



## Student and Family COVID-19 Handbook Addendum

"INSPIRING AND PREPARING YOUNG PEOPLE TO LIVE CONSCIOUSLY WITH  
THEMSELVES, ONE ANOTHER AND THE PLANET"  
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MUSE is committed to providing a safe and healthy environment for all its students, parents, employees, and visitors/guests. The following Student and Families Handbook Addendum contains protocols and procedures for in-person, on-campus instruction to serve this aim. This handbook addendum complies with the guidelines set forth by the Centers for Disease Control and Prevention (CDC), California Department of Education (CDE), The State of California, the California Department of Public Health (CDPH), and the Los Angeles Department of Public Health (LADPH) and local guidelines regarding the Reopening Protocols for K-12 Schools and is adopted for the safety of students, employees, and families. This addendum sets forth policies that are specifically applicable to the COVID-19 Pandemic and to the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policies as listed in the Student and Family Handbook. To the extent that a policy is outlined in this addendum and conflicts with a policy or a portion of a policy in the Handbook, the provisions of the policy in the addendum will control. This addendum may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding guidelines for in-person instruction for K-12 schools. This addendum will be in effect until local and state health officials provide guidance that such measures are no longer necessary for the safety of our community.

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## MENTAL AND EMOTIONAL WELL-BEING

Disease outbreaks such as the current novel coronavirus (COVID-19) can bring stress and increased levels of fear and anxiety. Everyone reacts differently to stressful situations. The Centers for Disease Control and Prevention has created this [resource related to mental health and coping during COVID-19](#).

MUSE is built on 5 Pillars and our Communication Pillar, using the tools of the Process Communication Model, is foundational in supporting our entire community. We offer and use the tools of PCM in our classrooms each day with students, as well as offer workshops for parents of MUSE. We highly encourage all families to take advantage of these workshops and the tools that PCM offers. Please refer to our website calendars to sign up for our upcoming workshops.

MUSE Global Schools and MUSE Virtual School are partnering with local organizations and facilities including, Insight <https://insighttreatment.com/>, the Fulton Group <https://www.fultonpsychologicalgroup.com/>, and ROWI <https://rowiteen.com/> this year to provide resources for students, staff and parents.

Teachers, Advisors, Directors, and Head of School are available to offer emotional support to students during this stressful period. Directors are here to guide parents and provide recommendations and we encourage you to reach out to us.

### **If you are experiencing a crisis, call 911.**

MUSE will continue to focus on our community's well-being by:

- Supporting our students, families, faculty, and staff to lessen anxiety and stress
- Providing resources, articles, and communications regarding well-being and self-care during and after the Pandemic
- Weekly COVID-19 Task Force and Safety Team Meeting for staff and faculty

Upon re-entry to campus, each department will implement the following:

- A plan for welcoming students back to campus
- Communicate expectations and procedures to families and students prior to the return to school
- Establish routines and rituals that help students reacclimate to learning and new expectations on campus
- Listen and respond to concerns from students, parents, and employees
- Assess the social emotional health of our community

Upon re-entry each classroom will support students' well-being through:

- Established classroom meetings to help students understand and internalize daily safety routines, such as handwashing, proper hygiene, and physical distancing
- Provided learning opportunities for students to creatively work together in a safe manner and abiding by all COVID-19 Safety Protocols

- Providing emotional support as a result of COVID-19, which can include:
  - Training students, faculty, and staff to recognize stress and anxiety in themselves
  - Recognizing and educating students on potential stigma related to being COVID-19 positive
  - Supporting students that have a family member who experienced symptoms or were diagnosed with COVID-19
  - Supporting student's that may experience any stress or anxiety due to the pandemic
  - Scheduling regular formal and informal check-ins will be established with all students

## **DOING WHAT'S RIGHT FOR OUR COMMUNITY - COMPLIANCE, COMMITMENT, AND FOUNDING PRINCIPLES**

MUSE's re-entry to campus will require the compliance and commitment to adhere to the policies, protocols, and guidelines outlined in this addendum. It will take our MUSE families, students, faculty, and staff to ensure the safety of our community on and off campus. We must all do our part in providing a safe on-campus experience for all.

The MUSE community includes creative and critical thinkers who know that flexibility and adaptability are critical keys to our success. We enthusiastically embrace change and consistently challenge ourselves in our ongoing efforts to learn, grow, and improve.

The policies and protocols for responding to the COVID-19 pandemic are based on four founding principles. These principles will guide decisions on when and how students, faculty, and staff return to campus:

1. MUSE is Ever-Evolving
2. Learning is Alive
3. Interconnections are Critical
4. Sustainability is Key

## **IMPLEMENTATION OF COVID-19 RE-ENTRY PLAN**

The following health and safety steps have been implemented to mitigate the spread of COVID-19 amongst our community and on campus.

- Signage placement around campus
- Physical distancing measures
- On campus contact tracing
- Hygiene and respiratory etiquette
- Protocols for anyone exhibiting symptoms on campus
- Protocols for student pick-up and drop-off
- Face coverings for students, faculty and staff
- COVID-19 screening procedures
- Enhanced cleaning/sanitizing protocols / Frequent HVAC filter cleaning

- Limited visitors on campus (including parents, vendors)
- Isolation of sick individuals
- Employee and student training / communications

## **PROTOCOLS FOR STUDENT AND VISITOR COVID-19 SYMPTOM SCREENING**

In order to protect the safety of our students, employees, and our community at large, MUSE employees will screen students and any parents or visitors for symptoms of COVID-19 at the top of the hill prior to entering campus. MUSE adopts the Student COVID-19 Symptom Screening Policy listed in this document pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

MUSE asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

### **SYMPTOMS ASSOCIATED WITH COVID-19**

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Cough
- Sore Throat
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Fever defined as 100.4 degrees Fahrenheit or higher
- Muscle or Body Aches / Chills
- Runny Nose or Congestion
- Known close contact\* with a person who has tested positive or with a person being tested for COVID-19
- Fatigue
- Headache
- Nausea or Vomiting
- Diarrhea

Each of the above symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and MUSE may update this list as the CDC identifies additional or different symptoms.

