# COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Updated Aug. 7, 2020

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| **School Name:** | **THE CLASSICAL ACADEMY - GENERIC PLAN** | | | | |
| **School Address:** | **SAN DIEGO COUNTY** | | | | |
| **School Type:** | School District: ☐ | | Charter School   X | | Private School   ☐ |
| **Name of School District, Charter School System or Private School System if Applicable:** | **THE CLASSICAL ACADEMY INC.** | | | | |

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs (July 17, 2020) and COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

**The template was revised on Aug. 7, 2020 to include a section on sports and extracurricular activities that was added to industry guidance released on Aug. 3, 2020. (See Section 6, item 30.)** School leaders are also advised to review the California Department of Public Health Schools Guidance FAQs.

Describe the school's plans for each of the following elements.

## 1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: https://classicalacademy.com/coronavirus-outbreak/.
   a. The person responsible to implement and monitor this plan is: (Insert Name, Job Title and Phone-campus specific)
   b. The school's COVID-19 Liaison for contact with Public Health Services is: (Jared Baez, Director of Safety and Security)
      i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: Please see COVID Plan-IsolationAndReporting process.
      ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
   c. The school has incorporated the CDPH Guidance for the Use of Face Coverings. See section 3 for more information.
   d. The school's COVID-19 Prevention Plan is posted at: https://classicalacademy.com/coronavirus-outbreak/ This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
      i. Mandatory Schoology Course for all employees, weekly emails, all employee Zoom training, communicated through team meetings and in classrooms.
   e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
      i. Mandatory Schoology Course for all employees
      ii. Weekly feedback from Facilities and Safety teams on each campus and location
      iii. Employees report deficiencies to HealthandSafety@classicalacademy.com
   f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.

h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

   We will support the utilization of campuses and facilities by outside groups only if they have created a COVID-19 policy/procedure which adheres to State and local requirements.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

   a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.

   b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and

   c. Individuals who may not be able to communicate symptoms of illness.

   Student health plans will be created and updated as necessary to address the additional accommodations of students with compromised immune systems and COVID-related needs that do not apply to the whole school population. Campus specific health updates will be conducted regularly and as recommended by local entities. Students who require direct contact due to mobility restrictions or behavior issues will be directly assisted by the TCA team as needed using the maximum personal protective equipment (PPE) available. Students who are unable to wear PPE will be frequently screened by assisting team members for COVID symptoms and in-person services will be terminated until the student is well and meets parameters for returning to school. Parents will be provided information on face cover training activities at home and reinforcement will be provided by school personnel. Students and team members will follow physical distancing, hand hygiene, and cough etiquette recommendations and signage will be provided throughout school. Students with difficulty remembering or adhering to the requirements will partner with TCA team members and will be assisted to perform hand hygiene at specified intervals throughout the day.

5. The schools has reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to:

a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow

b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.

c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.

d. Use fragrance-free hand sanitizer when hand washing is not practicable.

    i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.

    ii. Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.

    iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Training on face coverings, hand washing, and other COVID specific policies will be addressed in 4 ways:

1) A Schoology course will be available to all employees which cover ways to protect yourself and others from catching and spreading COVID-19.
2) The Health and Safety team will send out weekly emails covering COVID-19 topics. All required training mandated in this document will be covered.
3) COVID-19 Safety policies and safety requirements will be posted at each site.
4) Frequent face to face reminders from teachers to students and from leaders to employees.

7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Currently looking to replace water fountains with hand wash stations where possible.

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

COVID-Risk Assessment document describes strategy for hand washing / hand sanitizing.

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

Healthy Hygiene and supplies are covered in the COVID-Risk Assessment document

10. Information contained in the CDPH Guidance for the Use of Face Coverings to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

Specifics about face coverings are covered in the COVID-Risk Assessment document as well as the COVID-PreventionPlan. Face coverings are also covered in the COVID-19 Schoology course.

11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

Please see COVID-PreventionPlan section 3.14

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

Please see COVID-PreventionPlan section 3.14. Adequate PPE will be provided at each campus and facility

13. Strongly recommend that all students and staff be immunized each autumn against influenza unless

contraindicated by personal medical conditions, to help:
   a. Protect the school community
   b. Reduce demands on health care facilities
   c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

All students and employees will be encouraged to get immunized for influenza via email.

