

**The Help Group's North Hills Prep**

**K-6 – 36 students**

**15339 Saticoy St.  
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**Los Angeles County**

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**SAFE SCHOOLS PLAN**

**March 2, 2021**

The School is dedicated to the health and safety of our students and staff. This comprehensive Safe Schools plan incorporates the school's Los Angeles County Department of Public Health exposure management plan, COVID-19 School Guidance Checklist, Cal/OSHA COVID Prevention Program. The guidance, policies and practices contained

herein are intended to be followed to ensure safety and public during operation of Summit View. Staff will work in close partnership with the Los Angeles County Department of Public Health, Los Angeles County Office of Education, the Governor’s Office, and experts in the scientific community in an ongoing basis. We will continue to monitor changing health conditions in our community in order to modify these plans and respond accordingly, based on public health data.

**School COVID-19 Compliance Task Force**

Name	Job Title	Role
Dr. Susan Berman	Executive Director, THG	THG Task Force
Dr. Diane Flannery	Vice President, The Help Group	THG Task Force
Dr. Ellis Crasnow	Director, Online & STEM Education	COVID-19 Compliance Officer
Oscar Valadez	Vice President, The Help Group	Cleaning/Disinfecting Operations
Jonathan Kubo	Director, Human Resources	Data Collection & Training Manager
Glinda Vallow	Director of Administration	Attendance and Exposure Management
Alison Shaw	Safety Officer	Health Office Manager

**Health Office Set-up and Staff**

Type of Health Office	Indoor vs Outdoor	Location	Staff Persons	Alternate
General Health Office (Non-COVID)	Indoor	Main Office	Frank Shapiro	Staff Sub.
Isolation Area	Outdoors	Near Main Gate	Frank Shapiro	Staff Sub.
Quarantine Area	Outdoors	Near Main Gate	Frank Shapiro	Staff Sub.

**School Communications**

Information to be sent to parents/students prior to school reopening: (Check all that apply)	
<input checked="" type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input checked="" type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input checked="" type="checkbox"/> Changes in school meals to avert risk	<input checked="" type="checkbox"/> Required use of face coverings
<input checked="" type="checkbox"/> How to conduct a symptom check before students leave home for school	<input checked="" type="checkbox"/> Changes in academic and extracurricular programs to avert risk
<input checked="" type="checkbox"/> Importance of student compliance with physical distancing and infection control policies	<input checked="" type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed

**County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools**

- The School has a COVID-19 Containment, Response and Control Plans that describes the school’s comprehensive approach to preventing and containing the spread of COVID 19 on campus.
- This plan designates a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 Protocols on campus.

- One member of the COVID-19 Compliance team will be designated as a liaison to the Department of Public Health (DPH) in the event of an outbreak on campus.
- The team will also ensure that the students and staff receive education about COVID-19 and the prevention of disease transmission.

#### A. Health and Safety

The safety of students and staff is always the School's priority and of paramount importance during the current pandemic. The following plan describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on school campuses. This document is the "COVID 19 Safety Plan" for the School and is consistent with the California Department of Public Health revised guidance issued on January 14, 2021, Los Angeles County, Public health orders and the California Code of Regulations, Title 8, Section 3205. This plan does not include protocols for instructional programs. Response to COVID-19 is a dynamic process and is subject to change, pending updates to Los Angeles County Public Health Officer Orders and newly acquired scientific knowledge that informs District actions.

The School will continuously monitor the guidance and mandates set forth by those entities listed above as well as the Center for Disease Control. Updated information and guidance is posted on the COVID-19 Employee Resources.

The COVID-19 Compliance Team (Task Force) for the school is led by Dr. Ellis Crasnow with key staff members as team members, including the Executive Director of The Help Group, Director of HR, and Facilities manager.

The Help Group's COVID-19 Director of Compliance will be the designated liaison with DPH in the event of an outbreak on campus. The COVID-19 Compliance Task Force, together with HR Director Jonathan Kubo, will be responsible for engaging with students, parents, faculty, and staff to answer questions or concerns about health and safety requirements regarding COVID-19 and communicating up-to-date policies and procedures to all families. The community will be informed of any critical information or significant changes to district plans by Task Force through a combination of messages, emails, and postings on the School's website. Maintaining updated family contact information is a priority for re-opening, to communicate parent surveys and follow-up communications from each school.

### **County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools**

- Implement measures to ensure physical distancing as students, parents or visitors enter and move through school buildings.
- Implement measures to ensure physical distancing within classrooms.
- Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout. When 6 feet is not possible, physical barriers are used to minimize close contacts.
- Physical education class activities are offered outdoors and selected to permit physical distancing: contact sports are not permitted.
- Implement measures to permit physical distancing in school areas used for student support services.
- Implement measures to permit physical distancing in administrative areas of the school.
- Implement measures to limit risk of infection due to visits by individuals other than staff and students.
- Implement measures to ensure physical distancing as students, staff and visitors enter and move through school buildings.

#### **Social Distance in Classrooms**

All classrooms have been reconfigured to maximize space between students. Based upon the recommendation of the CDC and DPH guidance, student workstations are spaced to provide a distance separating students that is 6 feet apart. Where 6 feet distance is not possible, physical barriers are used to minimize close contact. Student workstations will be placed not closer than four feet apart. Personal furniture, classroom area rugs/carpets, fabric-covered items, and extra district furniture will be removed when possible. Principals will ensure that teachers who need to remove excess personal

items can do so at some point in the days prior to students arriving for in-person instruction. Wherever possible, teachers will have a designated presentation area in the classroom that is more than 6 feet from students. Unless separated by a table divider, students will be facing in one direction. Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

Instructional activities and PE classes are offered outdoors when possible. Outdoor activities will only include those that allow for physical distancing. All contact sports are not allowed. Access to locker rooms will only be allowed when supervision is possible to ensure physical distancing. This may include staggered room access and relaxed dress out policies.

## **Social Distancing Throughout Campus**

Social distancing will be maximized to the greatest extent possible, with the standard goal of six feet. Other mitigating factors may be used when social distancing is not feasible, such as clear plastic or solid surface barriers that can be cleaned and sanitized often. Signage will be posted to maintain 6-foot distance between office personnel. Tape, signs or other markings will be used to define a 6-foot radius around reception desks or counters. Workstations will be arranged to permit 6 feet between individuals sharing a space or between office personnel and students.

Visual cues will be provided wherever possible to support compliance with social distancing for all individuals. Distances, paths of travel, and reduced seating may be marked by various means such as "Six Feet Apart Please" signage, stickers, cones, blue painter's tape, chalk, caution barricade tape, or other means.

School employees may be deployed in hallways and areas where lines tend to form to assure physical distancing as students enter, go through symptom checks and proceed to classrooms. Stairways may be designated for up or down traffic to avoid crowding and hallways may be designated for one-way traffic.

## **A. Material Sharing**

### Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials to the greatest extent possible. In doing so, the sharing of materials between students will be restricted. These Materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, art supplies, and learning aids. Single-use disposable materials are encouraged when feasible. Each school will try to supply each student with their own materials when feasible, but if school materials must be used by multiple students, no two individuals may use the same materials on a given day without being cleaned and disinfected between users. Additionally, all school materials used by students will be disinfected between users and at the end of the school day. If a student is assigned a specific cubby or locker to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies and lockers may not be shared.

### Communication/Paper

General paper flyers and communications to all school communities, parents and students should be digital whenever possible, such as email, text message, or video to limit the distribution of paper materials. If forms are distributed on site, a staff member to place forms on a table or counter as each individual is assisted, to minimize the spread of germs. Do not place forms or flyers in stacks for people to help themselves. Equipment, devices, and completed paperwork should be placed in a collection box. Items should not be handed directly between two people.

### Writing Instruments/Tool

Encourage people to use their own writing tools. Do not re-use pens or pencils. Once a provided writing utensil has been used, place it in a collection box to be sanitized for later use. Equipment and devices such as laptops or chrome books should be placed in a box on the counter or table with the parent on one side and the employee on the other side. Items should not be handed directly between two people. Visually verify paper signatures and have each person place their forms in a designated collection box. Store boxes of collected items and completed forms in a secure, dry

storage area for a minimum of 48 hours and sanitize as necessary. Commonly shared items in break rooms such as coffee pots and dishes must be replaced with single use items.

