



New Horizons Charter Academy

COVID-19 Safety Plan (CSP)

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New Horizons Charter Academy

HEALTH AND SAFETY POLICY FOR COVID-19

It is the policy of New Horizons Charter Academy (“New Horizons” or the “Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19, to be used when the Charter School is allowed to resume in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), the California Department of Public Health (“CDPH”), and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order. The Charter School agrees to fully cooperate with county public health officials regarding the screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with any potential resumption or expansion of in-person instruction on the Charter School campus.

This Policy constitutes the COVID-19 Infection Control Plan for each Charter School worksite. Prior to resuming in-person instruction, the Executive Director, Richard Thomas shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from CDPH and this Policy. The following staff member(s) is (are) responsible for implementing this Policy at each campus:

Lankershim and Fair Ave. Campus

Richard Thomas

818-655-9602

The Charter School offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who would be put at risk by an in-person instructional model once in-person instruction resumes. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.




1. Limited campus access:

- The Charter School will allow only necessary visitors and volunteers on the Charter School campus and limit the number of students and staff with whom they come into contact.
- Charter School parents are highly encouraged to conduct any necessary business with School personnel virtually, whenever possible.
- The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms

shall be provided with distance learning opportunities to support their academic success to the greatest extent possible during exclusion.

- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and the Charter School will work with them to ensure that CDC-recommended precautions are followed.
- Current Los Angeles County Department of Public Health (“LAC DPH”) Guidance does not allow use of school facilities for non-school purposes.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.

Reopening Models: In School, Hybrid, and Distance

<p>1: In-School Minimal COVID Spread</p> 	<p>2: Hybrid Moderate COVID Spread</p> 	<p>3: Distance Learning High COVID Spread</p> 
<p>This model invites 100% of the student body to return for five full days of instruction inside school buildings. Selected when there is very low threat of COVID spread.</p>	<p>A blend of distance learning and in-school instruction with heightened social distancing, hygiene and sanitizing to minimize COVID spread. Selected when the threat of COVID spread is low or moderate.</p>	<p>Online instruction. Selected when the Department of Public Health has recommended return to full distance learning due to high volume of COVID outbreak</p>

New Horizons Charter Academy has considered the following three models for continuing to meet the education needs for successful learning:

1. Five full days of in-school instruction
2. A Hybrid program of In-School and Remote Learning
3. Distance learning

Students in grades TK-8th will be issued Chromebook computers. Online platforms (such as Illuminate, Pearson, McGraw-Hill, Freckle, IXL, Discovery Education) will be maintained by all teachers to ensure that NHCA are prepared to move seamlessly and rapidly between in-school instruction, hybrid or distance learning as needed, and to maximize classroom instruction. High-quality, online resources and technology tools are in place to support differentiation and personalized learning. NHCA are committed to ensuring that students meet with their teachers, either in-person or online, on a regular basis. Plans to scale up to in-person instruction will be based on the

County Department of Public Health and California Department of Education guidelines that would support the safety of students and staff.

Operations Plan

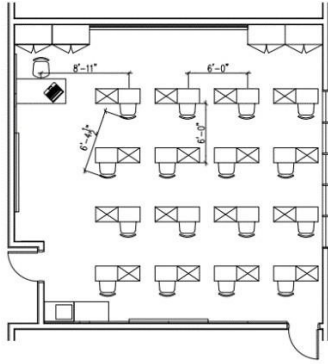
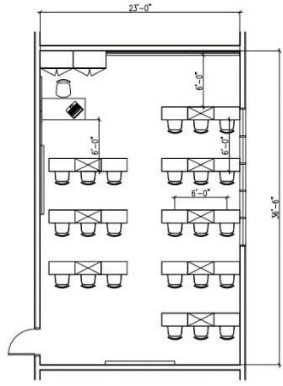
County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- 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.
- Gym 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 Distancing

Maximizing 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 when feasible. Where 6 feet distance is not possible, physical barriers are used to minimize close contact. Personal furniture, classroom area rugs/carpets, fabric-covered items, and extra school 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. Nap or rest areas in classrooms have been placed 6 feet apart and alternating feet to head. Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities. Isolation room has been created that meets safety protocols.

