

COVID-19 Containment, Response, and Control Plan

Purpose:

This document serves to address the Los Angeles County Department of Public Health's (DPH) Reopening Protocols for K-12 Schools. This document communicates the protocols and policies that we will employ to ensure that we are following DPH mandates.

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Institution Name:

Los Feliz Charter School for the Arts & Los Feliz Charter Middle School for the Arts

Media Center Campus

Address: 2709 Media Center Drive
Max Occupancy: 520
Square Footage 45,647

Eagle Rock Campus

Address: 3838 Eagle Rock Boulevard
Max Occupancy: 630
Square Footage: 39,027

Section A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS

A.1 The school has 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. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.

- DPH Liaison, Michelle Jones, School Operations Manager
- Dr. Linda Lee, Executive Director/Principal (Back Up to Michelle Jones)
- Andreas Wenger, School Facilities Manager
- Nick Zanoria, Director of Student Support Services
- Helida Silva, Assistant Principal
- Johanna Voutounou, Community Engagement Manager

A.2 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) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:

- Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.

When an employee is notified that a member of the school community tests positive for or has symptoms consistent with COVID-19, they must report it to the COVID Compliance Team (CCT) at COVIDteam@losfelizarts.org. This email will reach the entire team.

If the individual is on campus, the CCT will implement temporary isolation procedures, determine exposures, and arrange for return to home. (See section below on School Exposure Management Plan) That individual will be added to the “14-day COVID Exclusion Tracker”, to track dates and status.

If the individual is off-campus, they will be notified that they will be required to self-isolate and given an approved date to return. That individual will be added to the quarantine log, to track dates and status.

- Fact-sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self- isolation and links to sites with further information.

Individuals will be sent the following fact-sheets and informational materials

- LFCSA policy for return
 - Self-Isolation policy
 - Continued Learning
 - COVID-19 testing access
 - Additional relevant documents as they become available
- A plan or protocol to initiate a *School Exposure Management Plan*¹ consistent with DP-H guidance that outlines procedures for:
 - Isolation of case(s);

¹ Link here to DHP Exposure Mangement Plan

As soon as an individual is identified they must be isolated, recorded, interviewed for exposure to others, and sent home as soon as feasibly possible.

Media Center Campus: Front Office room with glass doors

Eagle Rock Campus: Counseling room in office

Determine if supervision is needed (have line of sight). If yes, then ensure the supervisor has access to PPE (e.g. gloves, N95 mask, shield)

The room will be disinfected once the isolation area is vacated.

- Identification of persons exposed to cases at school;

First review schedules to determine exposure to others, and duration of exposure. Interview individuals to determine if they had contact with others.

Close contact as defined by the CDC is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.²

- Immediate quarantine of exposed employees and/or students; and

For exposed individuals, record names, contact DHP, start sending home. If warranted, quarantine exposed individuals in a secondary location.

Media Center Campus: Outside lunch benches, if inclement weather then auditorium

Eagle Rock Campus: Outside lunch benches, if inclement weather then CAP room

- Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- A plan to report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.

At any time when 3 or more cases within 14 days have been identified, our DHP liaison will contact the Department of Public Health to work with them to determine the level of response (e.g. continue as is, close a class, close the school, etc.). The DPH liaison will track the cases and timelines.

² <https://tools.cdc.gov/medialibrary/index.aspx#/media/id/406464>

- Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

Our contingency plan would be to transition from Full Operations to the Hybrid Model or from the Hybrid to a Distance Learning Only Model would be accomplished more easily by the school with the following in place:

- All classes will utilize Google Classroom
- The Parent Portal will be activated for access to information, progress reports, etc.
- Continue to utilize ParentSquare as the main conduit of communications since it has customizable preferences for the users.

A.2 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 or occupational health services to make appropriate decisions on returning to the workplace.

The institution would follow legal guidelines and work to accommodate for vulnerable employees to the extent possible. Some examples of the type of work that can be done when physically open:

- Online support and/or teaching for Cohort C students (Distance Only)
- Individualized supports to struggling students
- Other tasks as needed

A.3 Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

Work processes would be reconfigured to balance academic requirements, student needs, and increased opportunities to work from home. This would be assessed on a case by case basis depending upon the job duty.

A.4 In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

The Hybrid Model addresses both staggered scheduling, forming cohorts, and maximizing physical distancing. To the extent possible, employee shifts will be reconfigured to support both onsite needs (instruction, supervision, childcare) and online needs (small group instruction, teletherapy, 1:1 support for students, staff, parents).

A.5 All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.

Employees will be informed via the Employee Handbook, regular posts/reminders, language on

internal website, and by memo with procedures and leave benefits with an acknowledgement signature.