## **B. Signs, Messages, and Training Protocols**

Signs and messages explaining district protocols and expectations to stop the spread of disease will be posted throughout our schools. These signs are age-appropriate and in languages representative of our community. Staff members will all be provided with Personal Protective Equipment (PPE) supplies and will have in-service training for ensuring health and safety in the workplace.

- Signs will be posted in highly visible locations, such as school entrances and restrooms that describe how to stop the spread of germs (i.e. handwashing, face masks).
- Regular announcements will be made on reducing the spread of COVID-19 through the school.
- When communicating with families (school website, social media) messages will include health
- Hygiene, mask wearing and social distancing habits to stop the spread of COVID-19.
- Signs and messages related to disease transmission will be accessible for students with disabilities and in languages appropriate for the school population.

Staff members will attend mandatory training on health and safety protocols before in person instruction will begin. All staff members, including substitutes, who are hired after this date will be required to complete training before their first day of work. Topics covered in the training will include social distancing, cleaning protocols, Health Office referrals and hygiene practices. Additional video training may be provided to students and families so they can practice before the start of school. In person student instruction on new school protocols, will include topics regarding expectations in health and safety practices.

## **C. School Building Protocols**

### **Heating, Ventilation and Air Conditioning (HVAC) Systems**

- HVAC systems will be inspected and tested regularly to confirm they operate properly.
- Ventilation systems will be maintained “on” when buildings are in use and as long as possible over a 24-hour period.
- HVAC filters are being upgraded to a MERV 13 rating or as high as possible provided the unit is able to operate safely. The filters will be inspected and changed at least quarterly.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate.
- Outdoor instruction will be used when feasible and where safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided. The school has installed high-filtration portable air cleaners in each classroom and office space throughout the school.
- The COVID-19 isolation areas should be outdoors to maximize ventilation and minimize exposures to COVID-19 infection when feasible. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system

### **Bathroom Protocols and Cleaning**

Social distancing will be maintained in communal bathrooms. The following bathroom protocols will be implemented:

- All bathrooms will be serviced, and high touch areas disinfected, at least twice a day. Full cleaning once per day and disinfecting using electrostatic equipment
  - Bathroom occupancy will vary by each bathroom, but 6-foot social distancing will be

maintained.

- Signs or physical barriers may be placed on alternating bathroom stalls or sinks.
- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water. Paper towels will be provided to dry hands thoroughly.
- No personal items may be stored within the bathroom (including staff bathrooms).
- Trash cans will be placed near the door and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- Bathrooms may be designated for specific cohorts by posting signs. If more than one cohort is designated to a bathroom, then a color-coded or symbol system will be used to minimize students from different cohorts using the bathroom at the same time.
- A restroom will also need to be designated for individuals in the isolation and quarantine areas. This restroom must be cleaned and sanitized before other occupants may use it.
- Water systems
  - Students and staff will be encouraged to bring their own water or refillable bottles.
  - Drinking fountains and bottle filling stations will be turned off.
  - Bottled water will be available.
  - Drinking water sources such as food preparation facets will be cleaned and sanitized daily.
  - Water systems will be thoroughly flushed after long periods of inactivity.

## **Cleaning Protocols**

The School will follow DPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily, with common areas and high touch surfaces disinfected at least twice daily including between all cohorts. Common areas include main office, breakrooms, restrooms, classrooms, all health office areas, and other areas if in use, such as auditorium, and Innovation Lab. High touch surfaces include door handles, desks, tables, countertops, phones, keyboards, elevator switches, handrails, touch screens, printers/copiers and other shared surfaces.
- Health Office areas including the Health Office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch playground equipment may be taken out of use and replaced with no-touch playground games.
- When shared supplies (such art and laboratory equipment) cannot be individualized, objects and surfaces will be cleaned between users.
- Only District-approved disinfectants effective against COVID-19 that meet all Federal and State standards (listed on the Environmental Protection Agency (EPA)-approved list “N”) will be used. STEM<sup>3</sup> Academy has developed a list of cleaners and disinfectants based on the approved EPA list.
- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.
- School bathrooms will be serviced and sanitized at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a bathroom.
- Appropriate Personal Protective Equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer’s directions and as required by the Healthy Schools Act, as applicable.
- Enhanced cleaning will be conducted when students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day or between cohorts. All cleaning products will be kept out of reach for children and stored in secured locations

## **Other Considerations**

- Supplies of soap, paper towels, and tissues will be available.
- Protective Plexiglas Guards will be installed at reception desks/food service lines.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms.

## **D. Daily Operations**

### **Cohort groups**

According to the CDC, cohorting may help prevent the spread of COVID-19 by:

- decreasing opportunities for exposure or transmission of SARS-CoV-2,
- reducing contact with shared surfaces,
- facilitating more efficient contact tracing in the event of a positive case, and allowing for targeted testing, quarantine, and/or isolation of a single cohort instead of school wide.

Implementation of this strategy can vary, depending on setting and resources. For example, cohorts may alternate by days or weeks, with cohorts assigned to specific days or weeks. They may adopt a hybrid approach, with some cohorts assigned to in-person learning and others assigned to online learning.

Cohorts are small groups of students and staff who spend the instructional day together. The practice of cohorting is long established in schooling, as students are traditionally assigned to classes with specific teachers. Cohorts will be a stable group of no more than 14 students or youth and no more than two supervising adults (or fewer as directed by the LA County Department of Public Health). Each cohort will be maintained in a supervised environment in which supervising adults and children stay together for all activities (such as meals, recreation, etc.) and avoid contact with people outside of their group. To the extent possible, use of outdoor space for at least 50% of the day is encouraged.

If some students are part-time participants in the cohort, other students cannot be added to the group to reach the maximum number of 14 at all times. Only the original 14 members shall be designated to each cohort. Aides assigned to individual students do not have to be counted as supervising adults, but they must be counted against the maximum of 16 individuals who can be included in a cohort. A supervising adult may be childcare staff, certificated or classified school staff. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

Students who are part of a cohort may leave the cohort to receive specialized services in other locations on campus. Specialized services may include occupational therapy, speech and language services, behavioral services or assessments. Any additional services must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people. No child may be part of more than one cohort.

The hybrid model of instruction extends the cohorting practice for both group size and presence in schools. In the hybrid model, students will be assigned to cohorts. Student capacity on campus during a hybrid model of instruction will be determined by the number of cohorts permitted given social distancing guidelines.

Where feasible and appropriate, therapeutic and support activities will be conducted virtually. Sharing of equipment and supplies will be avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee. Furniture and equipment used for support services will be arranged to promote 6-foot distance between any two students and/or between students and staff

All classroom staff will be trained on basic first aid and schools will provide basic first aid supplies in order to reduce the intermixing of cohorts in the health office areas through HR developed training.

**TK - Grade 6:** The primary cohort group for students in Pre-K through Grade 6 is their classroom. Class groups will be as consistent as possible, with the same class group remaining with the same staff for the day when practical. Mixing of groups will be limited to the greatest extent possible. Students will remain in their cohort group in their classrooms, as well as during Physical Education, Art, Music, lunch and recess.

**Communal Spaces:** Communal Spaces such as cafeterias, playgrounds, auditoriums, and libraries will be cleaned and disinfected between cohorts. Schedules may be adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time. Movement within hallways will be staggered to further reduce potential exposure. Elevator capacity will be limited to the number of people that can be accommodated while maintaining 6-foot distance between riders.

**Visitors:** Visits to the school by individuals other than students and staff shall be avoided whenever feasible and limited to those who are essential for the school's operation. Parents of enrolled students are encouraged to conduct business with school personnel remotely. All visitors must check-in and provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors will be encouraged to come by appointment and alone. If a visitor must be accompanied by another person (e.g. for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

Movement of visitors within the school will be limited to designated areas such as the main office, conference rooms, lobby and public restroom. Visitors are not permitted to interact with any cohorts.