### **SELF-SCREENING, SELF-REPORTING OBLIGATIONS AND ATTENDANCE**

Parents shall screen students **daily** by checking their temperature and observing for other symptoms associated with COVID-19. If a student exhibits one or more symptoms associated with COVID-19, **parents must keep their student at home** and notify MUSE of the reason for the

student's absence. Short-term virtual learning is an option for students who have been identified by the school as having an absence due to COVID-19 or another health-related issue. Students who report symptoms associated with COVID-19 may return to MUSE after they meet the requirements set forth in the *Protocol When a Student Exhibits Symptoms Associated with COVID-19* (see page 12). The following is required for reporting a student absence when the student exhibits one or more symptoms associated with COVID-19:

- Email your teacher AND Head of School, Suzanne McClure (suzanne@museschools.com) regarding your students' attendance and include the reason for the absence and symptoms exhibited. All students that are out for the day will be marked absent.

In addition to daily self-screenings, parents and students are **obligated to report** the following information and remain at home as recommended by the CDC:

- If they have traveled outside of the country:
  - Vaccinated - Get tested with a viral test 3-5 days after travel.
  - Not fully vaccinated - Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If you don't get tested, stay home and self-quarantine for 10 days after travel.
- If they had close contact with someone who was ill with confirmed COVID-19. According to the CDC: "Close contact" means being within six (6) feet of an individual for a total of at least 15 minutes.
- Vaccinated students and employees who had a close contact with a COVID-19 positive or symptomatic individual but never developed any COVID-19 symptoms do not need to be quarantined.
- Non-vaccinated students or staff who are exposed need to quarantine for 10 days. If they test negative on or after day 5, the quarantine period is 7 full days with return on day 8.
- If they live with a household member who has a confirmed or suspected case of COVID-19, and is unable to distance him or herself from the household member, the employee may not return to work until 14 days after the household member who has COVID-19 meets the CDC [criteria to end home isolation](#).

## COVID-19 TESTING

To preserve the wellness of MUSE's community, the school will participate in contact tracing and COVID-19 testing for all school staff and faculty and community members. On campus, COVID-19 testing will be offered to those who may be symptomatic or who may have been exposed to COVID-19. Beginning the first week of school, a baseline test will be provided to all community members. Bi-weekly (every two weeks) testing will be scheduled for all MUSE Global staff and faculty. Students, parents and siblings are **highly recommended** to take advantage of the bi-weekly testing hosted by MUSE Global School and facilitated by Malibu Medical Group. The testing schedule can be found on the MUSE Global website calendar along with required information to participate. [www.museglobalschoolca.com](http://www.museglobalschoolca.com). All testing results will be reported to MUSE administration and the Los Angeles Department of Public Health.



## **CAMPUS ACCESS**

MUSE requests that families designate one parent or caregiver to drop-off and pick-up their children each school day. However, we realize that this may not be possible for all families and on all school days.

Upon arrival at the MUSE gate (top of hill), a MUSE employee will take the student's temperature and visually screen for symptoms associated with COVID-19.

**ECE/Elementary:** MUSE employees will visually screen students in their vehicle with their mask on and take their temperatures at the top of the hill prior to entering campus. If student temperature is higher than 100.4 or exhibits any COVID related symptoms, MUSE employees will not allow access to campus and turn student/parent around. If access to campus is approved, parent/guardian will drive down the hill to drop off their student/s. Teachers will greet each student and assistance out of their vehicle (when needed), ensuring that each student remains at least three (3) feet apart from other parties as directed by MUSE officials, All teachers will have signs stating their grade for students to gather and identify their teacher/cohort. Teachers will walk students to their classrooms. *Parents/caregivers will not be allowed to get out of their vehicle without specific authorization from the Head of School or designee.* All parents or caregivers who are authorized to get out of their vehicle the facilities will be screened for symptoms associated with COVID-19 in the manner described herein.

**Middle School and High School:** MUSE employees will visually screen students in their vehicle with their mask on and take their temperatures at the top of the hill prior to entering campus. If student temperature is higher than 100.4 or exhibits any COVID related symptoms, MUSE employees will not allow access to campus and turn student/parent around. If access to campus is approved, parent/guardian will drive down the hill to drop off their student/s. During the first week, teachers will have signs stating their grade/cohort for students to gather by and will walk students to their classrooms. *Parents/caregivers will not be allowed to get out of their vehicle without specific authorization from the Head of School or designee.* All parents or caregivers who are authorized to get out of their vehicle the facilities will be screened for symptoms associated with COVID-19 in the manner described herein.

## **SYMPTOMS SCREENING**

A MUSE employee will screen all students, employees, parents, or visitors as follows before they can enter the school campus. The screening will include:

- Taking each person's temperature using a non-invasive contactless infrared thermometer. If necessary, the School may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result;
- Visually checking and asking a series of questions to check for symptoms associated with COVID-19 including
  - Exposure, cough, shortness of breath, difficulty breathing without recent physical activity, loss of smell or taste, muscle pain, chills, headache, sore throat.

