



# **NHCA SCHOOLS COVID 19 CONTAINMENT, RESPONSE, & CONTROL PLAN**

NHCA Schools  
BOARD APPROVED 02/25/21





---

**NHCA SCHOOLS  
COVID-19 CONTAINMENT, RESPONSE  
AND CONTROL PLAN**

Board Approved  
02/25/21

# Table of Contents

<b>I.</b>	<b>Site Specific Planning Form</b>	.....	p. 3
<b>II.</b>	<b>Reopening Models</b>	.....	p. 5
	A. Three Models: In-School, Hybrid, and Distance Learning		
	B. Health and Safety Compliance		
<b>III.</b>	<b>Operations Plan</b>	.....	p. 8
	A. Social Distancing		
	B. Material Sharing		
	C. Signs, Messages and Training Protocols		
	D. School Building Protocols		
	E. Daily Operations		
	F. Child Nutrition		
<b>IV.</b>	<b>Health Practices and Protocols</b>	.....	p. 19
	A. Practices and Protocols		
	B. Reporting Illnesses and Addressing Vulnerable Populations		
	C. Use of Face Coverings, Masks, Face Shields		
<b>V.</b>	<b>Health Monitoring and Containment Plan</b>	.....	p. 29
	A. Health Monitoring & Health Office Guidance		
	B. Containment of Infection		
	C. Exposure Management Plan		
	D. COVID-19 Response Teams & Responsibilities		
<b>VI.</b>	<b>COVID-19 Surveillance Program</b>	.....	p. 38
	A. COVID-19 Testing		
	B. Exposure Management Plan		
<b>VII.</b>	<b>Serving Students with Disabilities</b>	.....	p. 40
	A. IDEA/ADA		
<b>VIII.</b>	<b>Family and Student Engagement</b>	.....	p. 43
	A. Family Support and Communication		
<b>IX.</b>	<b>COVID-19 Related Employee Benefits</b>	.....	p. 44
<b>X.</b>	<b>COVID-19 School Guidance Checklist</b>	.....	p. 46



# I. Site Specific Planning Form

This document is to be completed by each site and posted at NHCA Schools, along with the pre-filled versions of the Los Angeles County Department of Public Health COVID-19 Reopening Protocols for K-12 Schools: Appendices T1 and T2 documents. Measures that apply at all school sites are reflected in the pre-filled T1/T2 documents and those that vary by site are listed in the responses below.

School Name: New Horizons Charter Academy

Date Last Revised: 02/25/21

School Address: 5955 Lankershim Blvd, North Hollywood

Location Code: 2263

School Phone Number: 818-655-9602

## Campus Density

- Approximate Square Footage open: 10,000
- Maximum Student Capacity: 126
- Maximum Number of Staff with physical distancing: 18
- Total Number of Students Enrolled: 293
- 25% of Total Number of Students Enrolled: 73
- In-person class size is limited to: 14 stud/2 Adult
- The **maximum** number of students & staff permitted on campus at any one time to ensure no more than 25% of total student body and to maximize physical distancing is:

<b>Specialized Services for defined subgroups of children (T1)</b>			
Enter the estimated total number of students that will return per grade (if none, enter 0)			
TK: 4	3: 28	5:	9:
K: 26	4: 54	6:	10:
1: 20	5: 32	7: 31	11:
2: 41	6: 47	8: 30	12:
Estimated total number of administrators, teachers, and other employees on campus supporting resumption of all permitted in-person services for students: <u>27</u>			

## Services

The Food Distribution located closest to this school is at:

- School Name: New Horizons Charter Academy Address: 5955 Lankershim Blvd, North Hollywood



**School COVID-19 Compliance Task Force [Sample]**

Name	Job Title	School Compliance Task Force Role
Richard Thomas	(Executive Director/Principal)	School COVID-19 Task Force Leader
Guillermo Gomez	(Assistant Principal)	COVID-19 Compliance Officer
Bea Italia	(Office Manager)	Attendance Monitor
Naeem Rashid	(Operations Coordinator)	Cleaning/Disinfecting Operations
Naeem Rashid	(Operations Coordinator)	Exposure Management Advisor
Dolores Roque	(Assistant Principal)	Health Office Manager
Bea Italia	(Office Manager)	Data Collection Manager

**COVID-19 Response: School Set-up and Staff [Sample]**

Type of Health Office	Indoor vs. Outdoor	Location	Assigned Staff Person(s)	Alternate	Runner
Isolation Area (Recommended Outdoors)	Indoor and Outdoors	Room 1	Linda Murca	Arlith Howard	Sal Salomon
Quarantine Area (Recommended Outdoors)	Outdoors	Triage area	Bea Italia	Miriam Hernandez	Karen Reyes