## 3. Face Coverings
The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. Each facility will have adequate PPE equipment for employees, including face masks.

   a. Teach and reinforce use of face coverings, or in limited instances, face shields.

   b. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.

   c. Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

   d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

Training on face coverings, hand washing, and other COVID specific policies will be addressed in 4 ways:
1) A Schoology course will be available to all employees which cover ways to protect yourself and others from catching and spreading COVID-19.
2) The Health and Safety team will send out weekly emails covering COVID-19 topics. All required training mandated in this document will be covered.
3) COVID-19 Safety policies and safety requirements will be posted at each site.
4) Frequent face to face reminders from teachers to students and from leaders to employees.

15. The school's plans regarding students' use of face coverings includes the following elements:

| Age | Face Covering Requirement |
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| Under 2 years old | No |
| 2 years old – 2nd grade | Strongly encouraged** |
| 3rd grade – high school | Yes, unless exempt |
| **Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly. | |

   a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
   b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Face coverings are also covered in the COVID-Risk Assessment document

16. The school's plans regarding staff use of face covers includes the following elements:
   a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

   b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
   c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

   Face coverings are also covered in the COVID-Risk Assessment document

## 4. Ensure Teacher and Staff Safety
The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:
   a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
   b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
   c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
   d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
   e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
   f. Implement procedures for daily symptom monitoring for staff.

   Reasonable accommodations will be made to support staff at higher risk on a case by case basis. All facilities and campuses have signage informing students and employees to wear proper PPE and to social distance. Regular emails from the Health and Safety team will also remind employees to follow COVID-19 safety practices and procedures.

## 5. Intensify Cleaning, Disinfection, and Ventilation
The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

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19. Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:
    a. Door handles
    b. Light switches
    c. Sink handles
    d. Bathroom surfaces
    e. Tables
    f. Student desks
    g. Chairs

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
N/A

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

    a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
    b. Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
    c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
    d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
    e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

23. Ensure safe and correct application of disinfectant and keep products away from students.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
    a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

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| Communications from Health and Safety will reinforce good cleaning practices including ventilating spaces when cleaning and disinfecting and will also be covered in Schoology course. |

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| 25. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.<br><br>All considerations will be made to ensure clean airflow. |
| 26. Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.<br><br>All precautions listed at the CDC website have been addressed. |

## 6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

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| 27. During arrival and departure:<br>   a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.<br>   b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.<br>   c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.<br>   d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.<br>   e. Implement health screenings of students and staff upon arrival at school.<br>   f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.<br><br>Processes for arrival and departure are covered in the COVID-Risk Assessment document. |
| 28. In-classroom spaces:<br>   a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.<br>   b. Prioritize the use and maximization of outdoor space for activities where practicable.<br>   c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.<br>   d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.<br>   e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.<br>   f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.<br>   g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.<br>   h. Activities that involve singing must only take place outdoors.<br>   i. Implement procedures for turning in assignments to minimize contact. |

j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

Processes for classroom COVID processes are covered in the COVID-Risk Assessment document.

29. In non-classroom spaces:
    a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
    b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
    c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
    d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
    e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
    f. Consider holding recess activities in separated areas designated by class.

Processes for non-classroom space activities COVID processes are covered in the COVID-Risk Assessment document.

30. For sports and extracurricular activities: (Updated August 3, 2020)
    a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
    b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (*see CDC Guidance on Schools and Cohorting). Activities should take place outside to the maximum extent practicable.*
    c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (*e.g.*, running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
    d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
    e. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
    f. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
    g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

Processes for sports and extracurricular activities are covered in the TCA COVID-Risk Assessment document.

## 7.  Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

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| 31.  Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned. <br><br> Please see COVID-Risk Assessment document. |
| 32.  Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses. <br><br> Please see COVID-Risk Assessment document. |
| 33.  Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses. <br><br> Please see COVID-Risk Assessment document. |