MUSE may track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's

COVID-19 symptoms will be considered confidential medical records pursuant to MUSE's Policy for Use and Disclosure of Student Information Related to COVID-19.

Screeners are trained on CDC recommendations for proper use of personal protective equipment.

### **EXCLUSION FROM SCHOOL BASED ON SYMPTOM SCREENING**

Persons presenting with a fever of 100.4° F (38.0° C) or above will be turned away/ sent home from the MUSE facility/campus. MUSE may turn away/ send home any individual who presents symptoms associated with COVID-19.

Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home as soon as practicable per MUSE's Protocol When a Student Exhibits Symptoms Associated With COVID-19 at School. In determining whether to exclude a student based on symptoms of COVID-19, MUSE will consider whether the student has a history of allergies. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- They certify that at least 10 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for at least 24 hours AND respiratory symptoms have improved;
- They provide MUSE with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student's health care provider provides MUSE with a note certifying that he or she is free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

MUSE will maintain COVID-19 test results and doctor's notes submitted pursuant to this Policy as students' confidential medical records.

### **PROTOCOLS FOR COVID-19 EXPOSURE MANAGEMENT PLAN**

In compliance with the State of California and the Los Angeles Department of Public Health (LADPH) directives for reopening K-12 schools, MUSE will implement a COVID-19 [Exposure Management Plan](#) when a single case of COVID-19 is identified at school to mitigate the spread of infection and prevent outbreaks from occurring. The plan will include steps in managing exposures identified by the LADPH. MUSE is in constant contact with our health and government officials to stay up-to-date with all procedures and policies related to COVID-19. The California, Los Angeles, and local Public Health Departments guide all our decisions regarding quarantine of classrooms, offices, or school.

If we are notified by the Los Angeles County Public Health Department regarding a positive diagnosis from a test for COVID-19 or an exposure, we will immediately follow the Public Health Department directives. If a parent or staff member notifies us of a positive diagnosis or exposure, we will immediately call the Los Angeles County Public Health Department to inform them and

receive direction. Any students, families, or employees that may have been exposed will be notified immediately and before the 24-hour requirement.

Any contaminated spaces will be temporarily closed and disinfected. Contact Tracing is a large part of mitigating the spread of infection. If MUSE learns that a student or employee has tested positive, MUSE will conduct an investigation to determine any individuals who may have had close contact with the confirmed-positive case. Reporting, tracking, and tracing of cases will be in accordance with all HIPAA privacy regulations. The return to school by affected employees and students will be in accordance with CDC and PublicHealth Department criteria for safe return. Please see *Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School*.

## **CHECKLIST FOR ALL STUDENTS / FAMILIES**

### **PRIOR TO RE-ENTRY**

- If experiencing any of the [COVID-19 symptoms](#), do not return to campus. Contact your teacher and Campus Director.
- Ensure that you purchase new and clean PPE (personal protective gear)

### **AFTER RE-ENTRY TO CAMPUS**

- Wear a cloth mask/face covering mouth and nose at all times when indoors and outdoors on campus.
- Stay at least 3 feet apart from other people at all times.
- Wash your hands for 20 seconds AND disinfect your hands frequently when in contact with others, before and after you enter a building or cabin, before and after eating, before and after restroom use, before leaving the campus for the day, and after coughing or sneezing.
- Disinfect shared equipment and items in the workspace (ipad, phone, chromebook, etc.)
- Take all personal items home with you at the end of the day.
- Wash your cloth mask every night and sanitize your personal devices every night, in preparation for the following day.
- Wash your towel (used for sitting on during snack and lunch) weekly
- Connect, wave, elbow bump, say HELLO, socializing (from a distance)!

## **PROTOCOLS WHEN A STUDENT EXHIBITS SYMPTOMS OF COVID-19 AT SCHOOL**

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. MUSE Directors will separate the student from others in a designated isolation room/area, supervised, ensure the student is wearing a face covering and will notify the student's parent or guardian.

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Head of School or designee specifically authorizes otherwise. MUSE may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms

become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until **one** of the following occurs:

- The student's parent or guardian certifies that at least 10 days have passed since the student's symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 24 hours, and the student's respiratory symptoms have improved;
- The student provides MUSE with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student's health care provider certifies that he or she is free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments, and will be provided with remote learning academic support.

An email from the Head of School will come to the inboxes of any students and employees that have been within 6 feet of the infected for more than 15 minutes.

- Vaccinated students and employees who had a close contact with a COVID-19 positive or symptomatic individual but never developed any COVID-19 symptoms do not need to be quarantined.
- Non-vaccinated students or staff who are exposed need to quarantine for 10 days. If they test negative on or after day 5, the quarantine period is 7 full days with return on day 8.

An email from the Head of School will notify all other community members that we have a positive case and that all CDC and LA County guidelines have been followed.

## **POLICY AND PROTOCOLS FOR STUDENT PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL: MODELING COMPASSION AND MAKING RESPONSIBLE CHOICES**

The Centers for Disease Control and Prevention ("CDC") recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (a total of 15 minutes or more). The State and the California Department of Education ("CDE") have issued guidance recommending that **students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.**

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in Schools and is adopted for the protection of students, employees, and families. Students in the MUSE community will be provided with reasonable accommodations to

the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

### **ECE-12 Classroom Capacity and Structure**

The number of students permitted on campus each school day and in classrooms will be limited to six per classroom.