All visitors will be required to wear a face covering at all times. This applies to all adults and to children 2 years of age or older. Visitors must arrange for an alternative family member to conduct business on campus if they are not able to wear a face covering. If a visitor arrives without a face covering, one will be provided. Any parent/guardian picking up a student who has been placed on isolation or quarantine, must stay outside campus and the student will be brought to them for dismissal.

## **Health Practices and Protocols**

### **A. Standard Public Health, Hygiene Practices and Instruction**

● The School promotes health and hygiene practices that prioritize keeping our students and staff safe. Safe school videos, CDC videos, posters, signs and classroom instruction will be used to educate students and families in our new health protocols. Families will be provided with an informational packet prior to the start of in-person instruction so they can begin to practice protocols at home and acclimate students to the concepts of social distancing, frequent hand washing, correct use of face coverings to completely cover nose and mouth, and respiratory and cough etiquette.

The following health and hygiene practices will be observed:

1. Hand Hygiene
  - Teaching and reinforcement of hand washing with soap and water for at least 20 seconds.
  - If Soap and water are not readily available, hand sanitizer with at least 60% ethanol will be made available at school entrances and every classroom. They will Be kept in secure areas and used by students with supervision.
  - All students and staff will perform hand hygiene on campus at the start of each day.
    - Hand-washing breaks will be incorporated into all students' daily routines, including before and after eating or drinking, outdoor play, group activities, preparing food, touching one's face and face covering, and using the restroom.
  - Hand-washing signs will be posted as visual reminders.
  - Staff are instructed to model frequent hand washing, especially in lower grades.
2. Face Coverings
  - All students, staff and visitors are required to wear face coverings/masks while on campus
  - Students and staff are encouraged to bring their own face covering but will be provided with one if they do not have one.
  - Wearing a face covering does not eliminate the need to social distance or wash hands frequently.
3. Social distancing
  - Social distancing will be maximized to the greatest extent possible with the standard goal of 6 feet.
  - When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. For staff eating or drinking at a cubicle or workstation is preferred to



- Eating in a breakroom or if eating in an office please maintain barriers with other staff members.

#### 4. Enhanced Cleaning and Disinfection of Surfaces

- Staff members responsible for cleaning and disinfecting will be provided training on the appropriate and safe use of all provided cleaners and disinfectants.

#### 5. Provide Adequate Supplies

- All bathrooms will be supplied with adequate amounts of soap and paper towels.
- Hand sanitizer will be provided to all classrooms and student areas that do not have hand washing stations, and will be available at the entrance of buildings, offices, stairway entrances and elevators and reception areas.
- All Students and staff will be provided with a cloth or disposable face coverings by request or if they do not have one.
- Disposable gloves will be provided to staff for medical uses, cleaning/disinfection and when handling food items.
- Facial tissues will be available in each classroom or office area.

## **B. Reporting Illnesses and Addressing Vulnerable Populations**

### **County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools**

- Develop a plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) test positive for or has symptoms consistent with COVID-19.
- Instruct students and staff to inform the school if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID19 and have also had contact with the school population.
- Educate staff and families about when to stay home.
- Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Communicate this expectation and provide parents with reminders about the symptoms consistent with COVID-19 that require keeping their students at home.
- Establish a screening protocol that is conducted before students, visitors and staff may enter the school. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival.

### **Stay at Home Guidelines during the COVID-19 Pandemic**

Ordinarily, deciding when a child or staff member is too sick to go to school or work can be a difficult decision. For as long as the risk of community spread of COVID-19 remains, the guidelines below and advice from a healthcare provider should be consulted when symptoms are experienced. COVID-19 is an illness caused by a virus that can spread person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. The virus is transmitted through respiratory droplets when an infected person talks, coughs or sneezes. The virus may also be airborne or transmitted by touching a surface or object that has the virus on it, and then touching your mouth, nose or eyes. Anyone with COVID-19 symptoms or COVID-19 exposure must not attend school or work and should inform the school if they are sick with COVID-19 related symptoms or if they have had known contact with someone diagnosed with COVID-19. Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of infected person.

#### **1. COVID-19 symptoms can vary, but symptoms may include:**

- Fever above 100.4 degrees Fahrenheit (F)
- Chills
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member experiences any of the above symptoms, they must stay home and should contact their health care provider for further instruction. They must also notify the school of their absence and any COVID-19 symptoms.

**2. COVID-19 exposure:**

If a student or staff member has had close contact (within 6 feet for greater than 15 cumulative minutes within a 24-hour period) with someone who is a confirmed case of COVID-19, the student or staff member must remain in quarantine for at least 10 days from the last day of contact with that COVID 19 case and self-monitor. The exposed person must quarantine for the full 10 days even if their own COVID-19 test result is negative.

If a student or staff member has had close contact with or has been part of a cohort with someone who is an unconfirmed symptomatic case of COVID-19, they may remain on campus. If the symptomatic case subsequently tests positive for COVID-19, the close contacts and members of the cohort, who had contact with the confirmed case during the infectious period, must quarantine immediately for the full 10 days since the last contact with that COVID-19 case, even if their own COVID-19 test is negative. If the symptomatic case tests negative, a copy of the negative COVID-19 molecular test or medical clearance must be provided.

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible.

Employees in this category should discuss any concerns with their healthcare provider.

STEM<sup>3</sup> Academy will continue to support students and staff with acute or chronic health issues. Long term absences may be evaluated if criteria are appropriate for medical leave, State Disability Insurance or other potential medical accommodations under IDEA or Americans with Disabilities Act Amendment Act (ADAAA) guidelines. Employees will also be referred to The Help Group’s Employee Handbook for information about Family and Medical Leave (FMLA) and California Family Rights Act (CFRA).

Employees are also covered under the Emergency Paid Sick Leave Act (EPSL) and should reach out to Human Resources for more information.

**COVID-19 Daily Health Check Questions**

All employees and students (or their parents or guardians) are asked to perform a self-assessment prior to leaving for school to identify fever or other COVID-19 symptoms. If the answer to the question, “Do you agree to the statement below” is NO, employees and students must remain home and notify the school of the absence.

<b>Do you agree with the statements below?</b>	
<b>Y/N</b>	1. I am feeling well
<b>Y/N</b>	2. I have not had any of the symptoms below in the last 14 days. <ul style="list-style-type: none"> <li>• fever of 100.4 degrees or greater</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Chills</li> <li>• Fatigue (new or severe)</li> <li>• Any of the following not due to a chronic condition: <ul style="list-style-type: none"> <li>➤ Cough</li> <li>➤ Congestion or runny nose</li> <li>➤ Muscle or body aches</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Headache</li> <li>➤ Sore throat</li> <li>➤ Nausea or vomiting</li> <li>➤ Diarrhea</li> <li>➤ New Loss of taste or smell</li> </ul>
Y/N	3. I have <b>not</b> been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.
Y/N	4. I have <b>not</b> been informed by my medical provider that I have COVID-19 in the past 14 days.
Y/N	5. I have <b>not</b> had a positive COVID-19 test result in the past 14 days
Y/N	6. I am <b>not</b> currently under a quarantine or isolation order
Y/N	7. I have been as safe as possible
<b>If you answered NO to any question, you must stay at home and notify the school</b>	

A check-in area for the Daily Health Check will be established on site with enough space to ensure privacy and physical distancing markers every six feet. Daily upon arrival at the site, employees are to check in for health screening with the administrator/designee prior to reporting to their classroom, office, post, etc. and prior to beginning work on site.

The “Daily Health Screening Questions for COVID-19” shall be posted at all entrances so that they are visible to visitors and employees prior to check in. For increased privacy, as each person approaches check in, the administrator/designee asks a single question, “Do you agree with the statements listed?” If an employee answers “NO” they may not stay on site and are to leave the site immediately and contact their supervisor for further instructions on COVID-19 work option guidelines.