**School Communications [to be completed per school site]**

Information that was sent to parents/students prior to the start of in-person services: (Check all that apply)	
<input type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input type="checkbox"/> Changes in school meals to avert risk	<input type="checkbox"/> Required use of face coverings
<input type="checkbox"/> How to conduct a symptom check before students leave home for school	<input type="checkbox"/> Changes in academic and extracurricular programs to avert risk
Importance of student compliance with physical distancing and infection control policies	Who to contact at the school if students have symptoms or may have been exposed
School policies concerning parent visits to school and advisability of contact the school remotely	Importance of providing up-to-date emergency contact information, including multiple parent contact options



## II. Reopening Models

### Three Models: In-School, Hybrid and Distance Learning

<b>1: In-School</b> Minimal COVID Spread 	<b>2: Hybrid</b> Moderate COVID Spread 	<b>3: Distance Learning</b> High COVID Spread 
<p>This model invites 100% of the student body to return for five full days of instruction inside school buildings.</p> <p><b>Selected when</b> 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.</p> <p><b>Selected when</b> the threat of COVID spread is low or moderate.</p>	<p>Online instruction.</p> <p><b>Selected when</b> the Department of Public Health has recommended return to full distance learning due to high volume of COVID outbreak</p>

NHCA Schools 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 K-12 will be issued Chromebooks or laptop computers. Online platforms (such as Schoology, Zoom, and/or Google Classroom) will be maintained by all teachers to ensure that we are prepared to move seamlessly and rapidly between in-school instruction, hybrid or distance learning as needed based on public health to maximize classroom instruction. High-quality, online resources and technology tools are in place to support differentiation and personalized learning. We 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 science that would support the safety of students and staff and in a manner consistent with public health guidelines and recommendations.



## Health and Safety Compliance

### Adjusting to Public Health Data

Working in close partnership with the Los Angeles County Department of Public Health, Los Angeles County Office of Education, the Governor’s Office, and experts in the scientific community, we are monitoring changing health conditions in our community in order to modify plans and respond accordingly, based on public health data.

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

- Schools must have a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- This plan requires the designation of a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 Protocols on campus.
- One member of the COVID-19 Compliance team will be designated as a liaison to the Department of Public Health (DPH) in the event of an outbreak on campus.
- The team will also ensure that the students and staff receive education about COVID-19 and the prevention of disease transmission.

### Health and Safety

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

NHCA Schools will continuously monitor the guidance and mandates set forth by those entities listed above as well as the Center for Disease Control. Updated information and guidance is posted on the COVID-19 Employee Resources website at <https://achieve.lausd.net/covid19>.

The COVID-19 Compliance Team (Task Force) for each school should be led by the principal, with a diverse group of key staff members as part of the school’s Task Force, including the school operations and maintenance staff. The other members of the team will vary by site, based on each school’s unique needs, but may include; assistant principal, dean, school & college counselor, after-school program coordinator, and others.



The principal will be the designated liaison with LA County Department of Public Health in the event of an outbreak on campus. The Principal may also serve as the COVID-19 Compliance Officer for the school site and/or designate another school administrator as appropriate. The Compliance Officer must be someone who is on campus every day and preferably a school administrator. The COVID-19 Compliance Task Force at the site level will be responsible for engaging with students, parents, faculty, and staff to answer questions or concerns about health and safety requirements regarding COVID-19 and communicating up-to-date policies and procedures to all families. They will work with NHCA Schools to meet expectations for frequency of communication and updates to their school.

The community will be informed of any critical information or significant changes at NHCA Schools by the Executive Director or designee through a combination of SchoolMint messages, emails, and postings on the website and social media. Maintaining updated family contact information is a priority for re-opening, to communicate parent surveys and follow-up communications from each school.





## III. Operations Plan

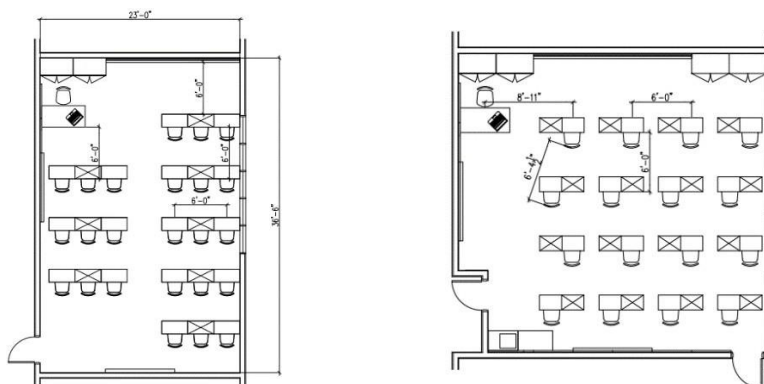
### County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- 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 will be used to minimize close contact. Personal furniture, classroom area rugs/carpets, fabric-covered items, and extra 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. Student rest/reading areas in classrooms will be modified and/or eliminated to avoid contact between students. Teaching methods will be modified to avoid close contact between students particularly in the design of group activities.