- Students will attend school every day, Monday - Friday, on campus for in-person instruction.
- Students will be on campus, physically distanced and wearing masks (while indoors and outdoors) in their class cohort of 6. Students will not be with other class cohorts during the school day.
- Students may remove their masks indoors while eating or napping.
- At this time, masks will be required for outdoor play for students under the age of 12 but will be removed for snack and lunch, with students maintaining a strict 3 feet distance from others.
- During snack and lunch, cohorts will remain together in their designated outdoor area.
- Students will wash their hands and use hand sanitizer prior to snack and lunch; and when returning to the classroom.
- Snack and lunch will have staggered times for each cohort. During the staggered snack and lunch times, students will eat in their designated outdoor area.
  - After snack and lunch times, all areas will be cleaned and sanitized by staff.

### **USE OF MARKERS AND SIGNAGE**

Signage will be placed on cabin doorways marking entrances and exits promoting physical distancing. All bathrooms will have signage reminding students, faculty and staff proper handwashing techniques. Bathrooms will have signage stating who is designated to use each bathroom. All hand sanitizer stations will be clearly marked and signage reminding students, staff and faculty to use them regularly.

### **PHYSICAL DISTANCING IN CLASSROOMS**

All classrooms/cabins will be required to meet maximum capacity limits (10) that adequately provide for physical distancing of students and teachers.

Students will be required to maintain at least 6 feet of physical distancing from others in the classroom whenever possible. In all classrooms, desks, activity stations, tables, and chairs will be spaced at least 6 feet apart from one another.

Classrooms will have windows and doors open, weather permitting, and if doing so does not pose a safety and health risk to children.

MUSE will utilize outdoor classroom space for instruction, weather permitting. The following areas of the MUSE campus have been designated as outdoor classroom space: field, basketball courts, amphitheater, playground areas.

Sharing of materials will be limited. Each student's personal belongings must be separated in an individually labeled storage container, cubby, or area. Students are required to bring their belongings home each day to be cleaned before bringing them back to school.

### **ECE-12 SNACK / LUNCH PERIODS**

Snack and lunch for grades K-12 will take place outside unless the weather does not allow. The School has adopted the following protocols to establish practices to mitigate the spread of COVID-19 during meal times and to promote safe and healthy dining. The Kitchen will remain locked and closed at all times so that only the Head Chef and Sous Chef will be allowed inside.

- Individual classes will eat in their own designated area outside (physically distanced) if weather permits. If the weather does not permit then students will eat in their classroom (physically distanced)
- All students must bring a clean towel labeled with their name on it weekly. This towel will be used when eating snack and lunch outdoors.
- All students will wash and sanitize their hands before and after eating
- Students will not be permitted to share food
- No outside food allowed on campus
- Eating areas created with physical distancing protocols
- Lunch tables/seating and eating areas will be cleaned and sanitized
- Food condiments and utensils single use only
- Classrooms will be provided individual pitchers of water for teachers to refill student's bottles. Only faculty and staff are permitted to use the Flowater machine.

### **ECE YARD/ FIELD/OUTDOOR PLAY ACTIVITIES/PERFORMING ARTS**

Outdoor play activities and performing arts rehearsals will be staggered for different student groups, in designated areas, to promote physical distancing. Students must maintain a distance of at least 3 feet from other students during play activities and performing arts rehearsals. The above activities will not involve physical contact with other students. Playground equipment may be used by one student group at a time and will be disinfected between uses.

### **RESTROOMS**

Each classroom will be provided with assigned restrooms. Cleaning of restrooms will be conducted on a regular basis by the MUSE Facilities team and janitor.

MUSE will set up hand hygiene stations around campus so hands can be sanitized before entering a building and upon exit.

Students will be required to wash their hands with soap and water AND use sanitizer, or only use hand sanitizer if soap and water are not available when arriving and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact

with others, after using shared surfaces and tools, and after blowing nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms. Students using hand sanitizer should rub it into their hands until it is completely air dried. When students and employees enter a new room, they should use hand sanitizer.

Students using soap and water must follow [CDC guidance on proper handwashing techniques](#), including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. We ask and encourage that all MUSE Parents model and practice proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>) with their children, and staff will reinforce these techniques as well.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue [or elbow if tissue is not available](#). **MUSE encourages parents to also remind students to follow these practices.**

## **FACE COVERINGS**

All students are required to wear a face covering. A cloth face covering is to be removed for snack, lunch, naps or when it needs to be replaced. When a cloth face covering is temporarily removed, it is required to hang on the mask lanyard (provided by MUSE the first week of school) or be placed in a clean bag (marked with the student's name and date) for later use.

Face coverings must be made out of breathable cloth materials, cover a student's entire nose and mouth area, and be secured to the student's head with elastic ties or straps. Masks with one-way valves are not to be used.

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Cloth face coverings are not surgical face masks, respirators, or personal protective equipment.

Parents are asked to comply with CDC training on proper use, removal, and washing of cloth face coverings, which is accessible here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

Parents are also asked to discuss proper use of face covering with their children, and **have children practice wearing face coverings prior to re-entering school.**

Consistent with CDPH requirements, MUSE will exclude students from campus if they refuse to wear an approved face covering provided by the school. Students are not exempt from wearing a face covering under CDPH guidelines.

Students are encouraged to bring their own face coverings from home, but MUSE will have face coverings available to students who fail to do so or whose face coverings become damaged while at school.