Instructional activities and PE classes are offered outdoors when possible. Outdoor activities will only include those that allow for physical distancing. All physical activities and sports will be conducted in accordance to the guidance provided by the Department of Public Health and the California Department of Education. Access to locker rooms will only be allowed when supervision is possible to ensure physical distancing. This may include staggered room access.

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.

Stairways may be designated for up or down traffic to avoid crowding and hallways may be designated for one-way traffic. Bathrooms have been reconfigured to allow for only two students at a time within a Six Feet distance protocol.

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, 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 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 is 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 breakrooms such as coffee pots and dishes must be replaced with single use items.

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's PA system.
- 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.

School Building Protocols

2. Facility measures: The Charter School will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

- While providing specialized services, the total on-site student population at Charter School will not exceed 10% of the School's total student capacity (29 Students) or 25% of students (40 students). Upon re-opening for in-person instruction, the Charter School will comply with LAC DPH guidance regarding capacity of the site.
- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
 - The Charter School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in s.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

3. Cohorts

- The Charter School will implement the use of cohorts¹ for in-person education services.

¹ Cohorts are defined by the CDPH as "a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting."

- Cohorts will be limited to 12 students.
- To enforce and promote physical distancing, no child may be part of more than one (1) cohort. However, a student may leave a cohort temporary and as needed basis to receive individualized, one-on-one services, provided that the one-on-one services are provided in a secure space, apart from other staff and students.
- Pursuant to CDPH guidance, students and supervising adults in any one cohort must not interact with students and supervising adults in any other cohort at the Charter School. However, supervising adults who are either serving children five years of age or younger or offering specialized services or support that cannot be offered by another supervising adult, may be assigned to no more than two (2) cohorts.
- Substitute supervising adults are permitted. However, any substitute may serve no more than one (1) cohort per day.
- To the extent possible, the Charter School will strive to provide outdoor space for 50% of cohort activities and instruction.
- The Charter School will take special precautions related to meals for cohorts, as referenced below in Section 12.
- Visitors to the Charter School will not be allowed to interact with cohorts.
- Each cohort will be assigned a designated restroom. In the event that more than one cohort is required to use the same restroom, the Charter School will implement a color-coding system to minimize student and cohort interactions in restrooms.
- During extracurricular activities such as art, music, and exercise, cohorts will be kept separate.
- During recess and playground time, cohorts will not be allowed in the same place at the same time. The Charter School may implement a schedule to ensure physical distancing during recess and playground times.
- In assigning and arranging cohorts, and to limit physical interactions between cohorts, the Charter School will use the following best practices:
 - To the extent feasible, assign children and youth who live together or carpool together, in the same cohort;
 - Avoid moving children and youth between cohorts, absent a concern for the child's overall safety and wellness.

Staff Meetings: Meetings among staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

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.
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- If the HVAC system is not operational, then additional ventilation should be provided with the use of fans or classes 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.

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

- 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

New Horizons Charter Academy 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.
- School Office areas including the 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.

- 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.
- 4. Use of face coverings:** The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
- Until such time as the statewide order is lifted, all adults must wear a cloth face covering at all times, except while actively eating or drinking.
 - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
 - Employees should wear a clean face mask to work every day.
 - Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.
 - Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
 - Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
 - The Charter School will post signs regarding the proper use, removal, and washing of face coverings.
 - The Charter School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be at all times outside the home, with certain limited exceptions.
 - All students who are not prevented from doing so by a breathing problem or disability shall wear a clean cloth face covering:
 - While waiting to enter the school campus.
 - In any area outside of the classroom (except when actively eating or drinking).
 - While leaving school.
 - While waiting for or riding on a school bus.
 - Elementary school students in grades TK-2 are strongly encouraged, but are not required, to wear a cloth face covering within their stable classroom cohort. A face shield is an acceptable alternative for children in this cohort who cannot wear a face mask properly.

- Students in grades 3 and above are required use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Proper use of cloth face coverings by students will be strictly enforced. The Charter School will exclude from campus who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The Charter School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- A cloth face covering or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- For Charter School staff working with sick children or with children who are precluded from wearing a cloth face covering due to a medical condition, the Charter School will provide a medical grade face mask to that employee.

