



New Horizons Charter Academy

**Reopening School during COVID-19
2020-2021 School Year
A Guide for Parents**

Getting to the Core

Richard Thomas, M.Ed
Executive Director/Principal

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Supportive School Climate

Successful Students



BACK TO SCHOOL

COVID-19

Reopening Schools Planning
Assumptions & Considerations



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A MESSAGE TO PARENTS



Dear NHCA Families,

COVID-19 has turned our lives upside down, causing significant complications for our families, community, and especially our schools. You all have exhibited great resilience during a very challenging time. Thank you for working with us to support our youth. Unfortunately, the ongoing health crisis will continue to impact us into the 2020-2021 school year. In a typical summer, preparing for the start of school is a demanding process, but this summer has the added challenge of making decisions while coping with so much uncertainty. Based on current physical distancing protocols, it is impossible to start the 2020-2021 school year in a traditional, 5-day-a-week environment. We understand that every family's situation is different and we want to provide learning options that take those needs into consideration. This document, Guide for Parents: 2020-2021 Reopening Schools During COVID-19 Conditions, is intended to provide families with key information about the upcoming school year so they can make an informed decision as to which learning option is best for their child(ren). As we plan for what reopening our schools will look like, our main priority is to welcome our students back to a learning environment that is healthy and safe. The information provided in this Guide takes into account orders and protocols set by the Centers for Disease Control (CDC), California Department of Public Health, and the Los Angeles County Department of Public Health (LADPH). We would like to thank our families and staff for taking our surveys, attending our informational sessions and workshops, and asking important questions. Your input and responses have helped guide our planning.

Sincerely,

Richard Thomas
Executive Director/Principal

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TIMELINE

JULY 27

Deadline to decide on the 2020-2021 Learning Option. ALL students will AUTOMATICALLY be placed in the Blended Learning Option for the 2020-2021 unless parents OPT-IN to Distance Learning (See page 11 for instructions on how to opt-in).

JULY 21-AUGUST 7

School sites design class lists and master schedules to determine student's cohort. Parents notified about which cohort their child will be in for the 2020-2021 school year.

AUGUST 10

First Day of Instruction

FLEXIBILITY

As we prepare to launch into the 2020-21 school year, we have prepared a plan for our students should we need to pivot away from Distant Learning Program to the Blended Learning (physical classes) due to COVID-19 conditions. We are working with teachers and staff to prepare for adjustments as necessary without causing a disruption to student learning.



WHAT FAMILIES CAN EXPECT WHEN SCHOOL REOPENS

The health and safety of our students, staff, and families is of the utmost importance. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies and will be updated as the situation evolves. To ensure maximum learning for our students, we will maintain a continuity of instruction regardless of the model of instruction your student participates in. NHCA is also committed to the physical, mental, and social well-being of our students

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As students return, it will look different.

Screening at Home:

- 
- Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100.4° F or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom related absences will be excused.
 - Students and adults are recommended to self screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
 - Staff members are required to self-screen and complete a daily temperature check prior to coming to work. If staff members are experiencing symptoms, they should stay home and contact Human Resources.*

Arriving at School:

- Students and staff members will be required to wear face coverings.
- Parents & visitors will have limited to no access to the school campus.
- School sites will designate routes for entry and exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about physical distancing, hand washing, and spreading germs.
- The District is committed to securing additional safety equipment including but not limited to: hand sanitizing stations and student partitions, as supply chain allows.

FACE COVERINGS & PPE

In accordance with the State and County Education and Public Health Agencies for face coverings, students and staff are required to wear face coverings at all times:

- Students must utilize face coverings:
 - While in the classroom
 - While waiting to enter campus
 - While on school grounds (except when eating or drinking)
 - While leaving school
 - While on the bus
- Personal Protective Equipment (PPE) will be provided to staff and students by request.
 - Personal face coverings will be allowed in compliance with dress code policy
 - Teachers and identified staff members may receive a reusable face shield by request
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid or medical support, or food service



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ON CAMPUS AND IN THE CLASSROOM



Physical distancing will limit the spread of the virus. Schools will adhere to the following strategies to maintain social distancing as much as possible:

- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practicable (i.e.: assemblies, award ceremonies).
- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks will be arranged to comply with physical distancing guidelines.
- Routes will be designated for entry and exit to lunch, recess, and other transition times, as feasible.
- Staff will be asked to practice physical distancing, including but not limited to, the following:
 - When working indoors or outdoor areas
 - Before and after the work shift
 - Coming and going from vehicles
 - Entering, working, and exiting physical buildings or other structures
 - During breaks and lunch periods

OTHER SAFETY CONSIDERATIONS

- Staff members will complete COVID-19 trainings (Hand Washing, Coronavirus Awareness, Center for Disease Control (CDC): Guidelines for Making & Using Face Coverings, and Managing Stress and Anxiety).
- Campuses will follow guidelines developed by the Public Health Department for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. counter tops, door handles, restrooms, student desks, student chairs, etc.).
- Physical barriers will be installed in front office areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and workstation will be provided with hand sanitizer to use.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage will promote healthy hygiene practices and reminders to stay home when ill.
- Students will be encouraged to bring water bottles that can be used at water refilling stations (please note: water fountains will be closed to minimize COVID-19 exposure).

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SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- Students with sensory/cognitive/behavioral needs that cannot wear a face covering will need to utilize a face shield or covering as possible.
- Students who are deaf/hard of hearing will need to utilize a face shield.
- Students who are on IEPs will have access to Distance Learning if student's family deems necessary.
- School personnel will work closely with families of students who are immunocompromised regarding specific needs when returning to school.



CONSIDERATIONS FOR STAFF WORKING WITH STUDENTS WITH DISABILITIES

- Staff will be given a choice as to type of face covering which is most conducive to addressing their specific student needs.
- IEP services will be delivered with adherence to the wearing of facial coverings, physical distancing, increased hand washing, and sanitizing.
- All staff who work with students who require more hands on services such as diapering, catheterization, feeding, etc. will utilize both face coverings and gloves.
- Staff who work with students who require modeling of oral tasks to complete work will be issued face shields so students are able to view their instructor.

General Considerations:

1. When reopening schools, districts and charter schools should consider the following:

- Will parents/guardians resist the idea that it is safe to return their children to school so soon after the apex of this crisis? If so, what messaging will the district/charter provide? (protocols and procedures)
- Will staff resist the idea that it is safe to return to work so soon after the apex of this crisis? If so, what messaging will the district/charter provide? (protocols and procedures)
- Protocols and Procedures to consider: (use the following in the messaging to parents and staff)
 1. What special accommodations do we need to protect vulnerable students and employees?
 2. Do we have the supplies we need to maintain heightened prevention measures (hand sanitizer, cleaning, disinfection products, and personal protective equipment)?
 3. Do we have a plan to prevent symptomatic and asymptomatic spread?
 - Are we prepared to implement social distancing in all settings?
 - Do we have a plan to ensure all students and staff wear face coverings, if required?
 - Are we prepared to screen children and adults entering campuses for symptoms, if required?
 4. What will the required instructional minutes be if not all students are able to be on site at the same time?



General Considerations continued:

5. Will student attendance calendars align with feeder districts, if applicable?
 6. How will the layout of a classroom, cafeteria/MPR, playground be designed while adhering to the social distancing requirements? Will staggered or alternating schedules be required to accommodate?
 7. How will home-to-school transportation be modified while adhering to the social distancing requirements? Will staggered or alternating schedules be required to accommodate?
- Have we prepared our employees to return? Have we identified all their concerns and are we prepared with responses?
 - Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

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General Considerations continued:



2. Adapt all processes (traditional, distance learning, hybrid) and timelines necessary to prepare for the new school year.

3. Prepare for the possibility that the start of the 2020-21 school year may need to be delayed if another surge should occur.

4. Create plans to restore operations in phases.

5. Consider the precautions necessary to protect students and staff with special needs relative to the threat posed by COVID-19.