Instructional activities and PE classes will be offered outdoors when possible. Outdoor activities will only include those that allow for physical distancing. All contact sports will not be allowed.

## **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.

The school COVID-19 Compliance Task Force, led by the school Principal, will work with the site configurations to help ensure safety and social distancing throughout the school facility to the extent possible given school size. School employees may be deployed in hallways and areas where lines tend to form to assure physical distancing as students enter, go through symptom checks and proceed to classrooms. Stairways may be designated for up or down traffic to avoid crowding and hallways may be designated for one-way traffic.

## **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 to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies 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 school 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 announcement 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, 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

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

- HVAC systems will be inspected and tested regularly to confirm they operate properly.
- Ventilation systems will be maintained “on” when buildings are in use and as long as possible over a 24-hour period.
- HVAC filters are being upgraded to a MERV 13 rating or as high as possible provided the unit is able to operate safely. The filters will be inspected and changed at least quarterly.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate.
- Outdoor instruction will be used when feasible and where safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided 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



and disinfecting using electrostatic equipment will be conducted by the night cleaning crew once per day.

- 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

NHCA Schools will follow DPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily, with common areas and high touch surfaces disinfected at least twice daily including between all cohorts. Common areas include main office, breakrooms, restrooms, classrooms, all health office areas, and other areas if in use, such as auditorium, cafeteria and library. High touch surfaces include door handles, desks, tables, countertops, phones, keyboards, elevator switches, handrails, touch screens, printers/copiers and other shared surfaces.
- Health Office areas including the Health Office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch playground equipment may be taken out of use and replaced with no-touch playground games.
- When shared supplies (such art and laboratory equipment) cannot be individualized, objects and surfaces will be cleaned between users.
- Only NHCA-approved disinfectants effective against COVID-19 that meet all Federal and State standards (listed on the Environmental Protection Agency (EPA)-approved list “N”) will be used.
- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.



- School bathrooms will be serviced and sanitized at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a bathroom.
- Appropriate Personal Protective Equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer's directions and as required by the Healthy Schools Act, as applicable.
- Enhanced cleaning will be conducted when students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day or between cohorts.
- All cleaning products will be kept out of reach for children and stored in secured locations.

## Other Considerations

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

## 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-6 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 state tests.
- 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

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

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



wide measures in the event of a positive case or cluster of cases.

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 14 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 14 at all times. Only the original 14 members shall be designated to each cohort. Aides assigned to individual students do not have to be counted as supervising adults, but they must be counted against the maximum of 14 individuals who can be included in a cohort. A supervising adult may be childcare staff, certificated or classified school staff. A supervising adult maybe 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 total number of cohorts on a campus is not limited and is subject to the needs of the students. However, the total student population on-campus may not exceed 25% of the total student body at any one time.

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. 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.

The NHCA Nurse will train classroom staff on basic first aid and schools will provide basic first aid



supplies in order to reduce the intermixing of cohorts in the office areas.

**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, Art, Music, lunch and recess.

**Middle and Secondary School Grades 6-12:** 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, and auditoriums will be cleaned and disinfected between cohorts. School 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. All parents of enrolled students are encouraged to conduct business with school personnel remotely. All visitors must check-in and provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors will be encouraged to come by appointment and alone. If a visitor must be accompanied by another person (e.g. for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

Movement of visitors within the school will be limited to designated areas such as the main office, conference rooms, lobby and public restroom. Visitors are not permitted to interact with any cohorts or move freely around the school outside of the designated area(s) provided by the school upon arrival.

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. 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.





## Child Nutrition

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

- Students will be served meals under the Summer Food School Program (SFSP) and the Child & Adult Care Food Program (CACFP). Three meals, breakfast, lunch and supper will be served daily to all students at no charge.
- Schools and institutions must comply with the U.S. Department of Agriculture's (USDA) regulations and policies for school meals and milk including the meal pattern requirements.
- Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees.

### Meal Program Compliance

Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all students. Our Food Distribution Sites for virtual instruction are open Monday's 8:30am to 11:30am [times may differ slightly per site]. Three meals are provided per person. All students and anyone below 18 years of age will be provided meals at no charge.

NHCA Schools will continue to provide nutritious meals to students and community members who need them while students are learning in virtual classrooms and in-person. Anyone who arrives during open hours will be able to receive food.

The Food Distribution located closest to this school will be listed in Section I, "Site Specific Planning Form" on page 3. Each school site will be responsible for providing all parents and guardians pertinent information related to food distribution at the site for both virtual and in-person instruction.