Temperature checks may also be taken at the check-in point for students, staff and visitors. If the individual has a temperature of 100.4° F and above, they will be given an opportunity to step aside and wait a minimum of 5 minutes to cool down and get their temperature checked again. If the temperature for the individual remains at 100.4° F and above during the second attempt, the individual will not be allowed on campus unless he or she is an unaccompanied student.

Adult visitors and staff who are not allowed entry, have a temperature of 100.4° F and above or who report symptoms at any point during the school day are instructed to return home, self-isolate and keep away from others until further instructions are given by the COVID-19 Compliance Officer and HR.

Students who screen positive at entry, have a temperature of 100.4° F and above or who experience symptoms at any point during the school day will be given an N95 mask and accompanied to the designated isolation area where they can remain while arrangements are made for their return home.

The school COVID-19 Compliance Officer is informed of any positive screening results in the school and will then coordinate a response with the COVID-19 Task Force and HR.

Screening questions may change, based on updates from the LA County Department of Public Health.

## B. Use of Face Coverings, Masks, and Face Shields

### County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Implement measures to ensure the use of appropriate face coverings by all staff, students and visitors at all times.
- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance.
- For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required.
- Be prepared to provide a mask to any student or staff member who does not have one.

## General Expectations

### Face Coverings and Personal Protection

The School does require all students, employees and visitors while on school property and on a school bus to wear a face covering and follow the LACDPH protocol. This includes parents who are dropping off or picking up children. A face covering or mask will be provided to any student or employee who does not have one.

**Face Covering-** A face covering may be a cloth face covering or a face mask. Instructions for the use of mask are available from the CDC. The face covering must cover the nose and mouth. It can be secured to the head with ties or straps. A cloth face covering may be factory-made, or hand sewn. Face coverings are not respiratory protective equipment.

Cloth face coverings must be replaced or laundered daily. Cloth masks should be laundered with your regular laundry and detergent on the warmest setting for the cloth used. Soiled or wet face coverings will be replaced immediately. Parents are encouraged to provide a second face covering for school each day in case the one a child is wearing gets soiled or lost.

Face coverings must be worn at all times while on school property except when eating or drinking. Staff and students who are alone in closed offices, or other private, enclosed spaces are not required to wear a face covering. Students may also remove cloth face covering when eating or napping or when wearing a cloth face mask is otherwise impracticable. Students receiving specialized services, such as medical treatments or Speech and Language Therapy may remove their face coverings but may be asked to wear a clear face shield with a drape that extends below the chin during services. Social distancing will be strictly enforced during these times.

The following individuals are exempt from wearing a face covering per the LADPH guidelines:

a. Anyone for whom use of a face covering would be contrary to his or her health or safety because of a medical condition. All students who are medically exempt must have written documentation provided from their physician on file with the school nurse. A Student Mask Exemption Plan will be created and on file. Students who cannot wear face coverings cannot be cohorted with any other students.

b. A child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.

c. Children that are age 2 and under.

Teachers In early grades and those with specialized groups may use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable students to see their teacher's face and avoid potential barriers to phonological instruction. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. This may include that they are not included in a cohort with other students and provided one-on-one instruction.

**Face Masks:** Masks for Special circumstances:

- 1) Healthcare professionals and any staff working in the Health Office areas wear medical masks or higher
- 2) Any staff working with students or employees in the isolation or quarantine areas wears an N95 mask
- 3) Students or staff that are placed in isolation during the school day—both the staff attending and the students or employees placed in isolation wear N95 masks
- 4) Staff that are providing specialized healthcare services that cannot be socially distanced wear N95 masks
- 5) Staff that are supervising students with disabilities who cannot socially distance wear N95 masks
- 6) Any individual who has come to campus without a mask or whose mask is no longer functional is provided a cloth or medical mask.

**N95 Respirators:** N95 respirators will be worn by Healthcare Professionals who support students either in the isolation or quarantine rooms, or in classrooms where the student may be unable to be masked or distanced from the service provider. Designated staff must be medically screened, trained and properly fitted to the N95 respirator according to the written Respiratory Protection Plan as required by California Occupational Safety and Health Administration (Cal/OSHA) regulations (8 CCR 5144).

**Face Shields:** Face shields protect the eyes, nose and mouth from contamination from respiratory droplets, along with masks and respirators. Face shields are worn in addition to a face covering to provide additional protection. Face shields will be used by staff who are involved in aerosol-generating procedures, by staff who support students with special healthcare needs and are not able to wear a face covering, by staff assisting students who are not able to socially distance, by staff conducting the screening procedures and by staff assisting with isolation room monitoring. Students may also wear face shields with a tucked-in drape during speech and language exercises when face coverings/masks are not appropriate for the activity, while maintaining strict social distancing guidelines.

**Clear Plastic Barriers:** A clear plastic or solid surface barrier that may be sanitized often may be used in areas where it may be difficult for individuals to remain six feet apart. (E.g. reception desks or workstations). The use of clear plastic barriers do not eliminate the requirement for face coverings.

**Protective gowns:** A protective gown may be worn by staff who support students with special healthcare needs, when there is likelihood of coming in contact with respiratory secretions or other body fluid.

**Gloves:** Standard precautions will be followed by all staff using disposable single-use gloves when there is possible blood or body fluid contact. This includes, but is not limited to, during healthcare procedures, toileting students, assisting with meals, temperature screening, or any other instance where there may be contact with a body fluid, including respiratory secretions. Vinyl disposable gloves will also be required when handling chemicals. Gloves are not recommended unless specific responsibilities require them.

All staff will attend an in-service training on the use of face coverings and PPE.

## Health Monitoring and Containment Plan

### County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - Isolation of case(s);
  - Identification of persons exposed to cases at schools;
  - Immediate quarantine of exposed employees and/or students; and
  - Access to testing for all exposed individuals with the school as the basis for further control measures;
  - Reporting all COVID-19 exposures at the school to the Department of Public Health.
- Develop a plan to immediately report a cluster of cases (3 or more cases within 14 days) to the DPH. DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

### A. Health Monitoring and Health Office Guidance

#### Communicable Disease Monitoring

Students and staff with suspected or positive COVID-19 cases will be managed by the COVID-19 Compliance Task Force. The Attendance Office will work with the COVID-19 Compliance Task Force to record and track students and staff who are absent due to illness to determine if it is COVID-19 related and requires further investigation. A designated COVID-19 Compliance Task Force member will manage data collection and collaborate with Human Resources along with the Los Angeles County Department of Public Health (LACDPH).

**Daily Health Self-Assessment:** All students and staff are to perform a daily self-health screening check prior to leaving home for school each day by answering the Daily Self Screening Questions listed in the previous section. If any staff or student answers YES to any question, they must remain at home and notify their school.

School staff will also monitor self-assessments by asking if students and staff answered “yes” to any of the screening questions. Adult visitors and staff who screen positive at entry or who experience symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order.

Students who screen positive at entry will be given a medical mask and accompanied to the designated isolation space where they can remain while arrangements are made for their return home.

**Illness at School-** Any student or staff member who becomes ill at school with COVID-19 symptoms must be separated from others immediately. Staff will need to exit the school site immediately and are instructed to return home and self-isolate per Health Officer Order.

Students will be given an N95 mask and will be escorted to the isolation area by designated staff. Students will be supervised until picked up by parent/guardian, emergency contact provided by parent/guardian or released to another healthcare facility. Students will not be left unattended in the isolation area.

In compliance with LACDPH, each school must have a dedicated isolation area and a dedicated quarantine area separate from the health office for suspected COVID cases. Staffing needs should be considered when deciding how to physically set-up areas for staff and students who have COVID symptoms.

**Isolation Area-** Each school will identify an isolation area separate from the health office. LACDPH strongly recommends this area be located outdoors. Students who screen positive or experience COVID symptoms will wait in this area until picked up by parent/guardian or transferred to a healthcare facility. All Students In the isolation area will be supervised by a staff member. The staff member will be provided with an N95 mask, face shield, disposable gown and gloves. Social distancing of six feet or greater will be maintained in the isolation area. A log will be maintained by the staff person supervising the isolation area of all persons that enter the isolation area. A separate bathroom will be designated for use by anyone utilizing the isolation area.