Employees will use a self-screening tool to determine whether or not they are sick or have been exposed.

A.6 Use of school facilities for non-school purposes (community meetings or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.

We will not allow school facilities to be used for non-school purposes. When possible, when working with our school partners (e.g. One Water LA Engineers, FOLAR, CALArts, etc.) we will conduct sessions via online platforms.

A.7 Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely before employees leave home or in person upon the employees' arrival. A temperature check with a no-touch thermometer should be done at the worksite if feasible.

A.8 Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.

- Employees are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times while on-site when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when alone in a private office or booth or a walled cubicle.
- A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
- 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.

A.9 Employees are instructed to wash their face coverings daily. Parents are instructed to ensure that children have clean face coverings.

We will send reminders through posts, emails, posters on campus, and texts.

A.10 All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).

Spaces will have markers with 6 feet distance from a workstation to visitor standing area. If contact closer than 6ft is required, alternative strategies, such as a physical barrier will be used.

A.11 In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.

Schedules will be staggered to accommodate physical space capacity.

Media Center Campus:	Café & Designated outside tables
Eagle Rock Campus:	Lounge & Designated outside tables

A.12 All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use of face coverings when around others.

All employees, on-site contractors, vendors and delivery personnel will be provided instructions regarding maintaining physical distancing and the required use of face coverings when around others. There will be signs at our entrances and posted around the campus to serve as reminders.

A.13 Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule (County Mandate: 3 times daily):

Common areas will be disinfected a minimum of 3 times daily, using products that meet Cal/OSHA requirements for safe use and as required by the Healthy Schools Act. The following areas are scheduled for disinfection.

Media Center Campus:

- Classrooms
- Restrooms
- Front Office
- Café
- Studios
- Counseling and other student support areas
- Front office
- Entrance/Exit, office, classroom doors

Eagle Rock Campus:

- Classrooms
- Restrooms
- Front Office
- Lounge
- Studios
- Counseling and other student support areas
- Other offices
- Entrance/Exit, office, classroom doors

A.14 High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.

High touch areas are frequently disinfected.

Use of refrigerators and microwaves are allowed, and they are to be cleaned before and after each use by each individual using them (e.g. handles, touchpads).

All other shared appliances and dishware are not allowed.

A.15 Disinfectant and related supplies are available to employees at the following location(s):

Media Center Campus: Locked in fire riser room in Theater Arts area

Eagle Rock Campus: Locked in custodial shed next to the Office

A.16 Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations:

Media Center Campus

- Building entrance/s, exit/s
- Classrooms
- Restrooms
- Front Office
- Stairway entrances
- Café
- Offices
- Instructional Material Area
- Studios
- Isolation Area
- Elevator entry
- Playground Entrance

Eagle Rock Campus

- Building entrance/s, exit/s
- Classrooms
- Restrooms
- Front Office
- Stairway entrances
- Lounge
- Offices
- Instructional Material Area
- Studios
- Isolation Area
- Elevator entry
- Playground Entrance

A.17 Soap and water are available to all employees at the following location(s):

Media Center Campus: Café, Restrooms

Eagle Rock Campus: Adult Restrooms, Handwashing stations

A.18 Employees are offered frequent opportunities to wash their hands.

A.19 Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.

To the extent feasible, employees will have access to their own tools and equipment. For equipment or tools that are shared (e.g. copiers, laminators, paper cutters, etc.) they are to be disinfected before and after each use by the individual who is using them.

A.20 Copies of the DHP Protocol have been distributed to all employees.

This protocol will be accessible on the schools public website, internal website, posted physically outside both offices on campus, and sent to all employees. Employees will sign an acknowledgement of receipt.

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

B.1 Maximum number of employees permitted in facility to maximize physical distancing is:

Media Center Campus: The maximum of all individuals is 260, as a combination of students and employees.

Eagle Rock Campus: The maximum of all individuals is 315, as a combination of students and employees.

B.2 Maximum number of students permitted in facility to maximize physical distancing is:

Media Center Campus: The maximum of all individuals is 260, as a combination of students and employees.

Eagle Rock Campus: The maximum of all students is 105

B.3 Measures are in place to ensure physical distancing of students on school busses. These include:

Although we do not use busses for daily transportation, and we are not scheduling any field trips for this school year, we are still including this guidance in case we should resume using busses in the future.

- A maximum of one child is permitted per bus seat.
- Use of alternating rows.
- Staggered school start times to permit more than one trip per bus at school start and close.
- Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
- Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
- Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
- Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
- Other

B.4 Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. These include:

- Students exit busses or other vehicles single file through one door.
- School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to ensure distancing is maintained and avert gatherings.
- Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
- Multiple entrances and exits are used to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.
- A traffic pattern map will be distributed to communicate entry and exit flow

B.5 Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include:

- School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- We will have a pre-screening process for staff and families. Anyone who neglects to conduct the pre-screening will not be allowed on campus until they complete it and have been given permission to enter.
- Supervision will be available before school starts. There will be supervision for students dropped off prior to class starting. They will wait on the playground in designated socially distanced spots on the yard. Parents will be encouraged to drop off students as close to their start time as feasibly possible.
- School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.