### Student Meals and Food Service

#### Plan for Students on Campus

Students will be provided 3 meals in a bag to take home with them. If students will be consuming meals at school, they will be located outdoors instead of in a communal cafeteria whenever possible. Individuals from different cohorts will not be permitted to intermingle during nutrition periods. If meals take place in the cafeteria, mealtimes will be staggered to only allow one cohort at a time. Space between tables and/or chairs will be increased to 6 feet or marked off. Barriers between tables and chairs may also be utilized when 6 feet distance is not possible.

If students will need to line up to pick up food, tape or other markings will be used to assure 6-foot distance between students. Staff supervision will be exercised during this period to remind students of physical distance requirements and to prevent any mixing of students from different cohorts. Buffet or family-style meals have been eliminated.



### **Plan for In School Classes and Distance Learning**

The plan for the hybrid model of in school classes along with distance learning would incorporate both types of meal services as already identified above. Parent pick up of meals would be utilized on the day(s) that school was not in session of the day(s) that the students are in distance learning.

Where possible, use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves and after handling food service items.

Avoid sharing food and utensils to ensure the safety of children with food allergies and prevent the transmission of COVID-19.

### **Plan for Student Food Allergies**

Students with Special diets will be provided meals per their physician's advice.





## IV. Health Practices and Protocols

### Practices and Protocols

#### Standard Public Health, Hygiene Practices and Instruction

##### Standard Public Health, Hygiene Practices, and Instruction

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

The following health and hygiene practices will be observed:

#### 1. Hand Hygiene

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

#### 2. Face Coverings

- All students, staff and visitors are required to wear face coverings/masks while at NHCA sites unless exempt by a medical professional or 2 years of age or younger.
- Students and staff are encouraged to bring their own face covering but will be provided with one if they do not have one.
- Wearing a face covering does not eliminate the need to social distance or wash hands frequently.

#### 3. Social distancing

- Social distancing will be maximized to the greatest extent possible with the standard goal of 6 feet.



- When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. For staff eating or drinking at a cubicle or workstation is preferred to



eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.

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

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

#### 5. Provide Adequate Supplies

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

## Reporting Illnesses and Addressing Vulnerable Populations

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

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

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

Ordinarily, deciding when a child or staff member is too sick to go to school or work can be a difficult decision. For as long as the risk of community spread of COVID-19 remains, the guidelines below and advice from a health care provider should be consulted when symptoms are experienced. COVID-19 is



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

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

- Fever above 100 degrees Fahrenheit (F)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or bodyaches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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

### **2. COVID-19 exposure:**

If a student or staff member has had close contact (within 6 feet for greater than 15 cumulative minutes within a 24-hour period) with someone who is a confirmed case of COVID-19, the student or staff member must remain in quarantine for at least 14 days from the last day of contact with that COVID-19 case and self-monitor. The exposed person must quarantine for the full 14 days even if their own COVID-19 test result is negative.

If a student or staff member has had close contact with or has been part of a cohort with someone who is an unconfirmed symptomatic case of COVID-19, they may remain on campus. If the symptomatic case subsequently tests positive for COVID-19, the close contacts and members of the cohort, who had contact with the confirmed case during the infectious period, must quarantine immediately for the full 14 days since the last contact with that COVID-19 case, even if their own COVID-19 test is negative. If the symptomatic case tests negative, a copy of the negative COVID-19 molecular test or medical clearance must be provided.



Vulnerable employees (those above age 65, and those with chronic health conditions that would place





them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider.

NHCA Schools will continue to support students and staff with acute or chronic health issues. Long-term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations under IDEA or Americans with Disabilities Act Amendment Act (ADAAA) guidelines. Employees will also be referred to the Human Resources Department for further guidance as needed.

## COVID-19 Daily Health Check Questions

All employees and students (or their parents or guardians) will be asked to perform a self-assessment prior to leaving for school to identify fever or other COVID-19 symptoms. If the answer to the question, “Do you agree to the statement below” is NO, employees and students must remain home and notify the school of the absence. A sample of “Daily Health Check Questions” can be found below in the chart below:

<b>Do you agree to the statements below?</b>	
<input type="radio"/> YES <input type="radio"/> NO	1. I am feeling well.
<input type="radio"/> YES <input type="radio"/> NO	2. I have <b>not</b> had any of the symptoms below in the last 14 days. <ul style="list-style-type: none"> <li>• fever of 100 degrees or greater</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Chills</li> <li>• Fatigue (new or severe)</li> <li>• Any of the following not due to a chronic condition:               <ul style="list-style-type: none"> <li>➤ Cough</li> <li>➤ Congestion or runny nose</li> <li>➤ Muscle or body aches</li> <li>➤ Headache</li> <li>➤ Sore throat</li> <li>➤ Nausea or vomiting</li> <li>➤ Diarrhea</li> <li>➤ New Loss of taste or smell</li> </ul> </li> </ul>
<input type="radio"/> YES <input type="radio"/> NO	3. I have <b>not</b> been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.
<input type="radio"/> YES <input type="radio"/> NO	4. I have <b>not</b> been informed by my medical provider that I have COVID-19 in the past 14 days.
<input type="radio"/> YES <input type="radio"/> NO	5. I have <b>not</b> had a positive COVID-19 test result in the past 14 days.