6. Create plans to assess and respond to the uneven outcomes created by school closures.

7. Develop a continuum of distance learning options.

8. Develop a continuum of strategies for implementation if social distancing is required.

9. Create and implement plans to limit symptomatic and asymptomatic spread.

10. Develop plans to blend classroom and distance learning as an alternative to school closures.

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General Considerations continued:



11. Consider making work assignments and/or accommodations to protect employees in high-risk groups.

12. Develop and implement strategies to prevent the transmission of COVID-19 and other infectious diseases.

13. Develop plans to support the mental health of students and families.

14. Develop plans to provide access school meal programs for qualifying students who are impacted

15. Develop procedures to identify and assist students who are experiencing homelessness.

16. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community.

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Distance Learning *Option*

Even if schools go back to face-to-face instruction and regardless of hybrid models and social distancing, there will be some parents who do NOT feel safe having their children attend school due to health or other issues. We MUST plan an option for this scenario or lose enrollment to those students who seek other options.

What is currently in place that would satisfy this requirement?

- ☐ Independent Study
- ☐ Partner with Continuation school?

Is there enough staffing (subject matter, etc.) with training and capacity for this?

- ☐ Review credentials of ALL staff – what flexibility do you have?



Online Platform

Regardless of going back face-to-face, schools will need to develop a more robust online presence for flipped classroom, digital learning, etc.

What systems are currently in place?

- ☐ Learning Management System
- ☐ Teacher Websites
- ☐ YouTube Channels
- ☐ Other Digital platforms that can be customized

What training needs to take place to make this happen?

- ☐ Which teachers can spearhead this and get a head start during the summer?



Collaboration

We are truly ALL in this together. In the current climate, teachers, administrators, schools, districts and stakeholders will have to collaborate MORE than ever.

What designated models are in place for teacher collaboration and support?

What could collaboration beyond individual schools look like?

- ☐ Larger districts with more than one secondary school and or middle school:
How can teachers, expertise (including credentialing) be leveraged across the district to support ALL students?

What systems are in place for parent/student collaboration and communication?

What local district or county resources can we leverage to fill “gaps”?



Facilities Audit

We all have that “empty” room that has become a lab, curriculums storage room, etc. WALK your campus (even inviting a couple of fresh idea people) and consider every option with a fresh eye.

How can the campus be re-designed for social distancing?

- ☐ Do you have multiple entry and exit points (buildings/rooms)?
- ☐ How are building configurations grouped?

How might “schools within a school” be physically set up?

2020-2021 Instructional Options

Quality instruction and a commitment to equity for all students continues to be a focus for the NHCA educational programs. We know the needs of our students and families vary, which is why we have provided two instructional options for the 2020-2021 school year: Blended Learning Option or Distance Learning Option. New Horizons Charter Academy will begin the school year with all students attending in our 100% Distant Learning Program. NHCA will move towards the Blended Learning Option once Los Angeles Public Health provides guidance that it is safe. NHCA hopes the following information will help parents make the best choice for their students.

ALL students will AUTOMATICALLY be placed in the Blended Learning Option for the 2020-2021 school year unless parents OPT-IN to Distance Learning by July 27, 2020. (See Page 11 for Instructions on How to OPT-IN)

What is the difference between Blended Learning and Distance Learning?

BLENDED LEARNING: Students will spend time learning both at school and at home and will be assigned to a group (cohort). When at school, students will receive face to face instruction with their teacher(s). When at home, students engage in asynchronous learning which may include pre-recorded lessons, online learning programs, literature books, virtual field trips, and writing assignments. Students will attend school in the AM/PM (TK-5) or on alternate days (M/TH, T/F). On Wednesdays, students engage in asynchronous learning.

Blended Learning: The model was designed so if at any point in the school year Public Health Orders force us to close schools due to COVID-19, we will pivot the blended learning model to virtual (from home) instruction.

DISTANCE LEARNING: Students will learn from home full-time and will not attend school on campus. Similar to a regular school day, students will be on a schedule, have specific class times (or class periods), and be required to attend live instruction by the teacher(s) Monday, Tuesday, Thursday and Friday. On Wednesdays, students engage in asynchronous learning.