Face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Students and parents are responsible for maintaining face coverings with proper care. Fabric face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

### **DEVELOPING ILLNESS AT SCHOOL**

Students who develop a fever and cough during the school day or other symptoms consistent with COVID-19 will be moved to an isolation area, consistent with MUSE's Protocol on When a Student Exhibits Symptoms Consistent With COVID-19 (see page 11).

### **FIELD TRIPS AND SCHOOL EVENTS**

At the present time, all field trips and school assemblies will be conducted virtually, unless designated by Directors and following all COVID-19 Safety Regulations.

### **DIRECTION OF STUDENT/EMPLOYEE TRAFFIC IN SHARED SPACES**

Signs and barriers will be installed throughout the campus to direct student and employee traffic in a manner that promotes physical distancing.

### **SCHOOL VANS/VEHICLES**

One school van will be operating for the 2021-2022 school year. If other vehicles need to be used for school transportation, that transportation will have a maximum student capacity in order to maximize physical distancing requirements and Symptom Screening Requirements. Driver and students will be required to wear their face covering while in the MUSE vehicle. Students will be temperature checked before entering the bus and asked a series of questions related to COVID-19 symptoms. (If a student displays symptoms of illness, answers yes to multiple symptoms questions or has a temperature of 100.4 or above the van driver will use their best judgement to determine whether or not the student is well enough to ride the van.)

### **POSTING AND DISTRIBUTION**

MUSE will have signs posted at conspicuous places at all entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g., cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs will also instruct persons who are not experiencing these symptoms and who can enter the campus that they are to wear face coverings and maintain three feet of distance between themselves and others while inside.

### **THE DO'S AND DON'TS OF COMPLIANCE**

It will take all of us to keep our community safer on campus. Please read and follow the following "DO"s and "DON'T"s of Compliance.



- **DO WAVE AND SAY HELLO! DON'T** shake hands or hug.
- **DO** wear a face covering while in communal areas of campus, including in classrooms and the lodge. **DON'T** wear a face covering that is no longer in good repair.
- **DO** stay 6 feet away from others at all times to the extent practical and consistent with the health and safety of the school. **DON'T** think that's all you have to do to comply.
- **DO** comply with all signs about one-way entrances, exits, and limits on occupancy in shared spaces. **DON'T** just go your habitual route.
- **DO** ask yourself, "Can I accomplish this task or conversation with an email, phone call or Zoom conference?" **DON'T** have in-person meetings unless you really must do so.
- **DO** wipe down anything you touch with the disinfectant products provided. **DON'T** rely on others to do it for you.
- **DO** wash your hands for **at least 20 seconds** with soap and water if you use the restroom, accidentally touch your face or blow your nose, eat, drink, enter or leave the lodge and/or classrooms.
- **DO** bring and use a refillable water bottle labeled with your name.
- **DO** use hand sanitizer when soap and water are not available.
- **DON'T** share individual sets of supplies or devices.
- **DO** stay connected with friends and family during this challenging time. **DON'T invite** them to visit you at school, as they will not be permitted on campus.
- **DO** ask a teacher or Director if you have any questions about your responsibilities. **DON'T** rely on guesses or rumors.
- **DO set a good example for your peers** by consistently following MUSE policies and protocols on frequent handwashing, physical distancing guidelines, wearing face coverings, and other COVID-19 precautions. **DON'T** think that it is okay not to follow a policy "just this once."
- **DO** carry an extra mask with you while on campus (MUSE will have an extra mask in an emergency). **DON'T** ever use your friend's mask.

## **THE USE AND DISCLOSURE OF CONFIDENTIAL STUDENT MEDICAL INFORMATION RELATED TO COVID-19**

In order to protect the health and safety of the MUSE community and pursuant to guidance and recommendations from the Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health, the California Department of Education, and local public health officials, MUSE is implementing policies to take students' temperatures and screen for symptoms associated with COVID-19 daily. These policies authorize MUSE to collect certain medical information related to students.

The purpose of this Policy is to safeguard confidential medical information in a manner compliant with the Confidentiality of Medical Information Act ("CMIA") and the Americans with Disabilities Act ("ADA") with respect to all confidential medical information that the School acquires through implementing the Temperature Testing and COVID-19 Symptom Screening Policy, or obtains by other means.

### **SCOPE AND COVERAGE**

This Policy covers the confidential medical information of all students that MUSE acquires or

obtains and which relates to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the student at high-risk for a serious illness if the student contracted COVID-19.

Specifically, this Policy covers the following types of confidential medical information:

- All confidential medical information acquired by MUSE during or because of the administration of the School policies related to COVID-19.
- All confidential medical information that MUSE obtains by means other than by testing or screening administered by the School. For example, the County Public Health Department may inform MUSE that a student has tested positive or a student may voluntarily disclose a positive or negative COVID-19 diagnosis not as the result of a test result obtained directly by MUSE.
- All confidential medical information related to COVID-19 that MUSE acquires or obtains, including, but not limited to, information about a student's health or medical conditions that may put the student at increased risk of serious illness should the student contract COVID-19.

#### **PERMISSIBLE USES AND DISCLOSURE OF CONFIDENTIAL MEDICAL INFORMATION**

MUSE may use and disclose a student's confidential medical information to certain parties for certain purposes, including, but not limited to:

- Disclosure to MUSE employees who have a legitimate need to know the information;
- Disclosure to appropriate persons where there is a health or safety emergency and the information is necessary to protect the health or safety of the student or others;
- As required by law, subject to applicable restrictions.

#### **REASONABLE SAFEGUARDS FOR CONFIDENTIAL MEDICAL INFORMATION**

MUSE employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of student confidential medical information.