Media Center Campus: We will supervise hallways, multi-stall restrooms. We will schedule frequent group restroom and handwashing breaks to control the flow into the restrooms. There will be a line to wait for entry into multi-stall restrooms (eg. 2 people at a time)

Eagle Rock Campus: We will supervise hallways, multi-stall restrooms. We will schedule frequent group restroom and handwashing breaks to control the flow into the restrooms. There will be a line to wait for entry into multi-stall restrooms (eg. 2 people at a time)

- Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.

Maximum of 2 people per elevator. (A student must be accompanied by an adult.)

- The following Measures are in place to avoid crowding on stairways:
 - Designation of up and down stairways during instructional hours and on instructional days.

Media Center Campus:

Front Office/White stairs are for Up Only

Side/Grey stairs are for Down Only

- Staggering of breaks between classes

Classes will have staggered recess, lunch, and restroom/handwashing breaks.

- Monitoring of stairways by school staff

For times when classes are not scheduled for a break outside the classroom, staff will be assigned to supervise and redirect individuals not maintaining physical distance.

B6. Measures are in place to ensure physical distancing within classrooms. These include:

- In-person class size has been limited to:
See classroom space chart for each campus
- The school day has been divided into shifts to permit fewer students per class.

We will stagger schedules for entry and exit. We will modify our tardy policies for sibling families to allow for less exposure if the schedules are significantly staggered or if they need to travel between campuses.

- Attendance is staggered to reduce the overall number of students in classrooms on a given day.

Instituting our Hybrid Model, which schedules classes into smaller cohorts, with an alternative option for families to continue with Distance Learning only, will ensure that our classes are at 50% or less capacity for physical attendance.

- Some classes have been moved entirely online.

Cohort A & B are modified schedules with both in-person and online classes.
Cohort C is Distance Learning only

- Online class attendance is offered as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.

This option is available for all students.

- Alternative spaces are used to reduce the number of students within classrooms. These may include:

Media Center Campus:

Inside:

Studios:

Theater Arts Area

Grass area by Artist In Residence Bin

Grass area by Sunflower:

Grass area by Café:

Auditorium: 40

Outside:

Lunch tent: 30

Chill zone:

Handball area:

Play structure:

Garden:

PE Field: 140

Eagle Rock Campus:

Inside:

Studios: 15

Outside:

Lunch Area:

Playground:

- Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.

Seating spaces in classrooms will either be physical moved to or clearly marked (e.g. "sit here" stickers) to ensure distancing. Physical barriers will be made available for spaces smaller than 6 ft. (e.g. school psychologist office)

- Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom (e.g. sofas).
- Teaching methods are modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.

B.7 Gym class activities are selected to permit physical distancing.

Physical Education activities will be physically distanced.

B.8 School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies may include:

Not applicable, we do have locker rooms for changing of clothes.

B.9 Measures are in place to maintain physical distancing during school meals. These may include:

- To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.
- If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
- Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.
- If meals take place in a lunch area, meal times are staggered to the extent feasible to reduce the number of students in the cafeteria at one time; staff are on hand to ensure that elementary school students from different classrooms are not mingling.

- If meals take place in a lunch area, space between tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

B.10 Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

Food service workers will maintain 6ft distance for meal service.

B.11 Measures are in place to permit physical distancing in school areas used for student support services

- Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

Special education and student support providers will be instructed to maintain a physical distance of at least six feet via inter-office correspondence, as well as during the professional development at the beginning of the year. This policy will be revisited during monthly meetings.

- Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- Where feasible and appropriate, therapeutic and support activities are conducted virtually.

Special education providers can continue working with students via teletherapy with the exception of services that require in-person interactions (e.g. BII, assessments, physical therapy) as determined by the IEP team.

- Sharing of equipment and supplies is 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

PPE and disinfectant supplies will be made available to student support providers to sanitize any shared equipment before and after sessions with different students. Students participating in group sessions will either use their own equipment, or the shared equipment will be sanitized before and after each use.

- Staff offering student support services are provided with appropriate PPE per Cal OSHA requirements.

B.12 Measures are in place to permit physical distancing in administrative areas of the school

- Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.

Signage is posted outside prior to entry. Signage will be posted in the offices and spaces around administrative spaces (e.g hallways, doors). People will be encouraged to reach administrative offices by email or phone to reduce traffic.