YES NO

6. I am not currently under a quarantine or isolation order.



<input type="radio"/> YES <input type="radio"/> NO	7. I have <b>not</b> traveled outside of Southern California in the past 10 days.
<input type="radio"/> YES <input type="radio"/> NO	8. I have been as safe as possible.
<b>If you answered NO, you must stay home and notify the school.</b>	

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

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

Temperature checks may also be taken at the check-in point for students, staff and visitors. If the individual has a temperature of 100° F and above, they will be given an opportunity to step aside and wait a minimum of 5 minutes to cool down and get their temperature checked again. If the temperature for the individual remains at 100° F and above during the second attempt, the individual will not be allowed on campus unless he or she is an unaccompanied student.

Adult visitors and staff who are not allowed entry, have a temperature of 100° F and above or who report symptoms at any point during the school day are instructed to return home, self-isolate and keep away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who screen positive at entry, have a temperature of 100° F and above or who experience symptoms at any point during the school day will be given a surgical mask and accompanied to the designated isolation area where they can remain while arrangements are made for their return home.

The school COVID-19 Compliance Officer is informed of any positive screening results in the school and will then coordinate response with the Community Engagement Team.

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



## Daily Health Screening Application [Brightwheel Phone App]

The NHCA will be use an online application called Brightwheel for check in procedures. This application can be used by all employees, students and visitors to complete a required daily health check for admission to a campus or office. The daily health check will monitor for COVID-19 symptoms and potential exposure in addition to behavioral habits. Those who affirmatively complete the daily health check will receive a notification on their phone that can be used for admission to the school site. Individuals who do not have access to the online application can complete the “Daily Health Check” at a school’s designated daily check-in area.

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

The “Health Check Questions” from the screening application shall be posted at all entrances so that they are visible to visitors and employees prior to check in. For increased privacy, as each person approaches check in, the administrator/designee asks individuals to respond to Statement 1 and Statement 2. If an employee answers “NO,” they may not stay on site and are to leave the site immediately and contact their supervisor for further instructions on COVID-19 work option guidelines. A sample of “Daily Health Screening Application Questions” can be found below in the chart below. In addition, they will be directed to schedule a COVID-19 test.

Wellness & Exposure Check
<p><b>Do you agree to the statements below?</b></p> <p>I am feeling well. I have <u>not</u> had any of the symptoms below in the past 14 days.</p> <ul style="list-style-type: none"><li>• Fever of 100 degrees or greater</li><li>• Shortness of breath or difficulty breathing</li><li>• Chills</li><li>• Fatigue (new or severe)</li><li>• Any of the following not due to a chronic condition<ul style="list-style-type: none"><li>✓ Cough</li><li>✓ Congestion or runny Nose</li><li>✓ Muscle or body aches</li><li>✓ Headache</li><li>✓ Sore throat</li><li>✓ Nausea/Vomiting</li><li>✓ Diarrhea</li><li>✓ Loss of taste or smell</li></ul></li></ul>



I have **not** been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.

I have **not** been informed by my medical provider that I have COVID-19 in the past 14 days.

I have **not** had a positive COVID-19 test result in the past 14 days.

I am **not** currently under a quarantine or isolation order.

I have **not** traveled outside of Southern California in the past 10 days.

I have been as safe as possible.

If you “disagree” with any of the above, you will not be allowed to enter a school or NHCA office. You should schedule a COVID-19 test as a student or employee.

If an employee “disagrees” with any of the above, they will be instructed to contact their supervisor immediately and to schedule a COVID-19 test.

Adult visitors and staff who are not allowed entry or who report symptoms at any point during the school day are instructed to return home and keep away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who are not allowed entry or who report symptoms at any point during the school day will be given a surgical mask and accompanied to the designated isolation space where they can remain while arrangements are made for their return home.



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

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

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







### General Expectations

#### Face Coverings and Personal Protection

NHCAA Schools will require all students, employees and visitors while on school property to wear a face covering and follow all NHCA safety protocols. This includes parents who are dropping off or picking up children. A face covering or mask will be provided to any student or employee who does not have one.