5. Use of gloves and PPE: The Charter School requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The Charter School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

6. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The CTF, COVID-19 Compliance Officer, or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The CTF, COVID-19 Compliance Officer, or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

7. Maintaining Healthy Operations: The Charter School will follow Los Angeles County Public Health Orders and CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor on a weekly basis, COVID-19 guidance from CDPH, and County Offices of Education.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Implement routine surveillance testing of staff as directed by local county health officers. The Charter School's current surveillance testing protocol will require all staff be tested as a condition of returning to campus. Encourage students and families to receive testing from community testing sites before returning to school for in-person instruction and regularly while attending school in person.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

8. Protection of higher risk employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.²
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

9. Communications to the Charter School community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.
 - Screening practice.
 - How COVID-19 is spread.
 - COVID-19 specific symptom identification.
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19, including pertinent isolation and quarantine policies.

² This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the Charter School.
- Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention
- Guidelines for families about when to keep students home from school.
- Systems for self-reporting symptoms.
- Criteria and plan to close schools again for physical attendance of students.
- Changes in Charter School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
- Charter School policies regarding parental visits to Charter School campuses, reiterating options for contacting the school remotely.
- Contact information at the Charter School for students who may have been exposed to COVID-19.
- Charter School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- The Charter School will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- The Charter School’s COVID-19 protocol will be posted at all public entrances to the Charter School campus.
- Communications will be targeted to the most vulnerable members of the Charter School community.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

Daily Operations

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

- During this period of distance learning, four types of on-site programming are permitted:
 1. Day care for school-aged children and/or child care programs located in schools,
 2. Specialized services for defined subgroups of children who need in-person services and support,
 3. On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education,
 4. Students may come on campus for supervised administration of college admission tests, including ELPAC, NWEA and CAASPP exams.
- Both types of programming must be provided to children either individually or in cohorts.
- The use of school facilities for non-school purposes (community meetings or events) is not permitted.
- Implement measures to limit visits by individuals other than students and staff.

Cohort groups

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. ([CDC Resource](#)).

Cohorts are small groups of students and staff who spend the instructional day together. The practice of cohorting is long established in public schooling, as students are traditionally assigned to classes with specific teachers. Cohorts will be a stable group of no more than 12 students or youth and no more than two supervising adults. 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 12 at all times. Only the original 12 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 14 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.

Where feasible and appropriate, therapeutic and support activities will be conducted virtually. Student activities and elective classes will be taught remotely. 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.

Pre-K - Grade 5: The primary cohort group for students in Pre-K through Grade 5 is their classroom. Class groups will be as consistent as feasible, 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, Library, Art, Music, lunch and recess.

Middle and Secondary School Grades 6-8: Students will be grouped into classes by cohort. Students will remain with their cohort in the same room while teachers will transition between classes.

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.

Outside Organizations: Use of the school facilities by outside organizations will not be permitted.

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 or by appointment. All visitors must go through the school's screening process at the time of their check-in. They will be required to 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.

Testing Process for Employees and Students

- Consistent with CDPH, LAC DPH, the Charter School will implement surveillance testing of staff and students as a school wide practice or as directed by the local public health department, and pursuant to the following standards:
 - Surveillance testing is either: 1) In response to an outbreak at a school site, and/or 2) on a staff-wide basis as determined by the CTF, COVID-19 Compliance Officer, Executive Director, Richard Thomas, 3) when an employee screens positive for COVID-19, or 4) when instructed by local county health officials, based upon local disease trends.
 - Currently, and pursuant to local guidance, the Charter School will require all staff and students to be tested for COVID-19 before returning to campus.
 - Given that all Charter School employees are essential workers, any employee can be required to report to work to perform any functions which are critical to the continued operations of the School. As such, Charter School employees who refuse to test for COVID-19 will not be allowed to enter the Charter School campus under any conditions to ensure the safety of all students, employees, and the community.
 - Charter School students under the age of 18 must receive parental consent prior to undergoing any COVID-19 requested by the Charter School. Any student (or their parent/guardian) who refuses to undergo a COVID-19 will not currently be allowed to return to in-person instruction, and must continue distance learning.
 - In response to an outbreak, only one (1) test per symptomatic person or close contact is required. A repeat test may be necessary if the initial test is positive or if symptoms later develop.
 - For staff-wide testing, all staff shall be tested, other than any staff who only work remotely and have no contact with students or other staff, whatsoever. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).