As with other confidential medical information MUSE receives, MUSE will store confidential medical information related to COVID-19 in a server that is separate and distinct from the student's other pupil records. This server is accessible by users with the correct permissions and credentials, thus restricting access to the confidential medical information to a need-to-know basis only.

MUSE employees must utilize the following safeguards in order to limit the incidental use and disclosure of confidential medical information:

1. Determine if individuals not permitted to access confidential information are with a student before discussing the student's confidential medical information.
2. Do not assume a student will permit disclosure of his/her/their confidential medical information to any individual.
3. Dispose of unnecessary paper products that contain confidential medical information in a shredder.

## **CLASSROOM MATERIALS**

MUSE has adopted the following protocols and practices regarding classroom materials to mitigate the spread of COVID-19:

- Each child's belongings, supplies, equipment, and electronic devices will be separated and labeled.
- Students should not share supplies. If by chance students do share supplies, teachers will wipe down the supplies between use with disinfectant.
- Students will be able to use class sets of books. Students' books will be labeled with their name. Students will use the same book each time. Books cannot be shared.
- Students will only use their own computer/electronic device or one that has been assigned to them.
- Teachers should use hand sanitizer before passing papers or other materials out to students

## **PROTOCOLS FOR FOOD AT SCHOOL**

MUSE has adopted the following protocols to establish practices to mitigate the spread of COVID-19 during meal times and to promote safe and healthy dining.

Students are not permitted to bring outside food on campus. MUSE provides all MUSE Global School Calabasas students a morning snack, lunch and afternoon snack each day. Distribution of snacks and lunch will be facilitated by our Head Chef, Robin Swallow, Sous Chef, Hilton Kiltzner and sometimes assisted by other trained faculty and staff.

MUSE will avoid family-style or self-service buffet-style meals, as these practices may increase the risk of food contamination. MUSE will also avoid the use of shared condiments, providing single servings whenever necessary (e.g., ketchup packets). Sharing of food is not permitted with other students. Trash must be disposed of immediately by the students. All plates and utensils will be disposed of each day.

Eating areas will be created adhering to physical distancing protocols, including using all available outdoor spaces for eating. Tables and eating areas will be cleaned and sanitized and additional hand washing stations available to students. [CDC information regarding food and COVID-19 available here.](#)

## **CONSUMPTION OF MEALS OUTDOORS**

When weather permits, groups of students will be assigned to eat outdoors in the following areas.

- ECE - picnic tables in the ECE yard
- Elementary School - main field
- Middle and High School - amphitheater and HS (12th grade Advisor) cabin deck

All students must bring a clean towel labeled with their name on it weekly. This towel will be used when eating snack and lunch outdoors.

The groups of students assigned to each outdoor space will be as small and consistent as practicable. Students will be supervised by one or more teacher(s) or staff while eating. The same students and teacher(s) or staff will be grouped together as often as possible. Students will sit at least 3 feet apart while eating outdoors.

MUSE will provide teachers with appropriate supplies for the cleaning and disinfecting of surfaces at the conclusion of snack and lunch each day. This will include supplies for trash and compost removal. Trash and compost will be promptly removed from these outdoor areas.

### **CONSUMPTION OF FOOD IN INDIVIDUAL CLASSROOMS**

When weather does not permit students to eat outdoors, students will eat their meals in the classrooms they are assigned when lunch begins. The groups of students assigned to each classroom will not exceed maximum capacity and students will sit at least 6 feet apart. Students will always be supervised by one or more teacher(s) or staff while eating.

MUSE will provide teachers with appropriate supplies for the cleaning and disinfecting of surfaces at the conclusion of a meal period. This will include supplies for trash and compost removal. Trash and compost will be promptly removed from classrooms at the conclusion of a meal period.

### **MANAGING BEHAVIOR DURING MEAL PERIODS**

MUSE employees will require that students maintain a distance of 3 feet while outside and 6 feet while inside from one another while eating. Employees will actively monitor students to promote safe and hygienic eating practices. This includes discouraging students from sharing food, water bottles, and eating utensils. This also includes having students wash their hands with soap and water before and after eating, after coughing or sneezing, and any time they use the restroom during the meal period.

Students will continue to wear face coverings while traveling to their snack and lunch space. Student's face coverings will hang on their lanyard or be stored away from their food to avoid contamination of their food or soiling of the face covering (they will not be placed on a table or bench). As soon as students finish eating, they will be directed to wash their hands or use hand sanitizer and then, with clean hands, put their face coverings back on.

### **PROTOCOLS FOR CLEANING AND DISINFECTING THE SCHOOL CAMPUS**

MUSE has adopted the below protocols to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. These protocols apply to all areas of the campus both indoor and outdoor, including buildings, cabins, facilities, and grounds as well as all MUSE vehicles. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, MUSE may, in its sole and absolute discretion, modify or revoke these protocols at any time.

In addition to all students and employees practicing healthy hygiene on and off campus, MUSE's cleaning, disinfecting and ventilation practices have been updated as a response to the

COVID-19 pandemic. These practices include routine and frequent cleaning and disinfecting of high-touch surfaces and items throughout the campus.