Distance Learning: The model was designed so if Public Health Orders permit us to open schools 100% of the time without restrictions, we can pivot the distance learning model and all students who wish to may return to campus (at the quarter or semester). However, regardless of the situation, families will have the choice to continue Distance Learning for the entire 2020-2021 school year

NHCA schools will work with students and families to ensure equity and access to quality instruction. Accommodations for students with disabilities, students with diverse learning needs, students who are medically vulnerable, and English Learners will be made as needed

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
VIRTUAL 100%					
7:30AM - 8:45 AM	Office Hours/PREP	Office Hours/PREP	Office Hours/PREP	Office Hours/PREP	Office Hours/PREP
8:45 AM	Zoom Meeting Startup	Zoom Meeting Startup	Zoom Meeting Startup	Zoom Meeting Startup	Zoom Meeting Startup
9:00 AM	LIVE Teaching sessions (Direct - Guided - Independent Instructional Rotations) MATH	LIVE Teaching sessions (Direct - Guided - Independent Instructional Rotations) ENGLISH	LIVE Teaching sessions (Direct - Guided - Independent Instructional Rotations) MATH	LIVE Teaching sessions (Direct - Guided - Independent Instructional Rotations) ENGLISH	LIVE Teaching sessions (Intervention) MATH
9:30 AM	Math (enVision), Freckle	9:00-10:30 Wonders, Freckle, Epic, RAZ-Kids, ENGLISH STUDIES. BREAK-TIME 10:30am	Math (enVision), Freckle	9:00-10:30 Wonders, Freckle, Epic, RAZ-Kids, ENGLISH STUDIES. BREAK-TIME 10:30am	Designated ELL Support (MATH)
10:00 AM	Rotations between Direct, Guided and Independent (MATH)		Rotations between Direct, Guided and Independent (MATH)		
10:30 AM	10:30 wrap-up Breaktime		10:30 wrap-up Breaktime		
10:45 AM	Breaktime Ends	Breaktime Ends	Breaktime Ends	Breaktime Ends	Breaktime Ends
11:00 AM	Teaching sessions (Direct - Guided - Independent Instructional Rotations) ENGLISH	Teaching sessions (Direct - Guided - Independent Instructional Rotations) MATH	Teaching sessions (Direct - Guided - Independent Instructional Rotations) ENGLISH	Teaching sessions (Direct - Guided - Independent Instructional Rotations) MATH	Teaching sessions (Direct - Intervention) ENGLISH
11:30 AM	SMALL GROUP WRITERS WORKSHOP	Teaching sessions (Direct - Guided - Independent Instructional Rotations) MATH	SMALL GROUP WRITERS WORKSHOP	Teaching sessions (Direct - Guided - Independent Instructional Rotations) MATH	Designated ELL Support (English)
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 PM	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 PM	Zoom Direct, Guided, Independent Instruction - ENGLISH	Zoom Direct, Guided, Independent Instruction - HISTORY (1PM-3PM)	Zoom Direct, Guided, Independent Instruction - ENGLISH	Zoom Direct, Guided, Independent Instruction - HISTORY (1PM-2PM)	Zoom Direct, Guided, Independent Instruction - ENGLISH
1:30 PM	SCIENCE	HISTORY	ENGLISH ZOOM	SCIENCE	ENGLISH ZOOM
2:00 PM	Zoom Direct, Guided, Independent Instruction - SCIENCE	Zoom Direct, Guided, Independent Instruction - HISTORY	Office Hours/Check-ins with students <60% 1:30-3:30pm	Zoom Direct, Guided, Independent Instruction - SCIENCE	Office Hours/Check-ins with students <60% 1:30-3:30pm
2:30 PM	SCIENCE	HISTORY		SCIENCE	
3:00 PM	Student free choice	Student free choice	Faculty Meeting	Student free choice	Student free choice

The Models

Model 1	Model 2	Model 3
<p>On Site with Physical Distancing</p> <p>100% of students and staff at school daily</p>	<p>Distance Learning (2.0)</p> <p>100% of students and staff learning/working remotely</p>	<p>Hybrid</p> <p>One half of students at school Cohort 1 (Monday/Wednesday), Cohort 2 (Tuesday/Thursday), Fridays all students working remotely, EL Support, Rti Support, SPED Services, TK-1st Alternating each week.</p>

