



Returning to Full-Time, In-Person Instruction A Guide for Families



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Welcome

Dear Serendipity Families,

This Family Guide is designed to communicate our COVID-19 health and safety protocols as we return to full-time, in-person instruction for the 2021-2022 school year. Please review all relevant sections with your child so they are prepared for how school will look different for the foreseeable future. While our return to full-time, in-person learning will continue to look different than before the pandemic, we are looking forward to integrating students back into their learning environment.

Our staff has received training on the new routines that they will be supporting your child in learning. We appreciate your partnership in supporting your child in learning and practicing these new routines.

Please take the time to review this document and reach out to your child's case manager or our principal, Kevin Thompson, with questions or concerns. We value the partnership we have with each and every one of you and while the school year will certainly look and feel different, we are committed to providing students with the best educational experience possible.

Sincerely,

The Management Team

Introduction

Serendipity's COVID-19 health and safety protocols are based on the requirements and guidance from the [*Ready Schools, Safe Learners Resiliency Framework for the 2021-2022 School Year*](#), developed by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). In instances where a safety protocol is not specifically required by federal or state law, Serendipity will strive to implement the most rigorous safety measures possible, while maintaining a fulfilling educational experience for our students.

Layered Mitigation

To mitigate the spread of COVID-19, Serendipity will employ a layered approach, using several mitigating strategies at once. While no single strategy is 100 percent effective, using multiple strategies at once can significantly reduce the likelihood of spread.

Policies and Procedures

Please review the following policies carefully and communicate them with your child. They are necessary to ensure a smooth transition and the safety of all.

Transportation

Specific transportation process may vary slightly by district, but will follow the general expectations below. District transportation representatives will be in communication with you as your child prepares to return. Specific questions about transportation can be addressed directly with the district or through your child's case manager.

- Face masks that cover both mouth and nose must be worn at all times while riding district transportation.
- Students may be directed by the bus driver where to sit.
- Windows could be lowered to allow for fresh air circulation while limiting exposure to outside weather. Please consider warm layered clothing during cold weather days.
- Upon arrival to school, bus unloading will be supported by Serendipity staff.



If Your Child is Sick

Please do not send your child to school if they have COVID-19 symptoms. COVID-19 symptoms are as follows:

- Primary symptoms of concern: persistent/uncontrolled cough, fever (temperature of 100.4°F or higher) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell.
- Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available [from CDC](#).
- In addition to COVID-19 symptoms, students must be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-11 of OHA/ODE [Communicable Disease Guidance for Schools](#).
- Emergency signs that require immediate medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face (lighter skin); greyish lips or face (darker skin)
 - Other severe symptoms

Arrival & Entry Procedures

Upon arrival, Serendipity staff will direct students to their regular entrance and prompt them to distance themselves from other students and staff during the entry process. Students are expected to continue to wear their face mask during the entire arrival and entry procedure.

Serendipity staff will support students in meeting social distancing and mask wearing expectations.

Serendipity staff will visually screen students for any signs of illness at the upper school and lower school entrances. Serendipity staff will then prompt students to sanitize their hands using a contactless hand sanitizer (with 60-95% alcohol) dispenser located in the entry way of the building.

If a student has a fever (temperature of 100.4 F or higher) or is experiencing other primary symptoms, they will go to the school's designated isolation room (which we call the comfort room to reduce student anxiety), where they will wait while transportation home is arranged.

In addition to COVID-19 symptoms, students are sent home for other signs of infectious diseases in accordance with the school's existing policy and protocols.

Students with a chronic or baseline cough that has worsened or is not well-controlled with medication will be isolated and sent home as soon as possible. Students will not be sent home for symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.)

Serendipity staff will support students who are not displaying symptoms in going directly to class after they have entered.

Cohorts

Cohorts are stable groups of students and staff who stay together throughout the day. Each classroom serves as its own cohort and will remain together for all activities, meals, etc., in order to minimize the number of people that a student interacts with each day. Some Serendipity staff (case managers, speech language pathologists, behavioral interventionists, Tier coaches, etc.) will move between cohorts.

Every day, classroom staff will fill out cohort logs for their classroom. The cohort logs record: the names of all students and staff members in the cohort, each student's arrival and dismissal times, and whether or not each student was in close contact with anyone else. Staff members who move between cohorts will record themselves on each cohort log and note whether or not they were in close contact with anyone. At the end of each week, the cohort logs are archived and kept for a minimum of four weeks. In the event of a confirmed or presumptive case of COVID-19, Serendipity will share relevant cohort logs with Local Public Health Authorities (LPHA) for the purpose of contact tracing and guidance about quarantine and isolation.

Classroom List

Building Two

Cohort	Teacher
Room 1	Arline
Room 2	Charles
Room 3	Abie
Room 4	Haley
Room 6/7	Drew
Room 8	Lisa
Room 9	Trish
Room 11	Karissa

Building One

Cohort	Teacher
Room 103	Brenda
Room 105	Donna
Room 106	Grace
Room 108	Toni

Face Coverings

Staff, students, and visitors are required to wear face coverings at all times while on campus, both indoors and outside. Proper face coverings include both multilayered cloth face coverings and disposable face masks. Face shields alone do not provide the required protection and may not be substituted for the cloth face coverings or disposable face masks. Extra disposable face masks will be available at the reception desk if someone needs one to enter the building, as well as extra reusable cloth masks for students.