- The goal of staff-wide testing is to test 100% of staff within two (2) months. This could be implemented as 50% one month and 50% the next month, or 25% every two (2) weeks.
 - If local county public health officials order ongoing staff-wide testing, then repeated testing must be continued every two (2) months as directed by such officials.
- The Charter School can cause tests to be provided at any one of its campuses, or have staff get tested at any local testing site or by their health insurance provider, which must cover the cost.
 - All Charter School employees should be able to procure COVID-19 testing through Los Angeles County.
 - If County-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
- The School's liaison must be made aware of the staff test results and report those results to local public health officials.
 - Staff who refuse to take a test or to report the test results to the School will not be allowed to enter the Charter School Campus. All Charter School staff are essential workers. As such, both the testing and the reporting are required under the local health order.
 - The School must maintain confidentiality of test results, other than reporting the results to local public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The School should have a separate confidential medical file for each employee where the School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc.
- Students and employees' family members are strongly encouraged to be tested for COVID-19 before the student or family member returns to the Charter School campus and regularly while the student or employee continues to be present on campus.
- In the event of a positive test result of a student or family member:
 - The Charter School requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.

Follow the process set forth in Section 5 upon receipt of test results.

10. Exposure Management Planning and Response to Suspected or Confirmed Cases and Close Contacts:

- The Charter School will comply with the LAC DPH “Protocol for COVID-19 Exposure Management Plan in K-12 Schools” (attached as Exhibit A) in response to suspected or confirmed cases and close contacts. In addition, the Charter School will follow the following protocols, except to the extent they conflict with the EMP, in which case the EMP will prevail.
- Potential Exposure: In the event of notice of potential exposure,³ the Charter School will take the following actions within one (1) business day of the notice of potential exposure:
 - Provide a written notice to all employees who were on the premises in the same worksite⁴ as the qualifying individual⁵ within the infectious period⁶ that they may have been exposed to COVID-19.⁷
 - Provide a written notice to the exclusive representative, if any, of the above employees.⁸
 - Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers’ compensation, and options for exposed employees, including COVID-19-related leave, Charter School sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, including potential guaranteed leave provisions pursuant to the federal

³ Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the Charter School’s testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the school site. (Labor Code § 6409.6, subd. (d)(3).)

⁴ The “worksite” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the Charter School operates multiple worksites, the Charter School must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

⁵ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁶ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

⁷ Written notice will be provided in the same manner that the Charter School ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending and shall be in both English and the language understood by the majority of the employees.

⁸ Written notice to the exclusive representative must contain the same information as required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the Charter School. This requirement does not apply if the Charter School’s employees do not have an exclusive representative.

Families First Coronavirus Response Act (FFCRA), as well as antiretaliation and antidiscrimination protections applicable to employees.

- Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the Charter School plans to implement and complete per the guidelines of the CDC.
- Records of the above notices shall be retained for a minimum of three (3) years.
- If the event of a suspected COVID-19 case(s):
 - The Charter School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:
 - Notify the county public health department immediately pursuant to applicable LAC DPH guidance.
 - Notify all staff and families in the Charter School community, as well as any contractors who regularly work at the Charter School, of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
 - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
 - Implement communication plans for exposure at school and potential school closures in the event of an outbreak or other necessary circumstances, to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - Maintain regular communications with the local public health department.
 - Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
 - Where stable classroom cohorts have not been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 - A “close contact”⁹ is someone who has been within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the is isolated, regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.¹⁰
 - Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.

⁹A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.