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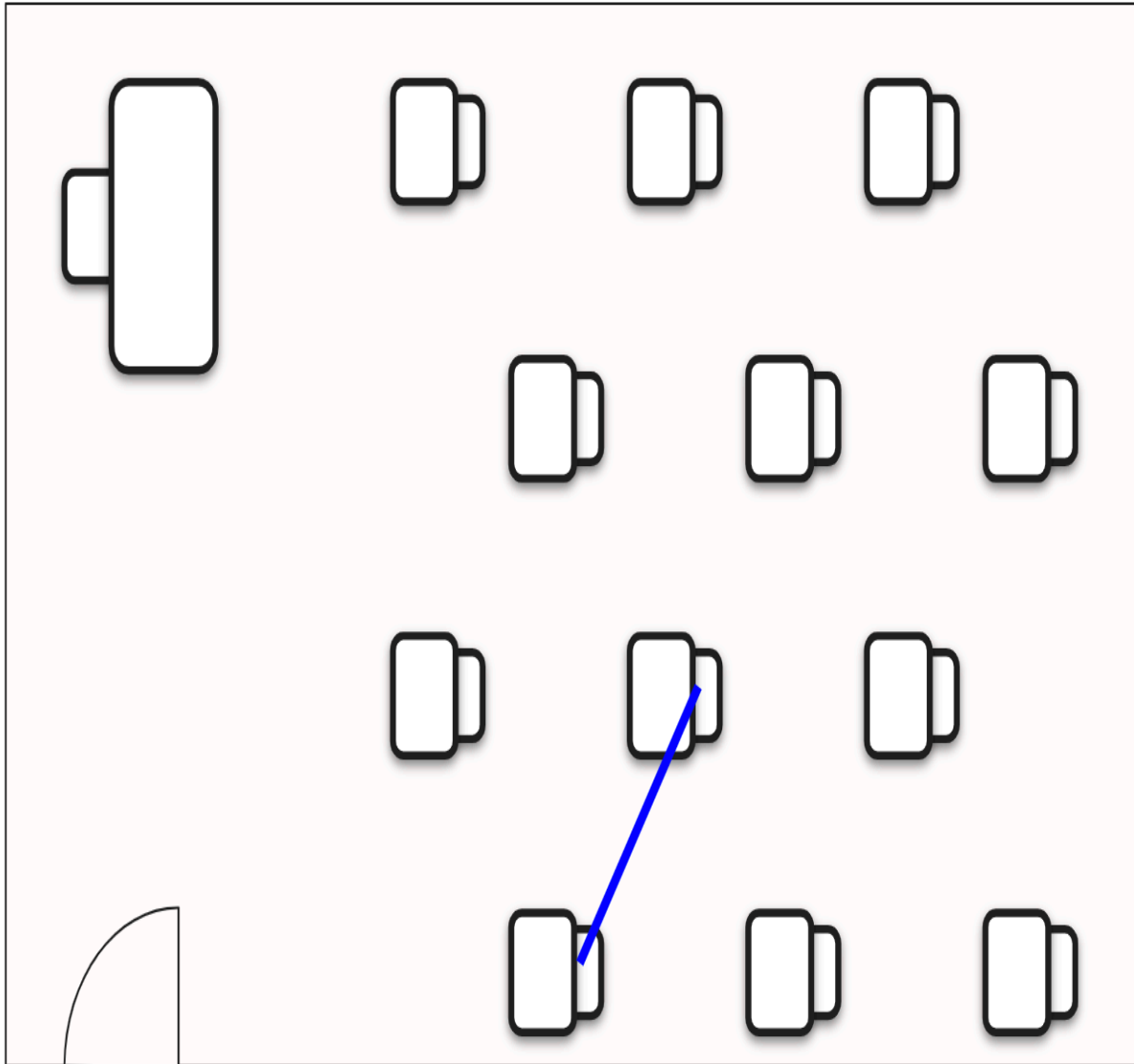
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The Hybrid Model: 1/2