Daily cleaning protocols will follow the CDC and Los Angeles County Public Health guidelines and will include the following elements:

- Increased cleaning and disinfecting of all surfaces, doorknobs, light switches, sinks, tables, desks, and chairs, throughout the day with cleaning products
- Cleaning of bathrooms and high-touch points two times a day between 8:30 AM to 3 PM
- In-depth cleaning and disinfecting each evening by janitorial services
- Entry/exit to the main lodge will be propped open whenever possible
- Maintenance and updates of HVAC with continued usage of high-efficiency air filters
- Doors and windows remaining open in cabins and main lodge as much as possible to provide ventilation and maximum air circulation throughout the buildings
- Thorough cleaning and disinfection of isolation rooms for ill or presumed sick individuals after each use
- Supply of PPE, face coverings, gloves, and disinfectant
- ECE and field play structures will have repeated cleanings throughout the day
- Classroom maintenance to take place at the end of the school day prior to cleaning/disinfecting
- Copiers/printers cleaned with a cloth dampened with sanitizer.
- Picnic tables in the ECE yard and on the field be cleaned between each meal time
- Employees will clean their personal areas throughout the day, which may include their work table or desk, telephone, laptop, chair, or any other items they use in performing their duties. Cleaning will be done using school-supplied cleaning products and equipment. All personal areas will need to be organized nightly so that they can be disinfected again by custodial staff
- Classroom desktops and chair seat surfaces will be cleaned by custodial staff with approved sanitizing and disinfecting products
- Outdoor play equipment will maintain a regular cleaning schedule
- Disposable items used to clean surfaces and items should be thrown in the trash immediately after each use
- MUSE will provide teachers with an opening/closing cleaning checklist

All MUSE employees and contractors must also adhere to the following requirements when using cleaning and disinfectant products:

- Follow all label directions including appropriate dilution rates, application methods, and contact times.
- Utilize safe and correct application methods for cleaning and disinfectant products.
- Keep all cleaning products and disinfectants out of the reach of children.
- Properly ventilate the space while cleaning and disinfecting and introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- Complete thorough cleaning and disinfecting when children are not present
- Wear proper PPE while cleaning (gloves and, mask)

### **Provision Of Hand-Washing And Other Healthy Hygiene Supplies**

MUSE will make available soap and water, hand sanitizer with at least 60 percent ethyl alcohol, or other effective disinfectant as well as tissues, paper towels, and no-touch trash cans, in MUSE vehicles, and in other appropriate areas on campus for use by students, employees, and visitors for hand-washing and other healthy hygiene practices.

### **DECONTAMINATION CLEANING**

**MUSE will observe the following protocols:**

- Close off areas visited by ill person, open outside doors and windows and use ventilating fans to increase air circulation in the area
- Clean all contact surfaces in contaminated areas with an EPA-approved disinfectant
- Do not clean with dry dusting or sweeping because this may create aerosols. Use damp cleaning methods
- Frequently clean mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure.
- Use a double-bucket method (one bucket for cleaning solution, one for rinsing).
- Clean, disinfect and dry equipment used for cleaning after each use
- Throw disposable items used to clean surfaces and items in the trash immediately after use

### **TRASH HANDLING**

When handling trash:

- Wear masks
- Wear gloves
- Avoid touching used tissues and other waste when emptying wastebaskets
- Wash hands according to CDC guidance after handling trash

### **FACILITY MODIFICATIONS**

The following modifications will be in effect on campus until further notice:

- Drinking Fountains are deactivated. Faculty and staff are permitted to use the FloWater system on campus to fill student bottles
- Classroom and sink faucets will remain active for handwashing
- Hard or non-porous surfaces in the classrooms will be wiped down at the beginning and end of each school day and at the end of school day by teachers. They will be sanitized again that evening by custodial staff.

### **HEATING, COOLING & VENTILATION**

Each cabin has their own HVAC unit which is maintained and cleaned monthly.

- Each classroom cabin will have the air conditioning systems 'on' at all times to help with the circulation within the room
- Classroom cabin doors and windows will remain open while students are present at all possible times.

## **CLEANING AND DISINFECTING PLAN**

The following is a compilation of information from the Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), U.S. Department of Labor and the Los Angeles County Department of Public Health in regard to best practices for the cleaning and disinfecting of facilities, both school-specific and generalized, for the prevention of the spread of COVID-19. MUSE will make efforts to select and make available cleaning and disinfectant products on the EPA's List with asthma-safe ingredients.

The following COVID-19 facts are provided by the CDC ([GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES](#)):

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Practice physical distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If an area has been unoccupied for 7 days or more, it will only require normal routine cleaning to reopen the area; the virus that causes COVID-19 has not been shown to survive on surfaces longer than that time.

MUSE will follow The Los Angeles County Department of Public Health [recommendations on the cleaning and disinfection](#), including:

- Routine Cleaning
- Enhanced Cleaning
- Deep Cleaning
- Cleaning for areas occupied by those with suspected or with confirmed COVID-19

MUSE will follow the enhanced cleaning protocols during the COVID-19 pandemic and will pivot to deep cleaning in the event of a confirmed case in our community.

Additional Areas for cleaning, include:

### **Outdoor Areas**

Outdoor areas generally require normal cleaning and do not require disinfection. Disinfectants can be used on exterior surfaces, including playground equipment, and will be targeted at frequently touched by hand areas.

### **Restrooms**

MUSE will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday.

### **Hard and Non-Porous Items**

Each school day and workday, MUSE will clean and disinfect with an appropriate disinfectant frequently touched hard and non-porous surfaces or objects, such as glass, metal, or plastic, within the School's buildings, cabins, facilities, grounds, and vehicles. Examples of frequently used surfaces or objects that will receive routine disinfection include, but are not limited to:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Toilets
- Faucets and sinks
- Touch screens
- Copiers/ Printers
- Electronic devices
- File cabinets and shelves
- Shared tools/equipment
- Handrails
- Books/binders

### **Areas Where Meals are Prepared and Eaten**

MUSE will clean and disinfect lunch areas and other locations where meals are eaten regularly. MUSE will also clean and disinfect surfaces frequently touched by students in outdoor eating areas, including, but not limited to, tables and chairs between each meal service time during the school day. If students eat lunch in their classrooms, MUSE will clean and disinfect the students' desks and/or tables before and after use.