¹⁰ Recently updated CDC Guidance provided numerous investigation factors to consider in a “close contacts” analysis. Please refer to either Footnote 1 in this policy, or CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

- For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
- In accordance with state guidance regarding closing schools in response to confirmed cases,¹¹ and in consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the number of cases at the school and the risk level within the specific community as determined by the local public health officer.
- If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using distance learning. Consistent with the School’s adopted Distance Learning Policy and Procedures, distance learning shall include all of the following:
 - Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;
 - Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
 - Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
 - Special education, related services, and any other services required by a student’s individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment;
 - Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
 - Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness in the form of internet or telephonic communication, or by other means permissible under public health orders; and
 - Continuing to provide school meals.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- If a Charter School student or employee was exposed at the Charter School, all persons within that student or employee’s classroom or cohort are considered exposed and require quarantine.
- In the event of a cluster of cases (three or more cases within 14 days) to the LADPH at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993. The Charter School will then work closely with the LAC DPH to determine whether the cluster is an outbreak, requiring outbreak response.
- In the event of an outbreak at a Charter School campus:
 - The Charter School CTF and COVID-19 Compliance Officer will work closely with the LAC DPH Outbreak Investigator, timely provide all required information, and otherwise comply with all LAC DPH outbreak protocol as stated in LAC DPH Guidance titled, “Management of Outbreaks of COVID-19.”¹²
 - As part of the School’s response to an outbreak, the Charter School will:
 - 1) Limit visitors to the effected Charter School campus, except for those that are essential to the School’s mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical,

¹¹ California Department of Public Health: COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020).

¹² A full list of LAC DPH outbreak protocol may be found at:

http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf

Emergency, or government employees who are responding to, working at, or inspecting the facility will be allowed to access the Charter School campus.

- 2) Discontinue all non-essential in-person group activities at the Charter School Campus during the outbreak.
 - Comply with all other directives as stated in the LAC DPH Guidance titled, “Management of Outbreaks of COVID-19.”
- Close contacts to laboratory confirmed COVID-19 case(s):
 - Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately, and comply with all state and local public health guidance regarding isolation and quarantine. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
 - Returning to school after home isolation:
 - Symptomatic individuals who test negative for COVID-19 can return 3 days after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
 - Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date.
 - Close contacts to confirmed COVID-19 cases at school can return 14 days from the last date that the case was present at school while infectious.
 - Close contacts to confirmed COVID-19 cases at home or outside school can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

COVID-19 testing of all employees and students will be conducted on site on a regular basis, at a minimum of every two weeks or at frequencies recommended by a consortium of leading health experts. Additionally, household members who are symptomatic or may have been exposed to a student or employee who tests positive will be provided resources to testing sites.

An appointment calendar will be set in place to notify employees and students when it is time to schedule their baseline test appointment. Test results and demographic data collected during the testing process are shared with public health authorities in accordance with the law. All test results and data collected is stored in a secure database and kept private.

The first phase of testing will include employees who are currently working at school sites or offices through CoVerify testing company. The second phase of testing includes all staff who are currently working remotely. The third phase of initial testing will include all students returning to campus. If an employee or student becomes symptomatic or tests positive, the employee or student and household members who may have been exposed are given instructions to quarantine in compliance with the County Department of

Public Health.

Baseline testing will be conducted to inform a safe re-opening of in-person instruction. In the 5 days prior to the re-opening of the school, all LA Leadership Academy students and staff who will be returning to the school campus will be provided with a back-to-school baseline test. Students whose families choose for them to remain on 100% online instruction and staff who are working remotely are not required to participate in this testing program.

Students and staff who return to school campuses will participate in symptomatic and response testing, in addition to asymptomatic testing. All employees and students will register in the Brightwheel App. The Brightwheel App will be used to pre-screen all employees and students who enter the campus.

Symptomatic and response testing is offered at the school site. Students and employees who are experiencing symptoms or who are a close contact to a positive case will be directed to select testing sites where testing is provided by a health care provider. Individuals requiring symptomatic and response testing are provided testing services away from the asymptomatic population. Additionally, if an outbreak occurs within a cohort, all cohort members are required to quarantine to limit the spread of the virus.