**Quarantine Area-** Students who have had close contact with an individual that has a confirmed COVID 19 case or are part of a cohort that had contact with the individual will be quarantined in a designated area, preferably outdoors, until picked up by a parent/guardian. Students will be grouped by cohorts and not intermingled in this area. Social distancing of six feet or greater will be maintained. All Students in the quarantine area will be supervised by a staff member. This space must remain separate and apart from the isolation and Health Office areas. If an entire cohort must be quarantined, they may remain in their classroom as a group.

Students and staff who have had close contact or are a part of a cohort with an individual who is unconfirmed symptomatic for COVID-19 may continue to attend school. If the symptomatic individual subsequently tests positive for COVID-19, all individuals who were close contacts or part of the cohort during the positive case’s infectious period, must be immediately quarantined and sent home.

**Health Office Guidance-** In order to prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Health Office will be triaged based on the severity of injury or illness. All students and staff will have their temperature and COVID-19 risk factors screened prior to arrival at the Health Office.

## **B. Containment of Infection**

### **Illness at School**

If an ill person displays symptoms of COVID-19 they must be separated from others immediately. Staff will be sent home immediately. A designated isolation area and separate bathroom will be utilized by students with COVID-19 symptoms until arrangements can be made for the parent/guardian to pick up or discharge to a healthcare facility.

**Ill Student:** Parent/guardian will be required to pick up their ill student within one hour. All students will be monitored while in the isolation area at all times. Parents/guardians should seek medical advice for the ill student within 48 hours and schedule a COVID-19 test as needed. The parent/guardian must notify the school when molecular test results are known.

**Ill staff:** An ill staff member will leave work immediately. If the staff member requires urgent medical care, they will be placed in the isolation area while waiting for transfer to a healthcare facility. Within 48 hours, the staff member should seek medical advice and schedule a COVID-19 molecular test as needed and notify their employer when the test results are known.

### **Confirmed COVID-19 Positive Student**

If a student who has been physically on campus receives a confirmed diagnosis of COVID-19, LACDPH will be notified immediately by the COVID-19 Compliance Officer. In addition, those in close contact with the student will be notified of the potential exposure by school administration and instructed on current LACDPH protocol and decision pathways related to exposure.

Confidentiality of the ill individual will be maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy expectations and the ADAAA. All communication will follow The Help Group's COVID-19 Response and Communication Protocols.

In the event of multiple COVID-19 positive cases in a school, the School Director may implement a short-term dismissal of 2-5 days to allow for LACDPH to investigate the COVID-19 situation and to implement further cleaning and disinfection procedures as recommended by DPH and CDC. STEM<sup>3</sup> Academy will communicate all dismissal decisions and possible COVID-19 exposure with all staff, families, students and stakeholders.

The Compliance Director and Human Resources will decide, in consultation with LACDPH, if any staff will be allowed in the building during school closure and when students and staff can safely return to in-school learning.

### **Confirmed COVID-19 Positive Staff**

If a staff member who has been physically on campus has a confirmed COVID-19 diagnosis, LACDPH will be notified immediately by the School COVID-19 Compliance Officer. In addition, those in close contact with the staff member will be notified of the exposure by Human Resources and instructed on current LACDPH protocol related to exposure.

Confidentiality of the ill individual will be maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy expectations and the ADAAA. All communication will follow The Help Group's COVID-19 Response and Communication Protocols.

HR must also ensure that the employee has been provided with the workers' compensation claims form (DWC-1). All positive reports for COVID-19 tests of staff must be immediately reported to our HR manager.

All "serious" employee illnesses must be reported to the California Occupational Safety and Health

Administration (Cal-OSHA) within 8 hours. A COVID-19 case would be considered serious if it resulted in the employee's transport to the hospital from the school, if the employee was admitted to the hospital or if the employee passed away due to an illness occurring in or in connection with employment. All notifications to Cal-OSHA need to be made immediately and documented. You must also contact the Office of Environmental Health and Safety at 213-241-3199.

## **B. Exposure Management Plan**

The School's COVID-19 Compliance and Human Resources will contact those who test positive for COVID-19. Those known to be exposed to an employee or student with the virus will be contacted and will be referred for testing and medical care as appropriate.

If an employee or student tests positive, they will receive instructions from the COVID-19 Compliance team or Human Resources to isolate immediately. Household members, employees, and students identified to have been in close contact with the positive case will be provided quarantine instructions and referred for a test. Details of the case and the list of those exposed is submitted to the Los Angeles County Department of Public Health to conduct full public health contact tracing.

### **Implementing Exposure Management Plan**

#### **Planning**

Each school is required to designate a School COVID-19 Task Force (C-19 Task Force) that ensures that safety protocols are observed and that education is provided to staff, families and students. The leader of the school's C-19 Task Force is the COVID-19 Compliance Officer who acts as liaison to the Los Angeles County Department of Public Health (LACDPH); this role is filled by The Help Group Compliance Director. Record members of the C 19 Task Force and the Compliance Officer on the Site-Specific Planning Form (page 1).

Every positive COVID-19 case connected to a school requires home isolation per LACDPH protocol and generates a list of students and/or employees with exposure to the case while infectious. Infectious is defined as two days before symptoms first appeared or two days before the positive test until the time they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test. Exposed is defined as being within 6 feet for more than 15 cumulative minutes within a 24- hour period, even if non-medical face coverings are worn, or unprotected contact with body fluids or secretions. If the exposure happened in a school classroom or cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed.

#### **Case Management**

##### **One case**

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the COVID 19 Home Isolation Instructions and informs the case that DPH will contact the case directly to collect additional information and issue a Health Officer Order for isolation.

The COVID-19 Compliance Officer works with the case to identify close contacts and notifies the contacts to quarantine at home and test for COVID-19 five or more days after exposure. The contacts will also be contacted by DPH directly to collect additional information and issue Health Officer Order for quarantine.

The School COVID-19 Compliance Officer submits the list of exposed individuals to LACDPH within one business day of notification of a laboratory confirmed COVID19 case. This information will be transmitted to LACDPH via email to [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov) and copied to the Community Engagement team.

The Compliance Officer notifies Human Resources of all positive cases. HR will provide a notice to all employees and independent contractors who may have had a COVID-19 exposure within one business day. This notice of potential exposure may not reveal any personal identifying information of



the COVID-19 case. Personal information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

Human Resources will contact each person who receives a positive test result (case), as well as those who may have been exposed to the case. Employees and students who test positive will receive instructions to isolate immediately. The Help Group's Compliance Team or HR will call the individual and provide isolation instructions. In addition to the list submitted by the Compliance Officer, the COVID-19 Task Force or HR will also contact household members, employees, and students who may have been in contact with a positive case, provide quarantine instructions and refer them for a test.

#### **Two cases within 14 days**

In addition to implementing the above measures, the Task Force reviews the need for additional infection control measures.

#### **Three cases within 14 days**

In addition to implementing the above measures, the School COVID-19 Compliance Officer must report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within one business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. If the DPH Acute Communicable Disease team determines that these cases meet the criteria for an outbreak, LACDPH will send a public health investigator to coordinate next steps.

An outbreak for K-12 schools is determined to be at least 3 confirmed cases within 14 days in a group that is epidemiological linked. The group can be a classroom, school event, extracurricular, team, club, transportation. Infected persons must have been present in the same setting during the same time period while infectious.

Household contacts will be grouped as a single case. Cases who have close contact outside of the school setting will be grouped as a single case. For example, if two unrelated students are being babysat by the same provider after school, and both test positive for COVID-19, they will be considered one case when establishing epi-links on campus.

The Compliance Task Force will investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak. The Task Force will also review COVID-19 policies, procedures and controls and implement changes as needed to prevent further spread. The investigation and review will be documented.