Face coverings worn on the Serendipity campus must cover the mouth and nose, fit snugly against the sides of the face, and secure under the chin.

Face coverings are worn inside and outside of the building, while on campus. Bandanas, neck gaiters, fleeces, scarves, and masks with respirators or exhalation valves are NOT acceptable alternatives.

Five minute mask breaks are available to students in the school's designated mask break rooms or locations outside, away from other students.

If a student struggles to wear a mask, our staff have been trained to follow up using our Check-In, Check-Out (CICO) system. Our Tier I coaches will review the CICO documentation daily and work with staff to support students in following Serendipity's COVID-19 health and safety protocols. Consistent refusal to wear a mask is addressed in a non-punitive way with the student's parent or legal guardian.



Social Distancing

All classrooms are set up with three feet of distance between all student desks. Staff and students are expected to maintain at least three feet of distance from one another at all times. In spaces that allow it, staff will encourage six feet of social distancing.

Meals

The classroom staff will deliver meals to students in the classroom and staff will prompt students to wait until staff is safely three feet away before removing their mask to eat.

At the conclusion of the meal, cohort staff will prompt students to put on their mask before staff collects used dishes and utensils.

The kitchen staff will prepare the meals adhering to all COVID-19 health and safety protocols. Staff will supervise all students and will maintain maximum distance possible while students are eating and have their masks off.

Handwashing

Students and staff are expected to wash their hands or use hand sanitizer regularly. Staff will prompt students to wash or sanitize hands before/after the following activities:

- Before and after:
 - Entering/exiting school
 - Using school supplies
 - Going outside
 - Using the bathroom
 - Eating
- After:
 - Coughing, sneezing, blowing your nose
 - Close contact
 - Emergency drills



Hand sanitizer dispensers will be provided at all designated entrances and in various locations around the building, including all classrooms.

Please practice the following handwashing and hand sanitizing routines at home to prepare your child for the new expectations:

- Hand Washing:
 - Wet hands with water
 - Apply soap
 - Scrub hands for **20 seconds**
 - Rinse off soap with water
 - Dry hands
- Using Sanitizer:
 - Apply sanitizer
 - Rub all over hands (top, bottom, between fingers) for 20 seconds
 - Cover hands until dry (~ 20 seconds)

Cleaning Protocols

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets will be cleaned and disinfected often. Classroom surfaces (desks, tables, counters, door handles, etc.) are cleaned and disinfected before and after school, after lunch, and other times throughout the day as needed. Areas used by multiple cohorts are cleaned and disinfected in between each cohort. Other high traffic, common areas are cleaned and disinfected after each use.

Ventilation

Serendipity's HVAC system is set to operate with the maximum air exchange capacity possible for the current system in all rooms including the health office.

Serendipity is on a quarterly maintenance schedule for its HVAC system. This includes the following:

- All air filters are maintained and replaced as necessary to ensure the proper function of the ventilation system; and all intake ports that provide outside air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system.
- Serendipity's facilities coordinator regularly inspects the HVAC system to ensure it is working properly and schedules or performs out of cycle maintenance if necessary.

In addition, each classroom has a High Efficiency Particulate Air (HEPA) Filter to help circulate and filter the air throughout the day.

Vaccinations

In accordance with the OHA rule [OAR 333-019-1030](#); on or before October 18, 2021 all Serendipity staff, and visitors providing services on Serendipity's campus, will provide proof that they are fully vaccinated against COVID-19 or have an approved and documented medical or religious exception. In the event that a staff member has a medical or religious exception, they may be required to adopt additional accommodations to mitigate the spread of COVID-19. Additional accommodations may include, but are not limited to: remote work, weekly testing, additional personal protective equipment, etc.

Vaccinations against COVID-19 are available to individuals who are 12 or older. If your student is eligible to be vaccinated, Serendipity encourages you to consult with your doctor or primary health care provider to explore the options available to you.

COVID-19 Exposure Protocol

When a person tests positive for, or is exposed to, COVID-19 it is important that they notify Serendipity immediately. This is confidential information and will be limited to the fewest number of people needed to institute safety procedures to avoid further spread of the virus.

If there is a presumptive or confirmed case of COVID-19 identified at Serendipity:

- The ill person is isolated and sent home as soon as possible.
- The cohort logs are reviewed to determine anyone who was in close contact with that person. The safety coordinator or health assistant will then contact LPHA to report the case and seek guidance about quarantine and isolation.
- Serendipity's health assistant or case managers will contact the families of any students who may have been exposed and provide any guidance from LPHA.
- Serendipity's health assistant, safety coordinator, human resources generalist, and supervisors will also ensure the implementation of all guidance from our LPHA to apply that guidance to Serendipity's staff to quarantine or isolate.

It is possible that, under the direction of our LPHA, we may be required to temporarily revert to remote instruction for one or more classes in response to a COVID-19 outbreak. Our hope is that we can minimize or avoid this possibility through adhering rigorously to the protocols listed above.

We therefore ask that all families support their students in following the appropriate health and safety protocols to their best of their ability.

Talking to your child, explaining the reasons for the expectations in a way they can understand, and practicing the routines before returning to school can help with this. If you need any help or support, please reach out to your child's case manager.