COVID-19 Protocols for New Horizons Charter Academy

- All employees must notify their immediate supervisor if they are experiencing symptoms or a positive COVID-19 test and complete all pre-screening questions outlined in the Brightwheel App. The assistant principals and Operations Coordinator will direct concerns to the Executive Director/Principal.
- All reported incidents need to be in writing
- The Operations Coordinator will provide a Factsheet to employees and families if they receive a positive COVID-19 test.
- Parents will be asked to notify school staff if a student is tested positive for COVID-19 or if the students are experiencing symptoms via the Brightwheel App.
- The school staff will notify the principals and the principals will notify the Chief Operations Officer of all positive COVID-19 cases.
- The Operations Coordinator is responsible for contact tracing and all proper notifications to school employees.
- Full-Time staff members can request a letter for COVID-19 testing from the school for their Primary Care Doctor or complete the on-site COVID19 testing implemented by partnership with CoVerify.
- Part-time staff will be provided free testing COVID- 19 on-site through CoVerify.
- The Operations Coordinator will contact the Department of Public Health if the school has 3 or more cases within 14 days

- If an employee is a high risk over the age of 65 the school will provide work at home with proper documentation for their health care provider. The Operations Coordinator will work with the employee and principals to develop and create an appropriate work plan
- If an employee is out sick due to COVID-19 the school will follow the Families First Coronavirus Response Act: Employee Paid Leave Right (April 1, 2020)
- The use of the school facility for non- school purposes is not permitted

Employee and Student Screening on Campus via Brightwheel

- Employee and Student screening- Temperature check in the front office, BrightWheel pre-screening questions (7), Sign-In sheet and mask provided if needed
- **Questions:** 1. Have you had any one or more of these symptoms today or within the past 48 hours? Are these symptoms new or not explained by another reason?
 - **Fever or chills**
 - Coughing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - None of the above
- 2. Do you live in the same household with, or have you been in close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have a positive test for COVID-19 virus. Close contact means being within six feet of someone, unmasked, for more than 15 minutes at one time?
- 3. In the past 14 days have you been in close proximity to anyone who has tested positive for COVID-19?
- 4. In the past 14 days have you been on a commercial flight or traveled outside the United States?
- 5. No airline travel in the last 14 days (LACDPH Travel Advisory – Persons arriving in California from other states or countries, including returning California residents, should practice self-quarantine for 14 days after arrival.)
- 6. Our family followed the LACDPH – Public Health Order outlining permissible activities and group sizes during the Winter Holiday Break.
- 7. We are aware that the new Health Order, effective December 30th, states that all public and private gatherings and events with people from more than one household are not permitted except for outdoor faith-based services and outdoor protests.
- All employees, students, and visitors must wear a mask while on campus at all times and follow social distancing rules and protocols.

See Appendix 1 below – Parent COVID-19 Compact for student attendance.

Close Contact for Employees

- Close Contact: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period, starting from 2 days before illness onset
- If an employee is in close contact with an individual who tested positive for the COVID-19 test.
 1. The employee will notify their immediate supervisor
 2. The supervisor will ask the employee to take a COVID-19 test
 3. The Chief Operations Officer will provide the employee with a letter for their Primary Care Doctor and or COVID-19 link for testing locations.
 4. The Employee will send the COVID-19 test result to the Operations Coordinator
 5. If the COVID-19 test is negative the employee will be able to return to work
 6. The immediate supervisor will be notified that the employee can return to work
 7. If the employee tests positive for COVID-19 the employee must quarantine for 10 days. Then the employee can return to work if asymptomatic and 10 days have passed since their first symptoms and fever free for 24 hours. The Operations Coordinator will start contact tracing
 8. The Operations Coordinator will notify the Department of Public Health

Close Contact while on Campus for Employees

- If the employee is on campus and notified they were in close contact with an individual who tested positive for the COVID-19 test
 1. The employee will notify their immediate supervisor
 2. The employee will be asked to leave work and required to take the COVID-19 test.
 3. The Operations Coordinator will provide the employee with a letter for their Primary Care Doctor or COVID-19 link for testing locations
 4. If the employee is unable to leave work due to symptoms the employee will be placed in the isolation room and a family member will be contacted to pick up the employee.
 5. The Employee will send COVID-19 test results to the Operations Coordinator
 6. If the COVID-19 test is negative the employee will be able to return to work
 7. The immediate supervisor will be notified that the employee can return to work

- 8.If the employee tests positive for COVID-19 the employee must quarantine for 10 days. The employee can return to work if asymptotic and 10 days have passed since their first symptoms and fever free for 24 hours. The Operations Coordinator will start contact tracing
- 9.The Operations Coordinator will notify the Department of Public Health

