removed when eating or drinking, and special care should be taken to maintain a safe social distance of at least six feet.
- Masks should:
  - Cover your nose and mouth
  - Not have an exhalation valve
  - Not be an N95 mask
- Crowden will provide information to all staff and families on the proper use of face coverings.
- Face shields are permissible as a substitute for cloth face masks for teachers and students who are unable to wear masks. Face shields should be worn with cloth drape across the bottom and secured (i.e., tucked into shirt, tied around back of neck).
- Faculty and students are encouraged to bring their own reusable masks. Disposable masks are available at the front desk for those who forget to bring their own.

## Health Screenings for Students and Staff

- All Crowden School staff, faculty, students, and families are required to self-screen for COVID-19 symptoms, and provide written responses to screening questions, before arriving at Crowden each day. Crowden staff reviews screening results and provides a printed list at entry points, so that check-in staff can confirm that each person has completed the self-screening.
- For Crowden School faculty or students who do not provide written responses to screening questions, Crowden staff asks the questions verbally to those people before permitting them to enter the campus.
- All people entering the Crowden campus are required to answer basic screening questions and undergo a visual and temperature screening. No-touch thermometers are used for temperature screenings.
- Crowden School staff and faculty monitor students throughout the day for signs of illness. If a student is exhibiting symptoms of COVID-19, staff will notify the parent or guardian and ask them to bring the student home. Likewise, staff or faculty members exhibiting symptoms are asked to leave the campus.
- Building access is controlled by locking entry doors and gates during school hours.
- No visitors are allowed on Crowden's campus, except by prior arrangement. Visitors are subject to symptom screening upon their arrival.
- The Crowden School maintains a building occupancy rate below 25% capacity at all times.
- Hand sanitizer is available at every entrance and in every classroom. Students and faculty are required to sanitize their hands before entering any classroom, and again upon exiting.
- Crowden has identified two COVID Liaisons, who will track and document incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The designated COVID Liaisons are:
  - Marion Atherton, Chief Operating Officer
  - Stephannie Tornow, Operations and Database Manager
- Once a case of COVID-19 on Crowden's campus has been confirmed, Crowden will notify the following local health officials within one business day:
  - City of Berkeley Public Health Division will be notified as specified on the City's website at <https://www.cityofberkeley.info/covid19-worksites-exposure/>.
  - The Alameda County Department of Public Health (ACPHD ) will be notified by email ([safelearning@acgov.org](mailto:safelearning@acgov.org)) or phone (510.268.2101). In addition, Crowden will use this online form to report a confirmed or suspected COVID-19 case, and any associated contacts: <https://veoci.com/veoci/p/form/matpj7dvdzvs#tab=entryForm>

In addition to notifying health officials, Crowden will notify staff and families of any positive case of COVID-19 within one business day. Notification will be provided by text and email using School Messenger, Crowden's emergency notification system.

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- If a person displays or reports symptoms of COVID-19 while on campus, they are isolated until they can leave the campus. Children are kept under adult supervision until they leave in the care of a responsible adult.
- Crowden has designated one of its classrooms, known as "The Meyer Room," as its isolation room.

## Healthy Hygiene Practices

- When The Crowden School opened for enrichment classes in September, we held orientation meetings for all students and staff to inform them about our hygiene policies. We have continued to reinforce the policies by posting signage throughout the campus. In addition, teachers remind students after breaks and after lunch to wash hands before re-entering the classroom.
- Hand sanitizing stations are available in every classroom and throughout the campus. Students and teachers are expected to sanitize their hands before entering the classroom.
- Regularly scheduled breaks allow students time to wash hands before or after each class. Several Lower School classrooms contain sinks for handwashing within class. Students are allowed to leave class for the purpose of handwashing.
- Like students, teachers have breaks built into their schedules. Teachers do not teach every period, allowing further time for necessary hygiene.
- School administrators work closely with facilities personnel to ensure timely replacement of supplies. The janitorial staff also checks the soap dispensers every night during their routing cleaning.
- Every classroom is equipped with a box of tissues.
- Students are required by law to be properly immunized. School officials monitor compliance. Staff are expected to consult their personal health care provider regarding appropriate immunizations.
- The Crowden School provides the ability for students or staff to participate remotely, if they are at higher risk for severe illness, or if they cannot safely distance from household contacts who are at higher risk.