### **School Vehicles**

MUSE will clean and disinfect school vehicles, including all frequently-touched surfaces within school vehicles, daily when in use. Employees must clean and disinfect all frequently-touched surfaces and objects within a school vehicle before and after use of the vehicle. Examples of frequently-touched surfaces within school vehicles include, but are not limited to, door handles, seatbelts, seats, steering wheels, and window buttons.

### **DISINFECTING ACTION PLAN FOR CONFIRMED CASES**

MUSE will follow [CDC guidelines for cleaning and disinfecting facilities](#) in the event of a confirmed case, which includes:

1. Close off areas used by the person who is sick.
2. Open outside doors and windows to increase air circulation in the area.



3. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas.
5. Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
6. Once an area has been appropriately disinfected, it can be opened for use.
7. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Routine cleaning and disinfection will continue, including everyday practices.

**Note:** KBM (Kohl Building Maintenance) and ServPro, the MUSE Global custodial vendors, have a designated, specialized group of personnel trained in cleaning areas with suspected and confirmed cases. In the event of a confirmed case or any other situation where a deep cleaning is required, KBM, ServPro or a comparable vendor, will fulfill this service.

## **EMPLOYEE CLEANING AND DISINFECTING RESPONSIBILITIES**

MUSE and each of its employees serve a critical role in promoting a safe and healthy school and workplace. To that end, MUSE will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, teacher workroom, classrooms, restrooms, and communal areas.
- Classroom teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, and any other surface or object in the classroom touched or used by students.
- When certain objects, supplies, or equipment are shared between students, classroom teachers must clean and disinfect those items between uses.
- Classroom teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.
- Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this Policy and as directed by their Supervisor. A checklist of duties will be provided to all employees.

## **ORIENTATION AND TRAINING**

Prior to the first day of school for in-person learning, MUSE will schedule orientations and training on the various aspects of the policies and procedures of re-entry.

## **COVID-19 TASK FORCE**

Task Force Co-Chairs:

Suzanne McClure	(Head of School / Director of Middle & High School)
Melissa Cardoza	(Human Resources and Operations Manager)
Caitlin Roche Elstein	(Director of ECE & Elementary)
Jaime Calderon	(Facilities Manager)
Fancisco Argueta	(Facilities and Driver)
Hilton Kiltzner	(Sou Chef)
Robin Swallow	(Head Chef)
Coral Laolagi	(Front Office / Virtual Support Coordinator)

## **COVID-19 COMPLIANCE TEAM**

As a community, we are all responsible for ensuring our community is as safe as possible during the COVID-19 pandemic by following all of the protocols set forth by our governing bodies.

The following COVID-19 Compliance Task Force is responsible for establishing, overseeing, and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19 as required by the Los Angeles Department of Public Health's Covid-19 Exposure Management Plan for K-12 Schools.

### **COVID-19 Compliance Officer/Department of Public Health Liaison (in the event of a COVID-19 cluster or outbreak):**

- Melissa Cardoza, Human Resources and Operations Manager
- Suzanne McClure, Head of School / Director of Middle & High School

### **COVID-19 Division Management / Compliance Team:**

- Suzanne McClure, Head of School / Director of Middle & High School
- Melissa Cardoza, Human Resources and Operations Manager
- Caitlin Roche Elstein, Director of ECE & Elementary
- Jaime Calderon, Facilities Manager
- Coral Laolagi, Front Office / Virtual Support Coordinator

### **Pandemic Health Coordinators (Reporting of COVID-19 Symptoms):**

- Melissa Cardoza, Human Resources and Operations Manager
- Suzanne McClure, Head of School / Director of Middle & High School

### **Remote and Hybrid Teaching and Learning:**

- Suzanne McClure, Head of School / Director of Middle & High School
- Caitlin Roche Elstein, Director of ECE & Elementary

### **Designated In-person Screening:**

- Jaime Calderon, Facilities Manager

- Hilton Kiltzner, Sous Chef
- Francisco Argueta, Security / Facilities
- Suzanne McClure, Head of School / Director of Middle & High School
- Caitlin Roche Elstein, Director of ECE & Elementary
- Coral Laolagi, Front Office / Virtual Support Coordinator

**Technology (Remote and Hybrid):**

- Analisa Crosthwait, Virtual Operations Manager

**Facilities / Safety:**

- Jaime Calderon, Facilities Manager
- Francisco Argueta, Security / Facilities

**Communications:**

- Suzanne McClure, Head of School / Director of Middle & High School
- Caitlin Roche Elstein, Director of ECE & Elementary
- Julie Parnell, Director of Marketing

**MUSE Global School’s Student & Family COVID Handbook Addendum  
Signature Page**

Your signature on this document is required for your child to start the school year.

This is to acknowledge that you have read and understand the entire content of the “Student & Family COVID Handbook Addendum”.

Your signature on this page confirms that you have fully read all policies, procedures and guidelines and that you will be held accountable to all contained within the MUSE Global School Student & Family COVID Handbook Addendum.

Thank you for your participation in our school and we look forward to partnering with you in your child’s education at MUSE Global School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Name