Contact Tracing

- The Operations Coordinator will consult with the employee who tested positive for COVID-19 and ask them to identify all individuals they came in contact with two days before showing symptoms or testing positive.
- The Operations Coordinator will also use the school's daily sign-in sheet for contact tracing
- The Operations Coordinator will contact employees notifying them that they have been in contact with an employee who tested positive for COVID-19
- The employee will be asked to take the COVID -19 test
- The employee will be given 2 documents: COVID -19 General Notification Letter in Education Setting and a letter for their Primary Care Doctor or COVID-19 testing link
- The employee will send COVID-19 test results to the Operations Coordinator
- If the COVID-19 test is negative the employee will be able to return to work
- The immediate supervisor will be notified that the employee can return to work
- If the employee tests positive for COVID-19 the employee must quarantine for 10 days. The employee can return to work if asymptotic and 10 days have passed since their first symptoms and fever free for 24 hours.
- The Operations Coordinator will notify the Department of Public Health

Students

- All students are required to get their temperature check before entering the school campus and, students must wear a mask and are required to enroll in and check-in via Brightwheel App.
- If a student displays 1 or more symptoms consistent with possible COVID-19 while on campus. The students will be sent to the isolation room and the students' Parent/guardian will be contacted to come and pick up the student.

- The Parent/guardian is instructed to consult with a Medical Provider for further evaluations and possible COVID-19 testing
- The Parent/guardian will contact the school with the Medical Providers recommendation and, provide information in writing
- If the Medical Provider confirms the student does not have symptoms consistent with COVID-19. The student will stay home per Medical provider guidance.
- If the Medical Provider confirms the students have symptoms consistent with COVID-19 the student will be tested for COVID-19.
- If a student has a negative COVID-19 molecular test. The Parent/guardian will contact the school to discuss the student status. The student stays home until fever-free for 3 days and improved symptoms.
- If a student has a positive COVID-19 molecular test. The Parent/guardian will contact the school to discuss student status. The student will stay isolated at home until fever-free for 24 hours, improved symptoms, and 10 days from symptoms onset.

Close Contact for Students

- A contact of a potentially infected child is defined: as a child or employee at the facility who was within 6 feet of a potentially infected child for 15 minutes; has direct contact with bodily fluids/secretions from a potentially infected child, or is a member of an exposed classroom or cohort at the facility
- The Parent/ guardians will be notified by the Operations Coordinator that the student was exposed at the school and they are instructed to quarantine and test for COVID-19.
- If the contact student has a negative COVID-19 molecular test. The student stays quarantined at home until 14 days from last exposure to infected person.
- If the contact student has a positive COVID-19 molecular test. The student stays isolated at home until fever-free for 24 hours, improved symptoms, and 10 days from the beginning of symptoms (or 10 days from test date, if no symptoms).
- The Operations Coordinator will contact the Department of Public Health if the school has 3 or more cases within 14 days
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- *Home Screening (Students)*. Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by local health order or directive.
- *Home Screening (Staff)*. All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.

- Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
- If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- The Charter School may initiate temperature checks for all staff entering campus.
- *Campus Screening (Students) via Brightwheel App.* Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - Complete an in-person wellness check for signs and symptoms of COVID-19.
 - If student answers “no” to all questions and appears well, student will be allowed to proceed onto campus
 - If the student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
 - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.
 - If a student has had close contact with an individual who has screened positive for COVID-19 symptoms may be accompanied to a preselected quarantine space until they can return home. This quarantine space should be separate and apart from the space set aside for symptomatic students.
 - Screening for Charter School students of middle-school and high-school age should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.
- *Campus Screening (Staff and Visitors).* Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site either via Brightwheel App (Staff) or manually via pre-screening process (Visitors).
 - The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
 - If the visitor answers “no” to all questions, he or she may enter the school.
 - If the visitor answers “yes” to any of the questions, he or she may not enter the school.
 - Screening for adult visitors and staff should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.
 - Adult visitors and staff who have had close contact with an individual who has screened positive shall return home to self-quarantine as per LAC DPH Guidance.
- To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
 - Thermometers must be properly cleaned and disinfected after each use.
- The Charter School will not penalize students and families for missing in-person instruction due to COVID-19.