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

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>



## Special Situations: Glasses



If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging

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

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

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

- a. Anyone for whom use of a face covering would be contrary to his or her health or safety because of a medical condition. All students who are medically exempt must have written documentation provided from their physician on file with the school nurse. A Student Mask Exemption Plan will be created and on file. Students who cannot wear face coverings cannot be cohorted with any other students.
- b. A child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face. *At NHCA, if child is school aged, the student must wear a mask at school at all times.*
- c. Children that are age 2 and under. *At NHCA, this would only apply to a parent/guardian visitor with a child under 2 yrs. of age.*

Teachers in early grades and those with specialized groups such as Deaf/Hard of Hearing may use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable students to see their teacher's face and avoid potential barriers to phonological instruction.

Alternative protective strategies may be adopted to accommodate students who are on individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. This may include that they are not included in a cohort with other students and provided alternative means of instruction.

**Face Masks:** Surgical or medical grade masks will be provided to the following individuals:

- 1) Healthcare professionals and any staff working in the isolation and quarantine areas
- 2) Students or staff that are placed in isolation during the school day
- 3) Staff that are providing specialized healthcare services that cannot be socially distanced
- 4) Staff that are supervising students with disabilities who cannot socially distance



**N95 Respirators:** N95 respirators will be worn by Healthcare Professionals who may be involved i





aerosol-generating procedures, such as suctioning, providing oxygen via high-flow nasal cannula, nebulizer treatments and sample collection for COVID-19 testing. Designated staff must be medically screened, trained and properly fitted to the N95 respirator according to the written Respiratory Protection Plan as required by California Occupational Safety and Health Administration (Cal/OSHA) regulations (8 CCR 5144).

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

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

**Protective gowns:** Disposable protective gowns must be worn by staff providing aerosol-generating procedures. A protective gown may be worn by staff who support students with special healthcare needs, when conducting sample collection during COVID-19 testing or when there is likelihood of coming in contact with respiratory secretions or other body fluid.

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

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



## V. Health Monitoring and Containment Plan

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

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

## Health Monitoring and Health Office Guidance

### Communicable Disease Monitoring

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

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

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

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



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

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

In compliance with LACDPH, each school must have a dedicated isolation area and a dedicated quarantine area separate from the front office for suspected COVID cases. As each school is different and has unique challenges, there will be recommended health office set-up scenarios. School space and staffing needs should be considered when deciding how to physically set up the school's designated spaces.

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

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

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

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



## Containment of Infection

### Illness at School

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

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

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

### Confirmed COVID-19 Positive Student

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

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

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

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

### Confirmed COVID-19 Positive Staff

If a staff member who has been physically on campus has a confirmed COVID-19 diagnosis, LACDPH will be notified immediately by the School COVID-19 Compliance Officer in collaboration with the



Community Engagement Team. In addition, those in close contact with the staff member will be notified of the exposure by school administration and instructed on current LACDPH protocol related to exposure.

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

The Principal must ensure that the employee has been referred to our Human Resources Department for further employee guidance and procedures.

All "serious" employee illnesses must be reported to the California Occupational Safety and Health Administration (Cal-OSHA) within 8 hours. A COVID-19 case would be considered serious if it resulted in the employee's transport to the hospital from the school, if the employee was admitted to the hospital or if the employee passed away due to an illness occurring in or in connection with employment. All notifications to Cal-OSHA need to be made immediately and documented. The Principal will work closely with the Human Resources Department to ensure timely submittal and compliance.

## Exposure Management Plan

NHCA Schools has formed a dedicated NHCA Community Engagement team to contact those who test positive for COVID-19. Community engagement is a confidential process used to reduce the spread of the virus. Those known to be exposed to an employee or student with the virus will be contacted and will be referred for testing and medical care as appropriate.

If an employee or student tests positive, they will receive instructions to isolate immediately. The NHCA Community Engagement team will call the individual and will provide isolation instructions and proceed to contact household members, employees, and students identified to have been in close contact with the positive case, provide quarantine instructions and refer them for a test. Details of the case and the list of those exposed is submitted to the Los Angeles County Department of Public Health to conduct full public health contact tracing.

### Implementing Exposure Management Plan at NHCA Schools (Appendix T2)

#### Planning

Each school is required to designate a School COVID-19 Task Force (C-19 Task Force) that ensures that safety protocols are observed and that education is provided to staff, families and students. The leader of the school's C-19 Task Force is the COVID-19 Compliance Officer who acts as liaison to the Los Angeles County Department of Public Health (LACDPH); this role is filled by the principal, or it can be



assigned to a designee school administrator. When selecting C-19 Task Force members, schools should include staff members who are reporting to work and represent the breadth of the school community. This site team should include but is not limited to school counseling, clinical counseling, expanded day coordinator, operations/maintenance as members of the COVID-19 Compliance Task Force. Record members of the C- 19 Task Force and the Compliance Officer on the Site Specific Planning Form (page 3).