## Identification and Tracing of Contacts

- The Crowden School has designated the following two individuals as its COVID Liaisons:
  - [Marion Atherton](#), Chief Operating Officer
  - [Stephannie Torrow](#), Operations and Database Manager
- Marion and Stephannie have both completed the Johns Hopkins COVID-19 Contact Tracing Certification course, and will attend the City of Berkeley's upcoming COVID Liaison Training sessions.
- Crowden School staff and parents have been informed via email about the COVID Liaisons and their contact information.
- Crowden School staff and families are required to self-report any COVID-19 symptoms, exposures or travel within their household. The School has implemented a notification system using School Messenger, which provides an online form for each family to complete before arriving to campus each day.
- All Crowden employees and families are subscribed to School Messenger, Crowden's alert notification system. Users can use an app to configure their preferences for the mode of notification (text, email, or phone call). Crowden will use School Messenger to provide time-sensitive notifications to the community of any COVID-19 exposures or school closures. It is Crowden policy that all faculty, staff, and enrolled students and their families receive School Messenger alerts in case of emergency.

# Staff Training and Family Education

## Safety Protocols

- Crowden has taken the following steps to ensure that staff, students, and families are familiar with and ready to comply with its on-campus safety policies:
  - Published a [\*COVID-19 Handbook\*](#), and posted it on the Crowden website: <https://www.crowden.org/covid/>
  - Sent all staff, students, and families a copy of the [\*COVID-19 Handbook\*](#), and required that they agree to abide by it.
  - Hosted Zoom training sessions for faculty and staff, allowing for Q&A.
  - Posted signage throughout the campus with reminders of rules and protocols.
  - Placed distance markers on the floors to indicate appropriate social distancing guidelines.
  - Provided regular reminders to teachers and staff that they are expected to reinforce the expectations throughout campus.
  - Employed hall monitors to regularly patrol the campus and remind staff and students of expectations as needed.

## Preventing the Spread of COVID-19

- Crowden takes seriously ensuring the health of our staff and students. We encourage sick persons, or those who have recently had close contact with COVID-19, to remain home until well.
- If a person displays or reports symptoms of COVID-19 while on campus, they are isolated until they leave campus. Crowden has designated one of its classrooms, known as “The Meyer Room,” as its isolation room.
- If a person exhibits COVID-19 symptoms, Crowden encourages that they seek medical attention. Crowden follows up within 24 hours and remains in regular contact until diagnosis is denied or confirmed.
- Sick persons are not permitted to return to Crowden until they are free from fever for at least 24 hours. A fever is considered a temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher. The temperature should be measured without the use of fever-reducing medicines (medicines that contain ibuprofen or acetaminophen).
- All staff members earn paid sick leave and are free to use sick leave without penalty of repercussion for missed time.
- Crowden maintains a back-up staffing plan to cover sick staff.
- All spaces in the building that are occupied by staff and students have been measured to determine maximum capacity during COVID-19 conditions. Room assignments strictly adhere to these limits. Notices reminding staff of proper distancing are posted in typical gathering spaces such the kitchen and supplies room (main office), and staff monitor usage of these rooms. Signage indicating capacity is placed at the entrance to each room.
- Staggered work schedules are maintained to the extent possible to limit the number of staff people on campus at one time and promote social distancing.
- Protective plexiglass barriers have been installed at the reception area.

## Testing of Staff

- All students, staff, and faculty who plan to participate in The Crowden School's on-campus programs are required to undergo weekly COVID testing. Weekly testing is provided onsite at Crowden, and test results from other testing sites are also permitted.
- Crowden encourages any person who exhibits symptoms of COVID-19 to seek medical attention from their doctor.

## Triggers to Switch to Distance Learning

- The Crowden School will monitor local conditions and consult with local public health officials to determine whether circumstances warrant a return to distance learning.
- At a minimum, Crowden will comply with the metrics established by the California Department of Public Health and cited by the County of Alameda School Reopening Guidance:
  - If 5% of students and teachers in a classroom test positive for COVID-19, the classroom would be closed, followed by 14 days of quarantine.
  - If a school experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.
  - If 1 in 4 schools in a district had a 5% positive rate, the district would close for in-person instruction.
- The Crowden School would return to distance learning if directed to do so by either The City of Berkeley or County of Alameda Departments of Public Health.

## Communications Plans

- All Crowden School employees and families are subscribed to School Messenger, Crowden's alert notification system. The School will use School Messenger to provide time-sensitive notifications to the community of any COVID-19 incidents. Crowden will omit personal details from any notifications, to ensure that they are consistent with privacy requirements such as FERPA and HIPAA.