11. COVID-19 Compliance Task Force and Compliance Officer

- The Charter School will comply with and implement LAC DPH’s “Protocol for COVID-19 Exposure Management Plan in K-12 Schools” attached as Exhibit A.
- The Charter School will establish a Compliance Task Force (“CTF”). The CTF is responsible for establishing and enforcing all COVID-19 safety protocols, as well as ensuring all Charter School students and staff receive appropriate COVID-19 education. The names and contact information for all CTF members are referenced above on pages one and two of this policy
- The Charter School will designate a “COVID-19 Compliance Officer,” to act as a liaison between the LAC DPH and the Charter School, in the event of a COVID-19 cluster or outbreak¹³ at the Charter School. The name and contact information for the Charter School’s COVID-19 Compliance Officer is referenced above on pages one and two of this policy.

The Executive Director, Richard Thomas is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School’s charter petition. The Executive Director shall provide the Board with regular updates as to actions taken pursuant to this section.

¹³ The LAC DPH defines an outbreak as: “At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14- day period in a group with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.”

Appendix 1

Health and Safety Guidelines Summary

Please see full guidelines for more information

1. If arriving by car, I will use the Lankershim Blvd Gate 1 to enter campus and read all signs. I will use the Gate 3 to leave campus.
2. If arriving by foot, I will bring my child to entrance of Gate 1, I will complete Health Screening Questions and my child will have temperature taken and enter by themselves. No parents will be allowed to enter with their child unless they have a previous appointment scheduled with the office.
3. I will screen my child for symptoms before bringing them on campus
4. My children and I will not enter if we are feeling sick or have had symptoms within the last 12 days or have been exposed to someone with COVID19 within the last 14 days.
5. My children and I will not enter if we have been exposed to someone who has traveled outside United States within the last 14 days.
6. My children and I will wear masks and maintain 6 feet of social distance from others outside of our family. All children over age 2 are required to wear cloth face coverings at all times while on school property.
7. I understand that my child will need to maintain social distance while in the classrooms or learning outside.
8. My child will only remove mask to eat or drink while on campus, as you would need to remove your face mask to do this, for nutrition or lunch. Water break will be handled one student at a time.
9. My children and I will use the portable hand sanitizer station as needed. We will use sanitizer before entering the bathroom and after leaving the bathroom. I will use sanitizer to wipe down surfaces before I leave the bathroom. (For students on campus, staff will wipe down surfaces.)
10. Movement of visitors within the school is limited to designated areas -- I will follow the signs/cones on the campus.
11. I will not bring any guests/visitors to campus.

I have read the safety guidelines and will comply.

Name: _____ Signature: _____ Date: _____

Health and Safety Guidelines Summary

Please see full guidelines for more information

12. If arriving by car, I will use the Lankershim Blvd Gate 1 to enter campus and read all signs. I will use the Gate 3 to leave campus.
13. If arriving by foot, I will bring my child to entrance of Gate 1, I will complete Health Screening Questions and my child will have temperature taken and enter by themselves. No parents will be allowed to enter with their child unless they have a previous appointment scheduled with the office.
14. I will screen my child for symptoms before bringing them on campus
15. My children and I will not enter if we are feeling sick or have had symptoms within the last 12 days or have been exposed to someone with COVID19 within the last 14 days.
16. My children and I will not enter if we have been exposed to someone who has traveled outside United States within the last 14 days.
17. My children and I will wear masks and maintain 6 feet of social distance from others outside of our family. All children over age 2 are required to wear cloth face coverings at all times while on school property.
18. I understand that my child will need to maintain social distance while in the classrooms or learning outside.
19. My child will only remove mask to eat or drink while on campus, as you would need to remove your face mask to do this, for nutrition or lunch. Water break will be handled one student at a time.
20. My children and I will use the portable hand sanitizer station as needed. We will use sanitizer before entering the bathroom and after leaving the bathroom. I will use sanitizer to wipe down surfaces before I leave the bathroom. (For students on campus, staff will wipe down surfaces.)
21. Movement of visitors within the school is limited to designated areas -- I will follow the signs/cones on the campus.
22. I will not bring any guests/visitors to campus.

I have read the safety guidelines and will comply.

Name: _____ Signature: _____ Date: _____