#### **Communication Plan for Transition between Instructional Models**

In the event that there is a report of possible COVID spread within a school where the DPH recommends long-term or short-term suspension of the School's Academy's Closings & Dismissal Procedures. The School will use its school website, as well as SMS and emails, to communicate with families and staff regarding any school closure. The Board of Education will be immediately informed of the reasons for the closure and procedures being put into place by the School. The School will transition to distance learning under the advice of LACDPH.

### **D.COVID-19 Response Teams and Responsibilities**

#### **School Compliance Task Force Team**

The School COVID-19 Compliance Task Force Officer will:

- Monitor illness trends of student and staff absences;
- Notify LACDPH of suspected or confirmed cases of COVID-19 and will collaborate with local public health department regarding contact tracing and any other mitigation or containment procedure as directed; and
- Notify Human Resources of suspected or confirmed COVID-19 illness.
- Will provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure.

The staff person responsible for daily attendance will:

- Notify the School COVID-19 Compliance Officer daily of student or staff absences that include suspected or confirmed COVID-19 diagnosis or any symptom of COVID-19;
- Assure confidentiality of all medical information of students or staff members.

The school Principal will:

- Notify close contacts of students or staff with COVID-19 exposure upon directions of LACDPH while maintaining confidentiality;
- Manage school dismissal if necessary and notification of school community;
- Assure confidentiality of all medical information of student or staff member.

The Plant Manager for the school facility for co-located sites will work with facilities and facilities staff members, the school site principals, and under the direction of the school principal.

The Plant Manager for the site, under the direction of the school principal will clean and disinfect any area on campus utilized by ill students or staff per district and DPH and CDC protocols.

A nurse will:

- Train office staff and administrators on emergency medical care, medication administration, specialized health care procedures
- Supervise and train licensed and unlicensed school staff
- Provide support to the Exposure Management Advisor
- Train classroom staff on basic first aid, the identification of COVID-19 symptoms and the health office area referral process.

A School COVID-19 Task Force member will conduct health screenings. This staff member will be on-site full time and will be trained to manage the health needs that arise on campus.

### **The School's COVID-19 Task Force response to COVID-19 Illness**

The COVID-19 Compliance Officer will:

- Assure that the school and COVID-19 Task Force have followed protocols, the communication tree has been followed and responsibilities completed;
- Will be available to students, staff and family or community members to answer questions and provide guidance.

The School Director will:

- In collaboration with DPH and the COVID-19 Compliance Director, determine school dismissal and closure

The Operations and Facilities team members will:

- Communicate with facilities regarding cleaning and disinfecting procedures consistent with CDC, State and District protocols.
- Close areas used by the infected person until additional cleaning and disinfection is completed.
- Ensure custodial staff will wait 24-hours prior to conducting this cleaning in accordance with DPH and CDC protocols whenever possible.

Human Resources will:

- Provide guidance and information to an employee regarding medical leave due to illness or Exposure

The COVID-19 Task Force

- Conducts contact tracing and notification of potentially exposed students, staff and visitors.

### **Return to School or Work after COVID-19 Diagnosis, COVID-19 Symptoms or COVID-19**

## **Exposure**

All students or staff returning from any or suspected COVID-19 illness or exposure are to adhere to the following guidelines. All students will need clearance from the COVID-19 Compliance Task Force after safely quarantining to return to school. All staff will also need clearance from Human Resources after safely quarantining to return to work.

## **Positive COVID-19 Diagnosis**

If diagnosed with COVID-19, with or without symptoms, the following LACDPH guidelines will be followed for returning to school or work.

1. COVID-19 with symptoms- person may return when ALL the following are met:

- At least 10 days have passed since the first symptoms
- 24 hours of no fever without using fever reducing medications
- Symptoms Such as cough and shortness of breath have improved

2. COVID-19 with no symptoms- person may return when the following is met:

- 10 days from the test date

## **COVID-19 Symptoms with NO testing**

1. Person may return when ALL the following are met:

- At least 10 days from when symptoms appeared
- 24 hours of no fever without using fever reducing medications
- Symptoms such as cough and shortness of breath have improved

2. Any COVID-19 related symptoms- person may return when the following are met:

- 24 hours of no fever without using fever reducing medications
- Physician's note documenting the source of infection and no known COVID-19 exposure

## **COVID-10 Symptoms with Negative Test Result**

1. Person may return when all of the following are met:

- 72 hours of no fever without fever reducing medications
- Symptoms such as cough and shortness of breath have improved

## **COVID-19 Exposure**

- Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of the infected person. A person may return when the following is met:

- After quarantine at home for 10 days from last exposure to positive COVID-19 case
- If individual becomes symptomatic, must follow above guideline for COVID-19 symptoms
- Develop a plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
- The plan must provide that all surveillance test results are reported to the Department of Public Health.
- The plan must describe the strategy for ensuring access to periodic testing of all school personnel to be implemented when instructed by the DPH based on local disease trends and/or after resolution of an outbreak at the school.

In response to the COVID-19 pandemic, the School is implementing a program to provide the highest standard of safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and community engagement to follow up on positive cases of COVID-19 and employees who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school

community informed of this testing and its results and of the school's continued health mitigation measures.

## **VI. COVID 19 Surveillance Program**

### **County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools**

- Develop a plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
- The plan must provide that all surveillance test results are reported to the Department of Public Health.
- The plan must describe the strategy for ensuring access to periodic testing of all school personnel to be implemented when instructed by the DPH based on local disease trends and/or after resolution of an outbreak at the school. In response to the COVID-19 pandemic, the School is implementing a program to provide the highest standard of safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and community engagement to follow up on positive cases of COVID-19 and employees who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the District's continued health mitigation measures.

### **COVID-19 Testing**

COVID-19 testing of employees and students is conducted at frequencies recommended LA County DPH

## **VII. Serving Students with Disabilities**

- Develop a plan for updating Individualized Education Programs (IEPs) and 504 Plans of students with special needs to ensure that education can continue without undue risk to the student.
- This plan includes a method for proactive school contact with parents to assure that issues related to the student's education and safety are being addressed.
- Modifications to IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
- Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.

### **Individuals with Disabilities Education Act /Americans with Disabilities Act**

The School will provide FAPE in the least restrictive environment (LRE) for each child. All Students with disabilities will receive services according to their IEP. Balancing the educational needs with the health and well-being of students and staff is our top priority. Every child and adolescent with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). It will engage in ongoing review and problem solving to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to physical distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and higher-grade masks) who are required to deliver hand over hand instruction or hygiene service needs for students.

### **Timelines and Evaluations**

All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.

## **Service Provision**

Students attending in-person instruction will receive services as outlined in their IEP.

- Each student will receive education services either remotely, or in person within the student's established cohort or on a one-to-one basis in person.
- Related service providers will provide services to students remotely via distance learning, or in a one to one in-person basis as appropriate.
- Students from different cohorts will not be grouped together for pull-out services.
- IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
- If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
- In the event that the Department of Public Health requires the level of mitigation that would require the School to return to a full Distance Learning Model, each student will have an Individualized Distance Learning Plan reinstated that is in accordance with the IEP. FAPE will continue to be provided.
- The School will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
- If a student in special education is unable to wear a face covering, alternative protection strategies may be adopted. Other PPE will be considered to mitigate COVID-19 spread. Students who are unable to wear face coverings are unable to cohort with other students. These students may remain on distanced learning and may come onto campus for one-on-one specialized services as needed.
- Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves and gowns.
- All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate spread.

## **504 Accommodations**

The 504 Plan is developed to ensure that a child who has a disability identified under ADA receives appropriate accommodations that provide equitable access to the learning environment. All accommodations within the 504 Plan will be followed. The team may need to provide other accommodations to meet specific criteria under the reopening school plan. Case managers will review 504 Plans to make sure that students receiving accommodations have equitable access to their education under the reopening plan. When required a 504 meeting will be held to provide appropriate added accommodations.

## **VIII. Family and Student Engagement**

### **Family Support and Communication**

#### **County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools**

- Implement measures that communicate to the school community and the public related to policies and procedures for COVID-19 testing, physical distancing, changes in academic and extracurricular programming, parent visits to school, etc.
- Comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic.
- Prepare to provide families with clear and ongoing communication about what to expect,

during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.