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

## Case Management

### One case

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the COVID-19 Home Isolation Instructions and informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for isolation. At NHCA the COVID-19 Compliance Officer will also work closely with our Human Resources Department for case management.

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

The School COVID-19 Compliance Officer will submit the list of exposed individuals to LACDPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within one business day of notification of a laboratory confirmed COVID-19 case. This information will be transmitted to LACDPH via email to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) and copied to the NHCA Community Engagement team email [nrashid@nhcharteracademy.com](mailto:nrashid@nhcharteracademy.com)

The Principal, as Task Force Leader & Compliance Officer, will provide a notice to all employees and independent contracts who may have had a COVID-19 exposure within one business day. This notice of potential exposure may not reveal any personal identifying information of the COVID-19 case. Personal information of COVID-19 cases or persons with COVID-19 symptoms shall always be kept confidential.

NHCA Schools has a dedicated Community Engagement team who will contact each person who receives a positive test as well as those who may have been exposed to the case. The Community Engagement



team will call the individual and provide isolation instructions. In addition to the list submitted by the Compliance Officer, the



Community Engagement team will also contact household members, employees, and students who may have been in contact with a positive case, provide quarantine instructions and refer them for a test.

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

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

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

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

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

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

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

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

In the event that there is a report of possible COVID spread within a school where the DPH recommends long-term or short-term suspension of in-person instruction, the communication plan will follow the same protocols from the NHCA Closings & Dismissal Procedures. NHCA will use all message platforms and both organization and school websites to communicate with families and staff regarding any school closure. The NHCA Board of Directors will be immediately informed of the reasons for the closure and procedures being put into place by the organization. The organization will transition the school to distance learning under the advisement of LACDPH.





## COVID-19 Response Teams and Responsibilities

### School Compliance Task Force Team

The School COVID-19 Compliance Task Force Officer will:

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

The Attendance Monitor [Office Manager] will:

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

The school Principal will:

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

The Maintenance/Janitorial Lead will:

- Under direction of the School Principal will clean and disinfect the area utilized by ill students or staff per district and DPH and CDC protocols.

The NHCA Nurse will:

- Provide trainings for certificated and classified staff on health and safety protocols to be administered and followed at the school sites [daily protocols as well as any emergency protocols]
- Act as the Exposure Management Advisor
- Train classroom staff on basic first aid, the identification of COVID-19 symptoms and the health office area referral process.

In the event that the school does not have a full-time nurse, the Office Manager or designee must also be designated. This staff member needs to be on-site full time and will be trained by the school nurse to manage these cases in the absence of a full-time nurse.



## NHCA Response Team to COVID-19 Illness

The NHCA's COVID-19 Compliance Officer will:

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

The Executive Director will:

- In collaboration with DPH, determine school dismissal and closure
- Will lead all efforts to ensure protocols, procedures, laws, and communications are in place
- Will engage with the NHCA Board of Directors on outbreaks and/or school closures [if needed]

The Director of Facilities and Director of Operations will:

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

The Community Engagement Team will:

- Provide guidance and information to an employee regarding medical leave due to illness or exposure;
- Conduct contact tracing and notification of potentially exposed student, staff and visitors.

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

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

### Positive COVID-19 Diagnosis

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

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



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

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

## **COVID-19 Symptoms with Negative Test Result**

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

## **COVID-19 Exposure**

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

- After quarantine at home for 14 days from last exposure to positive COVID-19 case
- If individual becomes symptomatic, must follow above guideline for COVID-19 symptoms



## VI. COVID-19 Surveillance Program

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

- Develop a plan or protocol for incorporating surveillance testing in to regular school operations of all school personnel.
- The plan must provide that all surveillance test results are reported to the Department of Public Health.
- The plan must describe the strategy for ensuring access to periodic testing of all school personnel to be implemented when instructed by the DPH based on local disease trends and/or after resolution of an outbreak at the school.

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

### COVID-19 Testing Process

COVID-19 testing of all employees and students will be conducted on a regular basis, at frequencies recommended by a consortium of leading health experts.

COVID-19 testing will be offered at school sites for employees. NHCA will provide a saliva test to staff. Testing will be provided to all at no charge to anyone receiving a test.

Individuals will be notified via email and/or phone call when it is time to schedule their baseline COVID-19 test appointment. The samples collected will be scanned, packaged and sent to the lab. 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 will be stored in a secure database and kept private.