- Cohort 1 - $\frac{1}{2}$ of students on site regularly and same $\frac{1}{2}$ are remote regularly (Mon/Wed)
- Cohort 2 - $\frac{1}{2}$ of students on site on rotating basis (learn remotely off site) Tues/Thurs
- Fridays - TK-1st 50% at site alternating weeks, 2nd - 8th - Remote Learning, EL Support, SPED Support, Rtl support, Office Hours (Staff)

12 Students ($\frac{1}{2}$)



Classroom Length: 30'
Classroom Width: 20'
Classroom Area: 600 sf

Adults: 1
Students: 12
Approx. SF/student: 50

Social Distancing: 6'

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Cohort 1

- **Attends school**
 - Monday
 - Wednesday
 - Every other Friday
- **Home Days**
 - Tuesday
 - Thursday

Cohort A - Sample Schedule - DRAFT

7:30-7:50	Safety Check-in	8:00-8:30	Flipped Lesson for Math	7:30-7:50	Safety Check-in	8:00-8:30	Flipped Lesson for Math	<p>Cohort A and Cohort B will rotate Fridays with students attending every other Friday.</p> <p>Fridays are a modified release at 11:00 a.m.</p> <p><u>11:00-12:00</u> Teacher release</p> <p><u>12:00-12:30</u> Lunch</p> <p><u>12:30-1:30</u> Teacher release</p> <p><u>1:30-2:30</u> Staff meeting</p> <p>PLC</p> <p>PD</p>
7:50	School Starts	9:00-9:30	Math Practice from lesson	7:50	School Starts	9:00-9:30	Math Practice from lesson	
7:50-10:00	Instruction	9:30-10:00	Math iReady	7:50-10:00	Instruction	9:30-10:00	Math iReady	
10:00-10:20	Staggered Recess	10:00-10:20	Break	10:00-10:20	Staggered Recess	10:00-10:20	Break	
10:20-11:30	Instruction	10:20-11:30	Assigned work from Teacher	10:20-11:30	Instruction	10:20-11:30	Assigned work from Teacher	
11:30-12:15	Staggered Lunch	11:30-12:15	Lunch	11:30-12:15	Staggered Lunch	11:30-12:15	Lunch	
12:15-2:15	Instruction	12:15-2:15	<ul style="list-style-type: none"> • PE • Art • Music • Assigned work from teacher 	12:15-2:15	Instruction	12:15-2:15	<ul style="list-style-type: none"> • PE • Art • Music • Assigned work from teacher 	

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Cohort 2

- **Attends school**
 - Tuesday
 - Thursday
 - Every other Friday
- **Home Days**
 - Monday
 - Wednesday

Cohort 2 - Sample Schedule - DRAFT

Monday At Home		Tuesday At School		Wednesday At Home		Thursday At School		Friday (Every Other at School)
8:00-8:30	Flipped Lesson for Math	7:30-7:50	Safety Check-in	8:00-8:30	Flipped Lesson for Math	7:30-7:50	Safety Check-in	Cohort A and Cohort B will rotate Fridays with students attending every other Friday.
9:00-9:30	Math Practice from lesson	7:50	School Starts	9:00-9:30	Math Practice from lesson	7:50	School Starts	
9:30-10:00	Math iReady	7:50-10:00	Instruction	9:30-10:00	Math iReady	7:50-10:00	Instruction	
10:00-10:20	Break	10:00-10:20	Staggered Recess	10:00-10:20	Break	10:00-10:20	Staggered Recess	Fridays are a modified release at 11:00 a.m.
10:20-11:30	Assigned work from Teacher	10:20-11:30	Instruction	10:20-11:30	Assigned work from Teacher	10:20-11:30	Instruction	<u>11:00-12:00</u>
11:30-12:15	Lunch	11:30-12:15	Staggered Lunch	11:30-12:15	Lunch	11:30-12:15	Staggered Lunch	Teacher release
12:15-2:15	<ul style="list-style-type: none"> • PE • Art • Music • Assigned work from teacher 	12:15-2:15	Instruction	12:15-2:15	<ul style="list-style-type: none"> • PE • Art • Music • Assigned work from teacher 	12:15-2:15	Instruction	<u>12:00-12:30</u>
		2:15	School Ends			2:15	School Ends	Lunch
								<u>12:30-1:30</u>
								Teacher release
								<u>1:30-2:30</u>
								Staff meeting
								PLC
								PD

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ATTENDING TO THE SOCIAL EMOTIONAL WELL-BEING OF OUR STUDENTS WILL BE A TOP PRIORITY AS THEY RETURN TO SCHOOL.