### **Communication with, and in Support of, our Families**

The School places a high priority on providing timely communications to our stakeholders during this unprecedented time. The School communicates with families through multiple platforms – including:

- Traditional communications (email, calls, text, U.S. mail)
- Social media (Facebook, Instagram)
- Digital media (Website, Zoom and Google Meet).
- Stakeholder Return to Campus Meetings

The School is committed to the continual support of our families. We stay connected by:

- Monthly updates from our Director, principals, and Help Group leadership team through video conferencing tools
- The schools will engage and communicate with families via emails, digital media, and virtual informational sessions about health protocols, academic requirements, distance learning expectations and resources available for support.
- We will continue to comply with state and federal family engagement requirements during the COVID-19 pandemic. Virtual platforms will be used to facilitate the various events the School hosts including, but not limited to monthly Parent meetings, School Governance meetings, open houses, introductions from administrators, virtual tours and orientations.
- Staff training will be provided at the beginning of the school year to cover safety protocols, including physical distancing, hand washing, face coverings, respiratory/cough etiquette, and cleaning/disinfection of surfaces. Training will also be available for substitutes and new staff.
- Student training will be provided in a format appropriate to students' age groups.
- Principals will conduct virtual information sessions

## **IX. COVID-19 Related Employee Benefits**

### **Families First Coronavirus Response Act (FFCRA):**

FFCRA is a temporary law effective April 1, 2020 and expiring on March 31, 2021. It provides up to two workweeks of paid, job-protected time away from work to eligible employees for qualifying reasons under Emergency Paid Sick Leave (EPSL).

EPSL benefits are paid at 100% of the employee's daily assigned hours for staff who are following a federal, state, or local quarantine or stay-at-home order; or are quarantined by a health care provider or have COVID-19 symptoms and are seeking a diagnosis.

For details of other benefits that may apply, please see The Help Group's Human Resources.

### **COVID-19 Prevention Program (CPP) for the School**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 2/23/2021

### **Authority and Responsibility**

The Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Identifying in person or in writing any workplace COVID-19 hazards to any of the following individuals – Dr. Ellis Crasnow, COVID-10 Compliance Director, Jonathan Kubo, Director HR, Oscar Valdez, Vice President,

### **Employee screening**

We screen our employees by: All employees who come to campus must complete a temperature check and symptom attestation via their smart phone or workplace computer station prior to being admitted onto campus certifying they are fever-free and have no COVID-19 associated symptoms.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections form**, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed by the on campus representatives of the COVID-19 Compliance Task Force and correction time frame will be assigned, accordingly but not greater than 72 hours.

Office manager, Facilities manager or Director, as appropriate, will be responsible for ensuring correction has taken place.

### **Control of COVID-19 Hazards**

#### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by: In accordance with the School's Safe Schools Plan cohort size in any classroom shall not exceed 14, classrooms shall be arranged to provide physical distancing of at least 6 feet for students and staff whenever feasible, and total on campus attendance shall be limited as necessary to accommodate social distancing requirements. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

#### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person,

including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Individuals will be encouraged to bring their own compliant face covering and as necessary keep the face covering clean and in good repair. In addition, medical mask face coverings will be made available in each classroom and at every campus entry point. Anyone who arrives to campus without a proper face covering will be provided a medical mask and required to wear it while on campus.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside; if indoors, physical distances of 6 feet between persons is maintained.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: If a distance of six feet cannot be maintained plexiglass partitions will be utilized to minimize transmission and outdoor space and outside air flow will also be utilized to the maximum extent possible.

We maximize, to the extent feasible, the air flow from outside for our buildings with mechanical or natural ventilation systems by:

- HVAC systems will be inspected and tested regularly to confirm they operate properly
- Ventilation systems will be maintained “on” when buildings are in use and as long as possible over a 24-hour period.
- HVAC filters have been upgraded to a MERV 13 rating or as high as possible provided the unit is able to operate safely. The filters will be inspected and changed at least quarterly.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate.
- Outdoor instruction will be used when feasible and where safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided with the use of fans or classes that can be relocated until repairs are completed.
- The COVID-19 isolation areas should be outdoors to maximize ventilation and minimize exposures to COVID-19 infection when feasible. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- All bathrooms will be serviced and high touch areas disinfected at least twice a day. Full cleaning once per day and disinfecting using electrostatic equipment
- Bathroom occupancy will vary by each bathroom, but 6-foot social distancing will be maintained.



- Signs or physical barriers may be placed on alternating bathroom stalls or sinks.
- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water. Paper towels will be provided to dry hands thoroughly.
- No personal items may be stored within the bathroom (including staff bathrooms).
- Trash cans (touch free) will be placed near the door
- Bathrooms may be designated for specific cohorts by posting signs. If more than one cohort is designated to a bathroom, then a color-coded or symbol system will be used to minimize students from different cohorts using the bathroom at the same time.
- A restroom will also need to be designated for individuals in the isolation and quarantine areas. This restroom must be cleaned and sanitized before other occupants may use it.

### **Water systems**

- Students and staff will be encouraged to bring their own water or refillable bottles.
- Drinking fountains have been turned off.
- Hands-free bottle filling stations will be available.
- Drinking water sources will be cleaned and sanitized daily.
- Water systems will be thoroughly flushed after long periods of inactivity.

### **Cleaning Protocols**

The School will follow DPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily, with common areas and high touch surfaces disinfected at least twice daily including between all cohorts. Common areas include main office, breakrooms, restrooms, classrooms, all health office areas, and other areas if in use, such as auditorium, cafeteria and library. High touch surfaces include door handles, desks, tables, countertops, phones, keyboards, elevator switches, handrails, touch screens, printers/copiers and other shared surfaces.
- Health Office areas including the Health Office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch playground equipment may be taken out of use and replaced with no-touch playground games.
- When shared supplies (such art and laboratory equipment) cannot be individualized, objects and surfaces will be cleaned between users.
- Only District-approved disinfectants effective against COVID-19 that meet all Federal and State standards (listed on the Environmental Protection Agency (EPA)-approved list "N") will be used.
- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.
- School bathrooms will be serviced and sanitized at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a bathroom.
- Appropriate Personal Protective Equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer's directions and as required by the Healthy Schools Act, as applicable.
- Enhanced cleaning will be conducted when students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day or between cohorts. All cleaning products will be kept out of reach for children and stored in secured locations.

### **Other Considerations**

- Supplies of soap, paper towels, and tissues will be available.
- Protective Plexiglas Guards will be installed at reception desks and other areas of potential congestion.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Areas that the “Case” was known to have accessed during their time on campus will be cleaned and sanitized using approved cleaning and disinfecting procedures including electrostatic disinfecting devices. The areas will remain unused for a period of one hour after the cleaning and disinfecting procedures.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials to the greatest extent possible. In doing so, the sharing of materials between students will be restricted. These Materials Include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, hall passes, art supplies, and learning aids. Single-use disposable materials are encouraged when feasible. Each school will try to supply each student with their own materials when feasible, but if school materials must be used by multiple students, no two individuals may use the same materials on a given day without being cleaned and disinfected between users. Additionally, all school materials used by students will be disinfected between users and at the end of the school day. If a student is assigned a specific cubby or locker to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies and lockers may not be shared.

### **Communication/Paper**

General flyers and communications to all school communities, parents and students will be digital whenever possible, such as email, text message, or video to limit the distribution of paper materials. If forms are distributed on site, a staff member to place forms on a table or counter as each individual is assisted, to minimize the spread of germs. Do not place forms or flyers in stacks for people to help themselves. Equipment, devices, and completed paperwork should be placed in a collection box. Items should not be handed directly between two people.

### **Writing Instruments/Tool**

Encourage people to use their own writing tools. Do not re-use pens or pencils. Once a provided writing utensil has been used, place it in a collection box to be sanitized for later use. Equipment and devices such as chrome books should be placed in a box on the counter or table with the parent on one side and the employee on the other side. Items should not be handed directly between two people. Visually verify paper signatures and have each person place their forms in a designated collection box. Store boxes of collected items and completed forms in a secure, dry storage area for a minimum of 48 hours and sanitize as necessary.