- Tape or other markings are used to define a 6-foot radius around reception desks or counters.

Spots to stand or sit when there may be a need to have 2 people in a room. Boundary to not cross into an administrative desk space will be demarcated by tape, floor sticker, or stanchion.

- Work stations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

Same as the previous bullet.

B.13 Measures are in place to ensure physical distancing and safe infection control practices in extracurricular activities.

- Spectator events are not permitted at this time; this includes both indoor and outdoor events.
- Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by state orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play.

We will not implement any extracurricular athletic teams.

- Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc. have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.

We will not implement any extracurricular sports that do not allow for physical distancing.

- Measures are in place to avert unsupervised clustering of students in locker rooms. These may include:
 - Offering access to locker rooms only when staff supervision is possible
 - Staggering locker room access

Not applicable. We do not have locker rooms.

- Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.
 - Choral groups or any activities that require singing or chanting are suspended.

- Instrumental groups are configured to permit a distance of at least 6 feet between musicians.
- Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
- In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted.

C. MEASURES TO ENSURE INFECTION CONTROL

C.1 Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.

- Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see July 1 Isolation HOO.pdf)³.
- Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
- The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
- Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine⁴ as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).
- Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of May 1, 2020, until such time as it has been determined that the individual

³ Link here to document

⁴ Link to Home Quarantine Instructions for Close Contacts:
<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).

C.2 Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.

- Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
- Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

C.3 Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include:

- Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
- Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public restrooms to the extent feasible.
- Visitors are instructed that they must wear cloth face coverings at all times while in the school.

C.4 Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):

- The school HVAC system is in good working order.

All HVAC is in working order. We maintain our system quarterly.

- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.

All HVAC systems are set at maximum exchange.

- Portable, high-efficiency air cleaners have been installed if feasible
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
- Air filters have been upgraded to the highest efficiency possible.

Media Center Campus: HEPA filters.

Eagle Rock Campus: (*pending evaluation - to be completed prior to opening)

C.5 Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include.

- A cleaning and disinfecting schedule has been established in order to avoid both under- and over- use of cleaning products.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected three times daily using appropriate products (see below).
- Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- Our water fountains can only be used as touchless refill stations for individual bottles. Drinking spigots will be closed.
- Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N” are used according to product instructions.⁵

⁵ List “N” link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

- To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Cleaning is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:

Media Center Campus: See schedule rotation for all disinfection areas

Eagle Rock Camus: See schedule rotation for all disinfection areas

C.6 Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These may include:

- Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
- All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings.
 - 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.

Examples of alternative protective strategies may include the use of face shields in lieu of face masks.

- Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.
- As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.) as appropriate.
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

C.7 Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include (check all that apply):

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
 - Buffet and family style meals have been eliminated.
 - Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
 - Physical barriers are in place where needed to limit contact between cafeteria staff and students.

D. MEASURES THAT COMMUNICATE TO THE CAMPUS, COMMUNITY, AND THE PUBLIC

D.1 Information was sent to parents and students prior to the start of school concerning school policies related to:

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
- Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
- Who to contact at the school if student has symptoms or may have been exposed.

- How to conduct a symptom check before student leaves home Required use of face coverings
- Importance of student compliance with physical distancing and infection control policies
- Changes in academic and extracurricular programming in order to avert risk
- Changes in school meals in order to avert risk
- School policies concerning parent visits to school and advisability of contacting the school remotely
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options

D.2 A copy of this protocol is posted at all public entrances to the school.

D.3 Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.

D.4 Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.

D.5 The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.

We will utilize ParentSquare as our main method of communication, as it allows for individual preference to receive messages. Robocalls may also be instituted as well as social media.

D.6 Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.

Our website and social media outlets will be updated regularly. Our website has a specific page dedicated to COVID-19 related information.

D.7 Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

E.1 Individualized Education Plans (IEPs) and 504 Plans of students with special needs have been modified to ensure that education can continue without undue risk to the student. Plans may involve remote learning, school attendance in a separate area with few students, or a hybrid approach combining in- class and remote learning.

E.2 An individualized health and safety plan has been created for each enrolled student with special needs Elements included in individual plans include

- Information derived from consultation with parents and students concerning any physical, medical, cognitive and/or social/emotional challenges that may affect the student's safety needs at school in the context of COVID-19.
- Contingency plans in case the student screens positive for symptoms of COVID-19 or is identified as a close contact of someone who is symptomatic or has screened positive for COVID-19.
- Contingency plans in case a cluster of COVID-19 cases requires full or partial school shut-down.

E.3 An option for remote learning or other alternative to in-class learning is available for any student for whom school attendance poses elevated risk.

E.4 An option for "Grab and Go" school meals is offered to any student who is eligible for the school meal program but would face elevated risk attending school in person.

- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.