To fully support both our student and staff's social-emotional well-being in anticipation of the new school year, the District is conducting The Wellness Wednesday Workshop Series. The Wellness Wednesday Workshop Series will cover a different social-emotional or mental health related topic every Wednesday in the month of August. Topics to be discussed include how to stay connected from a distance, how to cope with constant change, stress and anxiety, and social emotional learning and wellness. Please join us in focusing on our students' social-emotional well-being through the Wellness Wednesday Workshop Series.

District and school staff are committed to supporting student's social emotional wellness and will continue to offer resources to ensure students transition back to school smoothly.

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DISTANT LEARNING OPT-IN

BY JULY 27, 2020

- 1) Log into Illuminate Parent Portal
- 2) Click on eCollect Forms
- 3) Click on the form called 2020-2021 Distance Learning Opt-in
- 4) Click Submit at the bottom right side of the screen
- 5) If you have more than one student, click on each child's name below the Illuminate and repeat the steps above

Additional Considerations:

Can a student move from the Blended School Model to the Distance Learning Model? Or vice versa?

Both the blended and distance learning models are intended to be for a full-year. That being said, we will try to be as flexible as possible to meet the needs of our students, space permitting. For maximum continuity of instruction, changes should be made at the end of a regular grading period.

Can my child participate in distance learning and still participate in school activities?

Absolutely. Schools will provide more information about specific activities and opportunities soon.

DISTANT LEARNING EXPECTATIONS

STUDENT EXPECTATIONS:

Attendance: Attend school daily and on time. Student attendance and participation is a 5- day per week, full-day expectation.

Participation: Be present. Have your device video turned on and ready to appropriately participate in class sessions.

Work Completion: Meet completion/submission deadlines for synchronous and asynchronous work.

Communication: Utilize daily the NHCA provided student email account for all teacher-student-school communication.

PARENT EXPECTATIONS:

Connectivity: Provide internet access and an internet-connected device for daily student use. NHCA will assist if needed.

Attendance: Support your student's daily and on time virtual learning attendance and participation expectations. Support 5-day per week, full-day learning expectations for students.

Learning: Support and monitor your student's daily learning and work completion expectations.

Communication: Maintain accurate contact information in Illuminate and check emails regularly for school and teacher communication. Monitor ClassDojo, School Website and MobileApp announcements on a regular basis.

TEACHER/SCHOOL EXPECTATIONS:

Schedule: Establish daily and weekly schedules and routines for all students.

Communication: Communicate regularly with students and parents using NHCA student emails, parent emails in Illuminate, ClassDojo, Website, MobileApp, oneCALL or Google Classroom.

Attendance: Monitor daily attendance and participation for all students.

Instruction: Provide daily, live virtual instruction for all students. Provide asynchronous work, as needed, for all students. Utilize Website, Zoom or Google Classroom as a consistent learning platform.

Monitoring and Intervention: Monitor student progress and work completion, and provide additional intervention opportunities for students to master essential content.

Students that present symptoms at school:

Students will go to a designated isolation area until they can be picked up by a parent or guardian.

NHCA will coordinate with Los Angeles County Department of Public Health (LADPH) regarding suspected and confirmed cases.

LADPH will be responsible for working directly with the individual and families for notification and contact tracing.

LADPH will assist NHCA to determine a course of action should a student or staff member test positive for COVID-19 on a case-by-case basis. This may include dismissal of students and most staff for a short period of 1-3 days.

Note: Parents should be prepared to pick up their student(s) immediately in the instance they develop COVID-19 symptoms while at school. Please be sure to have updated emergency contacts in Illuminate SIS system.

COVID-19 Protocol & Notification

Should a positive COVID-19 case occur at a school site, the following protocols will be followed:

In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Families Education Rights and Privacy Act (FERPA).

Inform those who have had close contact with a person diagnosed with COVID-19 to self-monitor for symptoms, and follow state and local guidance if symptoms develop.

NHCA student, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse (for students), by phone with follow-up written correspondence which will include:

If known, date of potential exposure

Information on incubation period and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)

Phone numbers to schedule an appointment at a local testing site

Students:

NHCA contact information for administration team

Return to school protocols when applicable

Staff: NHCA contact information for Human Resources administration team Employee leave information on H.R. 6201 – Families First Coronavirus Response Act. In addition, positive COVID-19 cases may lead to the closure of a classroom, multiple classrooms, or even a school.

School Decision Tree

All Schools Regardless of Community Spread

Confirmed person
with COVID-19 in
building?

Assess
Risk

*Short (potential 2-5 Day)
Building Dismissal to
Clean/Disinfect/Contact
Trace in consultation with
local health officials*

No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events
– consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school

*Monitor changes in
community spread*

Minimal to Moderate OR Substantial Community Spread

M/M

Is community spread Minimal to Moderate or Substantial?

S

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- Consider ways to accommodate needs of children and families at high risk.

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building WITH EXTENDED SCHOOL DISMISSALS.
- Consider ways to accommodate needs of children and families at high risk.





Students returning to school after a diagnosis of COVID-19:

LADPH is responsible for clearance of individuals infected with COVID-19, including students. After a positive diagnosis is made, students should expect to be in isolation for at least 10 days after the test, and potentially longer if they continue to remain symptomatic. Students should not return to school until they have been cleared by LADPH; school nurses will work directly with families when they are cleared and ready to return to school.

This will be determined by NHCA administration with direction from Los Angeles County Department of Public Health.

Contact tracing protocols will take place per guidance from LADPH

Superior Standards

Supportive School Climate

Successful Students

ADDITIONAL RESOURCES

[Center for Disease Control \(CDC\): Schools During the COVID-19 Pandemic](#)

[California Department of Public Health Industry Guidance: Schools and School Based Programs](#)

[California Department of Education \(CDE\) Stronger Together: A Guidebook for the reopening of California's Public Schools](#)

[Los Angeles County Office of Education: Rising to the Challenge of COVID-19, A Planning Framework for the 2020-2021 School Year](#)

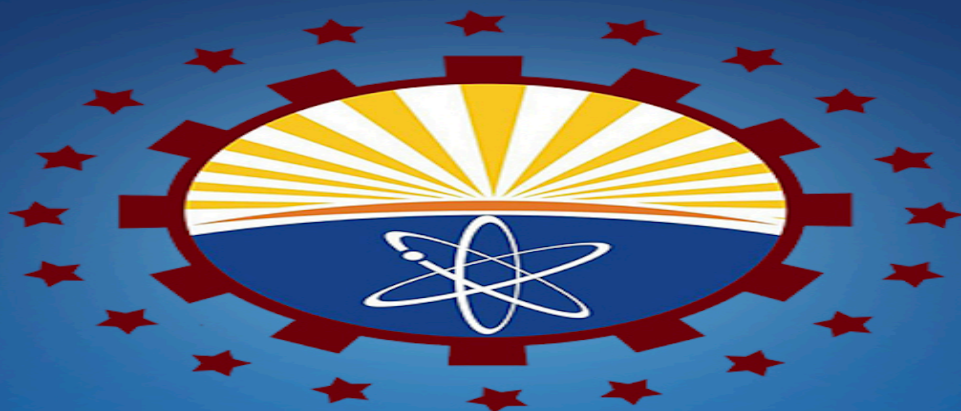
[American Federation of Teachers: A Plan to Safely Reopen America's Schools and Communities](#)

[AASA The School Superintendents Association: AASA COVID-19 Recovery Task Force Guidelines for Reopening Schools](#)

[California School Board Association: The Uncertain Road Ahead](#)

[CIF Return to Physical Activity/Training Guidelines](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)



NEW HORIZONS CHARTER ACADEMY

LANKERSHIM CAMPUS

5955 Lankershim Blvd.
North Hollywood, CA 91601
(818) 655-9602

FAIR AVE. CAMPUS

6501 Fair Ave.
North Hollywood, CA 91601
(818) 754-1362



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