### **Commonly shared items in break rooms such as coffee pots and dishes must be replaced with single use items.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- will promote health and hygiene practices that prioritize keeping our students and staff

safe. Safe schools videos, CDC videos, posters, signs and classroom instruction will be used to educate students and families in our new health protocols. Families will be provided with an informational packet prior to the start of in-person instruction so they can begin to practice protocols at home and acclimate students to the concepts of social distancing, frequent hand washing, correct use of face coverings to completely cover nose and mouth, and respiratory and cough etiquette.

The following health and hygiene practices will be observed:

#### 1. Hand Hygiene

- Teaching and reinforcement of hand washing with soap and water for at least 20 seconds.
- If Soap and water are not readily available, hand sanitizer with at least 60% ethanol will be made available at school entrances and every classroom. They will be kept in secure areas and used by students with supervision.
- All students and staff will perform hand hygiene on campus at the start of each day. ➤ Hand-washing breaks will be incorporated into all students' daily routines, including before and after: eating or drinking, outdoor play, group activities, preparing food, touching one's face and face covering, and using the restroom.
- Hand-washing signs will be posted as visual reminders.
- Staff are instructed to model frequent hand washing, especially in lower grades.

#### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We continue to evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

#### **Investigating and Responding to COVID-19 Cases**

Students and employees who are experiencing symptoms or who are a close contact to a positive case are directed to select sites where testing is provided by a healthcare provider. If an outbreak occurs within a cohort, all cohort members are required to quarantine to limit the spread of the virus.

#### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

##### **The School COVID-19 Compliance Task Force Officer will:**

- Monitor illness trends of student and staff absences;
- Notify LACDPH of suspected or confirmed cases of COVID-19 and will collaborate with local public health department regarding contact tracing and any other mitigation or containment procedure as directed; and
- Notify the Principal of suspected or confirmed COVID-19 illness and collaborate with Human Resources and the school Director.

##### **The Office Manager and/or Support staff responsible for daily attendance will:**

- Notify the School COVID-19 Compliance Officer daily of student or staff absences that include suspected or confirmed COVID-19 diagnosis or any symptom of COVID-19;
- Assure confidentiality of all medical information of students or staff members.

##### **The school Principal will:**

- Will provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure.

- Notify close contacts of students or staff with COVID-19 exposure upon directions of LACDPH while maintaining confidentiality;
- Manage school dismissal if necessary and notification of school community;
- Assure confidentiality of all medical information of student or staff member.

**The Plant Manager** for the school facility will work with the school site principal

- The plant manager for the site will clean and disinfect any area on campus utilized by ill students or staff per district and DPH and CDC protocols.

Human Resources will arrange for training in:

- Train office staff and administrators on emergency care, specialized health care procedures
- Supervise and train licensed and unlicensed school staff
- Provide support to the Exposure Management Advisor
- Train classroom staff on the identification of COVID-19 symptoms and the health office area referral process.

Designated school staff will conduct health screenings. This staff member needs to be on-site full time and will be trained to manage the health needs that arise on campus.

## **The School's Response Team to COVID-19 Illness**

**The school COVID-19 Compliance Officer will:**

- Assure that the school and district response team have followed protocols, the communication tree has been followed and responsibilities completed;
- Will be available to students, staff and family or community members to answer questions and provide guidance.
- Conduct contact tracing and notification of potentially exposed students, staff and visitors

**The School Director will:**

- In collaboration with DPH, determine school dismissal and closure;

**The Operations and Facilities team members will:**

- Communicate with plant managers and building custodians regarding cleaning and disinfecting protocols consistent with CDC, State and District protocols.
- Close areas used by the infected person until additional cleaning and disinfection is completed.
- Ensure custodial staff will wait 24-hours prior to conducting this cleaning in accordance with DPH and CDC protocols whenever possible.

**Human Resources will:**

- Provide guidance and information to an employee regarding medical leave due to illness or exposure;

## **Return to School or Work after COVID-19 Diagnosis, COVID-19 Symptoms or COVID-19 Exposure**

All students or staff returning from any or suspected COVID-19 illness or exposure are to adhere to the following guidelines. All students will need clearance from the COVID-19 Compliance Task Force after safely quarantining to return to school. All staff will need clearance from Human Resources after safely quarantining to return to work.

### **Positive COVID-19 Diagnosis**

If diagnosed with COVID-19, with or without symptoms, the following LACDPH guidelines will be followed for returning to school or work.

1. COVID-19 with symptoms- person may return when ALL the following are met:
  - At least 10 days have passed since the first symptoms
  - 24 hours of no fever without using fever reducing medications
  - Symptoms Such as cough and shortness of breath have improved
2. COVID-19 with no symptoms- person may return when the following is met:
  - 10 days from the test date

#### **COVID-19 Symptoms with NO testing**

1. Person may return when ALL the following are met:
  - At least 10 days from when symptoms appeared
  - 24 hours of no fever without using fever reducing medications
  - Symptoms such as cough and shortness of breath have improved
2. Any COVID-19 related symptoms- person may return when the following are met:
  - 24 hours of no fever without using fever reducing medications
  - Physician's note documenting the source of infection and no known COVID19 exposure

#### **COVID-10 Symptoms with Negative Test Result**

1. Person may return when all of the following are met:
  - 72 hours of no fever without fever reducing medications
  - Symptoms such as cough and shortness of breath have improved

#### **COVID-19 Exposure**

Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of the infected person.

A person may return when the following is met:

- After quarantine at home for 10 days from last exposure to positive COVID-19 case
- If individual becomes symptomatic, must follow above guideline for COVID-19 symptoms
- Develop a plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
- The plan must provide that all surveillance test results are reported to the Department of Public Health.
- The plan must describe the strategy for ensuring access to periodic testing of all school personnel to be implemented when instructed by the DPH based on local disease trends and/or after resolution of an outbreak at the school.

In response to the COVID-19 pandemic, the school is implementing a program to provide the highest standard of safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and community engagement to follow up on positive cases of COVID-19 and employees who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the school's continued health mitigation measures.

#### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:

- o COVID-19 is an infectious disease that can be spread through the air.
- o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- o An infectious person may have no symptoms.
  - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
  - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
  - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
  - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
  - COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster will be used to document this training.**

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by the school's adherence to all public programs and procedures affording employees both standard sick leave and COVID leave and COVID Family Leave act coverage.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases form** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of

- fever-reducing medications.
- o COVID-19 symptoms have improved.
- o At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

Dr. Ellis Crasnow  
Director, COVID-19 Compliance, The Help Group

*Ellis Crasnow*

Signature

\_\_\_\_\_ 3/2/2021 \_\_\_\_\_  
Date

### **Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**Appendix B: COVID-19 Inspections**

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]



Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation			
Additional room filtration			
<b>Administrative</b>			
Physical distancing			
Surface Cleaning and Disinfection			
Hand washing facilities			
Hand sanitizing solutions			
<b>PPE</b>			
Face coverings			
Gloves			
Face shields			

### Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that

will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name		Occupation (if non-employee, why they were in the workplace)	
Location where employee worked (or non-employee was present in the workplace)		Date investigation was initiated	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace		Date of the positive or negative test and/or diagnosis	
Date the case first had one or more COVID-19 symptoms		Information received regarding COVID-19 test results and onset of symptoms (attach documentation)	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information)			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID19 exposure and their authorized representatives.

Date: Names of Employees Notified:

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Date: Names of Individuals that were notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was Local Health Department Notified?

Date:

**Appendix D: COVID-19 Training Roster**

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

**Additional Consideration #1**

**Multiple COVID-19 Infections and COVID-19 Outbreaks**

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three

**or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]**

**This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.**

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP Identification and Evaluation of **COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the

investigation and review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
  
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible

with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID19 Outbreaks-Notifications to the Local Health Department**.