The first phase of COVID-19 testing will include employees who are currently working at school sites or offices. The second phase of testing will include all employees scheduled to return to work due to reopening. If an employee becomes symptomatic or tests positive, the employee or student and household members who may have been exposed are given instructions to quarantine by the District Community Engagement team and are referred for testing.



Baseline testing will be conducted to inform a safe re-opening of in-person instruction. In the 7 days prior to the reopening the school, all NHCA 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.*

Staff who return to school campuses will participate in symptomatic and response testing, in addition to weekly asymptomatic testing, offered on or near their school campus.

Symptomatic and response testing is offered at various sites that are geographically identified throughout the District. Students and employees who are experiencing symptoms or who are a close contact to a positive case are directed to select sites where drive-up 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.

Staff are required to participate in COVID-19 testing prior to entering a NHCA site, which includes testing of asymptomatic, symptomatic and exposed individuals.



## VII. Serving Students with Disabilities

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

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

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

NHCA Schools will continue to provide FAPE in the least restrictive environment (LRE) for each child. All students with disabilities will receive services according to their IEP. In accordance with IDEA it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.

Every child and adolescent with a disability is entitled to FAPE, and is entitled to special education services based on their individualized education program (IEP). It will require ongoing review and problem solving to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver hand-over hand instruction or hygiene service needs for students.

### Timelines and Evaluations

All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. IEP Team meetings and 504 meetings that were missed due to the March 2020 school



facility



closures will continue to be rescheduled and conducted as soon as possible, if not already conducted virtually for each child. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.

## **Service Provision**

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

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





- All Staff and students will receive training on the appropriate use of PPE and healthy hygiene



practices that are proven to mitigate the spread of COVID-19.

## **504 Accommodations**

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



## VIII. Family and Student Engagement

### Family Support and Communication

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

- Implement measures that communicate to the school community and the public related to policies and procedures for COVID-19 testing, physical distancing, changes in academic and extracurricular programming, parent visits to school, etc.
- Comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic.
- Prepare to provide families with clear and ongoing communication about what to expect, during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.

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

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

- Traditional communications (email, phone calls, text, U.S. mail)
- Social media (Facebook, Twitter, & Instagram)
- Digital media (Website, Zoom and Google Meet).
- Video messages



NHCA Schools is committed to the continual support of our families.

- Updates from the Executive Director are sent to families and posted to the website.
- The schools will engage and communicate with families via newsletters, oneCALL messages, virtual informational sessions about health protocols, academic requirements, distance learning expectations and resources available for support.
- We will continue to comply with state and federal family engagement requirements during the COVID-19 pandemic. Virtual platforms will be used to facilitate the various events and community engagement the organization and school sites host which includes, but not limited to, Coffee with the Principal, School Advisory Committee Meetings, NHCA Board Meetings, Family Nights, School Open Houses, introductions from school administrators, virtual tours and orientations, etc.
- Staff training will be provided at the beginning of the school year to cover safety protocols, including social distancing, hand washing, face coverings, respiratory/cough etiquette, and cleaning/disinfection of surfaces. Training will also be available for substitutes and new staff.
- Student training will be provided in a format appropriate to students' age groups.



- Principals will conduct virtual informational meetings for all stakeholders [students, staff, and families] related to school safety protocols before re-opening and at the start of the school year as part of school orientation sessions and ongoing efforts to support safety for all on campus throughout the year.



## IX. COVID-19 Related Employee Benefits

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

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

EPSL benefits are paid at 100% of the employee's daily assigned hours for staff who are following a federal, state, or local quarantine or stay-at-home order; or are quarantined by a health care provider; or have COVID-19 symptoms and are seeking a diagnosis. Paid leave under EPSL is in addition to any other paid leave benefits provided by the District and supersedes other leave forms available for use to employees for specified reasons.

### District-Sponsored & Employee Benefits:

The Family & Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide up to 12 workweeks of unpaid, job-protected time away from work to eligible employees for qualifying reasons, including an employee's own serious health condition. An employee must have at least 12 months of employment with the District within the last 7 years AND at least 130 days worked (1250 hours for units A, E, G & Classified Substitutes) in the 12 months immediately preceding the first absence for the qualifying reason. Employees may be eligible to use their own available illness (full & half-pay) days, Personal Necessity, and/or vacation with or without FMLA/CFRA benefited time for their own serious health condition.

### Workers' Compensation:

Workers' compensation provides wage replacement benefits to employees who are unable to work due to an illness or injury arising out of and in the course of employment with the District. It provides medical care at no cost to the employee related to on-the-job illnesses and injuries. It prohibits employers from retaliating against employees who file a Workers' Compensation claim.



## State Disability Benefits(SDI):

Classified employees may be eligible for State Disability Benefits for their own illness or injury through the California Employment Development Department. SDI information can be found on the EDD website: [www.edd.gov](http://www.edd.gov).

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