## 8.  Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

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| 34. Train all staff and provide educational materials to families in the following safety actions: <br>     a.  Enhanced sanitation practices <br>     b.  Physical distancing guidelines and their importance <br>     c.  Proper use, removal, and washing of face coverings <br>     d.  Screening practices <br>     e.  How COVID-19 is spread <br>     f.  COVID-19 specific symptom identification <br>     g.  Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19. <br>     h.  For workers, COVID-19 specific symptom identification and when to seek medical attention <br>     i.  The employer's plan and procedures to follow when children or adults become sick at school. <br>     j.  The employer's plan and procedures to protect workers from COVID-19 illness. <br><br> Training on face coverings, hand washing, and other COVID specific policies will be addressed in 4 ways: <br> 1)  A Schoology course will be available to all employees which cover ways to protect yourself and others from catching and spreading COVID-19. <br> 2)  The Health and Safety team will send out weekly emails covering COVID-19 topics. All required training mandated in this document will be covered. <br> 3)  COVID-19 Safety policies and safety requirements will be posted at each site. <br> 4)  Frequent face to face reminders from teachers to students and from leaders to employees. |
| 35. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained. <br><br> Training on face coverings, hand washing, and other COVID specific policies will be addressed in 4 ways: <br> 1)  A Schoology course will be available to all employees which cover ways to protect yourself and others from catching and spreading COVID-19. <br> 2)  The Health and Safety team will send out weekly emails covering COVID-19 topics. All required training mandated in this document will be covered. <br> 3)  COVID-19 Safety policies and safety requirements will be posted at each site. <br> 4)  Frequent face to face reminders from teachers to students and from leaders to employees. |

## 9.  Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

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| 36. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.<br><br>Please see COVID-IsolationAndReporting |
| 37. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.<br><br>Please see COVID-IsolationAndReporting. All hands training via Zoom and emails. |
| 38. Implement screening and other procedures for all staff and students entering the facility.<br><br>Please see COVID-IsolationAndReporting |
| 39. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.<br><br>Please see COVID-IsolationAndReporting and COVID-Risk Assessment document. |
| 40. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.<br><br>Please see COVID-IsolationAndReporting and COVID-Risk Assessment document. |
| 41. Make available and encourage use of hand-washing stations or hand sanitizer.<br><br>Please see COVID-Risk Assessment document. |
| 42. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.<br><br>Please see COVID-IsolationAndReporting document. |
| 43. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.<br><br>Please see COVID-IsolationAndReporting document. |
| 44. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms.<br><br>Please see COVID-IsolationAndReporting document. |
| 45. Policies should not penalize students and families for missing class.<br><br>Please see COVID-IsolationAndReporting document. |

## 10.  Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based

Programs" follows each of those described below.

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| 46. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.<br><br>Please see COVID-IsolationAndReporting document. |
| 47. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.<br><br>Please see COVID-IsolationAndReporting document. |
| 48. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:<br>   a. Fever<br>   b. Cough<br>   c. Shortness of breath or difficulty breathing<br>   d. Chills<br>   e. Repeated shaking with chills<br>   f. Fatigue<br>   g. Muscle pain<br>   h. Headache<br>   i. Sore throat<br>   j. Congestion or runny nose<br>   k. Nausea or vomiting<br>   l. Diarrhea<br>   m. New loss of taste or smell<br><br>Please see COVID-IsolationAndReporting document |
| 49. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.<br><br>Please see COVID-IsolationAndReporting document. |
| 50. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here.<br><br>Please see COVID-IsolationAndReporting document. |
| 51. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.<br><br>Please see COVID-IsolationAndReporting document. |
| 52. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved and at least 10 days since |

symptoms first appeared.

*Please see COVID-IsolationAndReporting document.*

53. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

   *As an Independent Study Charter School all student lessons are available through our online digital learning management tools.*

54. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit coffering distances learning.

   *As an Independent Study Charter School all student lessons are available through our online digital learning management tools.*

55. Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

   *Please see COVID-IsolationAndReporting document.*

56. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

   *Please see COVID-IsolationAndReporting document.*

57. Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

   *See item 1e above and please see COVID-IsolationAndReporting document.*

## 11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. The school has plans that describe how it will:

   a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
   b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
   c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
   d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
   e. Consult with local health departments if routine testing is being considered by a local educational agency.

| The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. |
| f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study. |

## 12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

59. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

    Please see COVID-IsolationAndReporting document.

60. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps:
    a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
    b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
    c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
    d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
    e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and  worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
    f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
    g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
    h. Maintain regular communications with the local public health department.

    Please see COVID-IsolationAndReporting document.

**The following signatures attests that the information provided above is true and correct.**


Signature: _____     Date: _____

Name:                                      Principal


Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.


Signature: _____     Date: _____

Name:                                      Title: