

LAPromise CharterSchools

Cohort Plan

LAPCS is committed to the safety of all stakeholders. Due to the rapidly changing nature of the COVID-19 pandemic, this document is updated regularly based on guidance from the state, federal and local authorities.

I. School Design: Full-Time Distance Learning and In-Person Instruction with Social Distancing

Distance Learning Overview

For a complete overview of our Distance Learning model, see LAPCS's [Student/Parent Handbook](#) starting on page 60.

Operations

Hours of Operation

Each site has established hours of operation. Principals will ultimately decide what these hours will be for their school. Decisions will be made using the following guidance:

- On-site work schedules should have flexible work spaces (designated classrooms/offices)
- On-site work schedules should have flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees

Technology

As we implement distance learning throughout our schools, the IT Department will be supporting leaders, teachers, and staff as they learn new technology, while simultaneously troubleshooting any common issues. If you or your staff experience technical issues, please report them to the IT Department by submitting a helpdesk ticket on your school website, under Staff, click on "Staff Tech Request."

Additionally, as students and families embrace distance learning, please reiterate our LAPCS Acceptable Usage Policy for students. If students are experiencing tech issues, please submit a helpdesk ticket on their behalf. One of our technicians will reach out to them.

Cohorting Model Overview

Stable Cohort Groups:

Students may return to campus for the purposes of assessment, small group instruction, and support for our most vulnerable learners.

While on campus students and staff will remain in stable cohort groups with a fixed membership. One staff member (teacher or paraprofessional) will remain with the cohort group during the duration of time on campus. This will include instructional time and supervised breaks.

Students will return to campus in cohorts for distinct instructional purposes. The size of the group will vary based on the need or number of students at the grade level who will benefit from in-person instructional support through this model. Families and students who are not comfortable with being on campus will continue to be served through distance learning, to include small group support. The safety of students and staff will be the most important consideration, and all cohort grouping will align with social distancing requirements. At no time will there be more than 14 students per cohort. A

maximum of two adults will remain with one cohort, for purposes of instruction and supervision. The stable cohorts will avoid contact with others outside of their cohort.

Stable cohorts will be accomplished through a version of the models below.

The cohort model can be a means of providing services for special education students. In these cases, minutes for SWD will be met through in-person instruction provided by the Resource Specialist Program (RSP) and other related services (e.g., Speech and Language, Behavior Intervention Implementation, Occupational Therapy, etc.). LAPCS will continue to provide all related services virtually for students who do not participate in cohort groups.

The following describe the models for bringing students and staff on campus in cohorts for specific purposes, and types of scheduling.

Model A: Assessment

Beginning in March, students may return to campus for the purpose of assessment, beginning with the administration of the Summative ELPAC (individual speaking and small group sections may be administered in-person).

Middle school students may return for an individual reading inventory. All students may return for special education assessments, or CAASPP testing groups. High School Students may return for CAASPP (11th grade), AP Exams or final course exams.

Model B: Small-Group Instruction for Most Vulnerable Learners

Students who benefit from in-person support may work in small cohort groups on campus for both synchronous and asynchronous learning. While in small groups, the students will remain in consistent cohorts. During synchronous lessons, the student can participate in the classroom for the purpose of receiving instruction and feedback from a teacher or paraprofessional, and to check for understanding and provide real time feedback. This model will help students who struggle with completing independent work with accuracy, or need instructional prompts during lessons. This model is effective for asynchronous instruction in order to receive guided support. Students identified as benefiting from this model may have difficulties with internet connections, work space, or simply work better in-person. This model will be a strategy to provide more scaffolding for SWD, English Learners, and students performing below grade level. This is not considered a hybrid model, and students will still participate in all synchronous classes during the scheduled school day. Small groups may occur after school or on Saturdays for tutoring. Study groups for test preparation (AP or CAASPP), or credit recovery support groups, are also part of this model.

Model C: Individual Support

A student can be on campus to work individually with a staff member to tutoring, assessment, social-emotional or college counseling, credit recovery, or to meet with school leadership. This time must be pre-scheduled and adhere to social distancing.

Types of Scheduling:

Alternate days

This schedule involves identifying groups of vulnerable students at each grade level to be on campus on a regular basis based on need, and dividing them in two stable groups. The teacher or paraprofessional will only interact with one stable group per day while the other group engages in distance learning. All students will participate in synchronous lessons either in-person or through distance learning.

Half or Partial-Day Scheduling

In this model, students may come on campus at different times of the day, for support with a specific class, or to meet with an instructor. Similar to the alternate day model, students will remain in stable groups, with students being on campus with the same individuals. This model can support students with a synchronous class, or asynchronous (on a Wednesday).

Parallel Groupings

Model C would apply to students who need intensive support with the majority of their classes, or require special education or linguistic support due to EL status (newcomers or minimally developed), or students who are credit deficient. In this case, students attend school for full days, engaging in a lab type setting for participation in their synchronous classes, and opportunities for extended learning. Students receive targeted support from the adult and engage in supervised, online learning.

Entrance and Egress

Students participating in cohorts will be scheduled in a staggered manner, to avoid mingling of different cohorts.

Additional arrival protocol guidelines include:

- All students should be in classrooms or assigned areas before the next cohort group arrives on campus
- Students and staff will enter and exit the campus one at a time.
- Once students arrive, they will be directed to the bathroom to wash their hands, where they will be supervised by a staff member to ensure that physical distancing is maintained.

Additional dismissal protocol guidelines include:

- All students dismissed first should leave the building before the next cohort gets dismissed

Movement within the School

The following measures are in place to promote physical distancing as students or staff move through the school building:

- Only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.

- School employees are deployed to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- Students and staff are required to wear cloth face coverings, unless there is an exemption.
- Cohorts, maintaining a stable group of no more than 14 students and no more than two supervising adults in a supervised environment in which staff and students stay together for all activities (e.g., instruction, and breaks.), and avoid contact with people outside of their group in the setting, throughout their time on campus.
- Classroom furniture is set up to allow 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.
- Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- Teaching methods have been modified to avoid close contact between students and staff.
- Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel

Teaching and reinforcing health and safety protocols

Students should be taught the following health and safety protocols through a variety of instructional methods, repeated on a continuous basis:

1. Handwashing and consistent use of hand sanitizer
2. Mask-wearing at all times
3. Social distancing- maintain 6 feet of distance from others at all times
4. Discontinue the sharing of equipment and classroom materials
5. Covering one's nose and mouth with the elbow – not the hand – when sneezing or coughing
6. Avoiding touching one's face

Teachers and school staff must introduce and reinforce these protocols to students, staff and families prior to any form of return to school. This can be done through parent newsletters and presentations for students and staff.

Once students and staff return to school, these protocols must again be reviewed and reinforced. Frequent reminders, patience, and positive reinforcement must be employed.

Operations

Hours of Operation

The hours of operation for each campus will vary from site to site. Typical hours of operation will be 7:45am-4:30pm, Monday through Friday.

- On-site work schedules will have flexible work spaces (designated classrooms/offices)
- On-Site work schedules will have flexible work hours (e.g., staggered arrival), to increase the physical distance among employees and between employees

Meal Service

The following measures are in place to enforce infection control:

- Food options include pre-packaged meals
- Meals are served in the classroom

“To-Go” Meals:

Students attending alternate day classes will be served breakfast and lunch on the days that they are present in-person. At the end of the day, each student will be given a refrigerated or frozen breakfast and lunch for the next day. Tuesdays will continue as meal distribution days for all distance learning students.

Drinking Water:

School drinking water fountains will not be available for use by students. Students will be encouraged to bring a filled, reusable, water bottle for their own use. Bottled water will be available to any student.

II. Covid-19 Health and Safety Plan: Health and Safety Measures to Protect Students and Staff

LA Promise Charter Schools (LAPCS) takes the health and safety of its employees very seriously. With the spread of the coronavirus or “COVID-19,” LAPCS must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, LAPCS has developed a COVID-19 Prevention, Preparedness, and Response Plan (“Plan”). The mitigating strategies listed below reduce the risk of COVID-19 infection and transmission. This Plan is subject to change based on further information provided by the CDC, OSHA, and other public officials.

Promoting Behaviors that Reduce the Spread

Healthy Hygiene Practices

Routine healthy hygiene practices are a foundational measure to protect against COVID-19 and other illnesses. Pursuant to the guidance from the Center for Disease Control (“CDC”), the State, the county, and the city, employees and students should practice good hygiene and handwashing.

- Employees and students must wash their hands regularly using soap and water for at least 20 seconds and use paper towels to dry hands thoroughly.
- Employees and students will be offered frequent opportunities throughout the day to wash their hands.
- If soap and water are not immediately available, employees and students must use the sanitizer available in the breakroom and/or classrooms. The sanitizer will contain at least 60% ethyl alcohol, as recommended by the CDC.
- Employees and students must practice CDC recommended hygiene designed to prevent the spread of COVID-19, including sneezing and coughing into a tissue or, if not available, into one’s elbow and properly disposing of the tissue in the trash can.
- Employees must wash their hands upon entering the breakroom, before returning to their work areas, before or after eating or adjusting face covering, or after touching their face, sneezing, coughing, blowing their nose, using the restroom,

using common items such as a copy machine etc. A sign has been placed in the breakroom reminding you to practice handwashing.

- Employees must not leave dirty dishes or utensils in the breakroom, as these may contain droplets that increase the chances of spreading germs or infection.
- Employees must disinfect common areas/equipment before and after each use (lunch tables, copy machines, office spaces, etc.)

Employees and students will be offered frequent opportunities throughout the day to wash their hands. Staff are instructed to model frequent handwashing, especially in the lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

Face Coverings

All staff, visitors, and students, over age two, will be required to wear face coverings when entering school property except while eating, drinking or carrying out other activities that preclude the use of face coverings. The Centers for Disease Control (CDC), the State of California and the Public Health Officers for several counties have issued directives regarding the use of face coverings in an effort to slow the spread of COVID-19.

In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our students and staff from exposure to COVID-19, LA Promise Charter Schools (LAPCS) has implemented a face covering policy. Effective immediately and until further notice, every person entering a LAPCS facility (employees, students, families, visitors, contractors, etc.) is required to wear a face covering while on campus. The covering is to be worn by employees and students at all times while on campus when in contact or likely to come into contact with others. Employees and students who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

LAPCS has purchased appropriate face coverings that cover the nose and mouth, for all employees and students, at no cost, to use on campus. These face coverings will be distributed to all employees and students who are unable to provide their own.

Students

- Families will ensure students have clean face coverings
- Younger children are encouraged to provide a second face covering for the school each day in case the one a child is wearing is soiled; this would allow for a change in face covering during the day.
- 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.

Staff

- Staff members may request a replacement face covering from their School Business Operations Manager/designee. Staff may use their own face covering if

preferred so long as the use and care guidelines below are followed. Masks with one-way valves may not be used.

- Employees working alone in their offices do not need to wear face coverings, but any time an employee is in a common area or within six feet of another person, the employee must be wearing a face covering.
- Medical grade masks will be provided to any employee who cares for a sick student or who works in close contact with any student with a medical condition that precludes the students use of a cloth face covering. Medical grade masks are surgical-style disposable masks that have an indication that they are medical grade. Different mask solutions are also available depending on need.
- 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. *medical grade refers to a type of disposable mask that has been labeled as “medical grade.”
- Employees engaged in activities (such as physical therapy or personal assistance to individual students) which may not permit physical distancing will be equipped with appropriate personal protective equipment (gloves, masks, etc.) as appropriate.

Face Covering Appropriate Use Guidelines

Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, all individuals are required to maintain social distancing (six feet of space between employees) at all times. Employees are required to adhere to the following guidelines when wearing a face covering:

- Wash or replace face coverings daily
- Have a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:
 - No longer cover the nose and mouth
 - Have stretched out or damaged ties or straps
 - Cannot stay on the face
 - Have holes or tears in the fabric

Face masks should be laundered with detergent and hot water and dried on a hot cycle.

- Face masks can also be hand washed with warm water and your regular household detergent.
- Wash your hands with soap and water for at least 20 seconds before and after handling soiled masks.
- Allow to dry in direct sunlight if possible.
- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), staff members must wash their hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty.

- Staff members must ensure they are wearing the face covering properly by ensuring the face covering is fitted over their ears and is covering their nose, mouth and chin.
- Staff members should mark the outside of the face covering in some way so they can easily identify which side is the outside of the face covering, and handle it accordingly. You should not use permanent markers on the filter part of a disposable mask. Staff members may remove the cloth face covering while eating during their meal period.
- Staff members should not touch the outside of their face covering while it is on their face.
- Staff members should not pull their face covering below their chin while they are wearing it. Leaving the face covering dangling or improperly fitted to their face creates opportunities for cross-contamination.
- After removing a cloth covering, staff members should inspect it to see if it is torn, wet, or soiled.
- If it is, staff members wash it or throw it away and obtain a new face covering from *their Supervisor/School Business Operations Manager (SBOM)*. If not, staff members should properly store the face covering as follows:
 - Fold the face covering in half so that the outside surfaces are touching
 - Place the face covering into a clean bag or container
 - Keep a *paper bag or plastic Ziploc-style baggie* handy for storing the face covering every time you take it off.
 - Staff members should always store a face covering in a clean place.
- Staff members should not remove their mask and place it on a common surface area such as a counter, table, etc., in order to prevent cross contamination.

Personal Protective Equipment (PPE)

Additional protective equipment including face shields, gloves, N95 Masks and medical grade masks will be provided, as appropriate and required by the LADPH , for settings that require close human contact, such as for staff providing certain supports for students with disabilities, custodial staff, meal distribution, etc.

- Vinyl or nitrile, powder free gloves are available upon request/need
- Face shields are also available upon request/need. Staff members should label their face shield to prevent them from sharing any equipment.
- Isolation gowns are also available for settings that require close human contact

Social Distancing Practices

In order to be safe and maintain operations, all students and staff (including employees and visitors) are required to adhere to this Social Distancing Policy.

In order to be safe and maintain operations, all staff, students and visitors are required to adhere to this Social Distancing Policy. Staff members are instructed to:

- Maintain at least six feet distance from each other at all times.
- Maintain at least six feet distance from visitors, and vendors at all times.
- Be mindful of “high-risk areas” where employees and students tend to stand together, such as hallways, elevators, and break areas and maintain social distance. Employees may need to stand clear and wait for the next elevator or others to clear the area.

- No group lunches, dinners, or other meals are permitted while this Social Distancing Protocol remains in effect unless you are able to maintain social distancing.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands and wear face coverings.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions. Do not congregate in small areas such as work rooms, pantries, and copier rooms.
- Take meal and rest breaks away from crowds.
- When eating in a common area, employees should sit at separate tables. If unavoidable, employees should sit at least six feet from each other at all times.
- Face coverings are not a substitute for social distancing.
- Remind your co-workers of this policy where necessary.

Promoting and Communicating Safety Measures for Staff, Students and Visitors

All LAPCS facilities will have signage to communicate and uphold our safety measures to slow the spread.

- Social Distancing Protocols will be placed throughout the facility to remind individuals to be at least 6 feet apart
- “High Traffic Points” and “High Risk areas” will be identified throughout the facility where employees or students may gather
- Floor Markings will be placed throughout the facility where lines may form.
- Circulation paths will be established at school sites. 36” high orange traffic cones and caution tape will be used to delineate social distancing pathways.
- Signs will be placed throughout the facility instructing all individuals (Staff, Students, on-site contractors, vendors, and delivery personnel) the required use of face coverings upon entering school property.
- Signs communicating the “Hand Washing” protocol, “Stay and Home when Sick” protocol and “Covid-19 Symptoms” will also be posted.

Comprehensive School Safety Plan (CSSP)

Each campus’ school safety plan procedures are still in effect. SBOMs will work with the Principals to adjust evacuation routes and assembly locations.

Maintaining Healthy Environments

Intensified Cleaning and Disinfection

INDOOR AIR QUALITY: Our Director of Operations has verified that all plumbing and ventilation and air conditioning systems (HVAC) at all LAPCS facilities are operating properly and in good working order. HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fires, intense high outside temperature, etc.) make this inappropriate. According to the Center for Disease Control (CDC), it is not necessary to clean ventilation systems outside of providing routine and preventative maintenance, including filter replacement, as part of reducing the risk of coronavirus transmission. We are also operating air filters to improve air quality and allow for open windows and doors for better air movement.

ENHANCED CLEANING AND SANITIZING: Measures have been implemented so that common work areas, equipment, classrooms and personal work spaces, are regularly cleaned and sanitized.

Our Director of Operations has worked closely with LAPCS custodians to adjust their cleaning processes to better address current considerations. LAPCS custodians are using effective disinfectant and sanitizing products to clean our facilities every day. Along with these measures, they are taking the following steps to maximize our sanitizing efforts:

- Refreshed Cleaning Methods/Processes: LAPCS cleaning personnel will be sanitizing and disinfecting restrooms more frequently. Their cleaning protocol will include thoroughly disinfecting and sanitizing all surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked.
- Increased Cleaning to High-Touch Surfaces/Points: LAPCS cleaning crews will be sanitizing touch surfaces/points thoroughly (e.g., door handles, glass, elevators buttons, doors, tables, chairs, light switches). Daytime custodians have been instructed to continuously disinfect and sanitize all touch points throughout the day. In addition, we will be increasing daytime custodian coverage where appropriate, depending on building occupancy.
- Increased scope of work for janitorial contractors to prevent the spread of COVID-19:
 - Special attention to currently utilized spaces primarily Admin/School Office Areas
 - Clean and disinfect areas per guidelines from LA County Health Department, CDC, and State Superintendent of Education
 - Practice and implement appropriate PPE to safeguard janitorial employees
 - Implement a best practice approach with efficient cleaning and disinfecting practices
 - Maintain consistent and reasonable levels of occupant comfort
 - Daily cleaning and disinfecting logs will be maintained

MODIFIED LAYOUTS: Workstations and classrooms have been rearranged to allow for separation of at least 6 feet. Classroom furniture has been also rearranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).

SIGNAGE: All LAPCS Campuses will have standardized signage.

1. Signage should be placed at 62" (center) high.
2. Clean up all other signage so the COVID re-entry signage is obvious.
3. Signage should look neat, direct, level and square.
4. Avoid signage on floor if possible.
5. Minimize anything on Front Office acrylic barriers.

SUPPLIES: Hand sanitizer and disinfectant spray will be made available to all employees. Procurement will be handled by our Director of Operations in partnership with the SBOMs/Designee at each campus. The SBOMs/Designee will coordinate the procurement and inventory of any additional disinfectants, hand soaps, hand sanitizer or other supplies.

INSTALLING PROTECTIVE EQUIPMENT: LAPCS is implementing interim changes to key aspects of our facilities. Among them are the addition of Health Department-approved acrylic barriers for our facilities to provide an extra level of protection for our families, visitors and staff, while maintaining a high level of service to our students and families.

COVID-19 Daily Employee and Student Self-Assessment: Employees, students and families will be asked to assess themselves daily for COVID-19 symptoms and risk factors while at home and before reporting to any LA Promise Charter Schools facility.

Employees and students should ask themselves the following questions:

- Do you currently have COVID-19 or have you tested positive for COVID-19 within the past 14 days?
- Have you or anyone living with you had any of the following signs or symptoms of COVID-19 (that are new or unusual for you and not caused by another condition) within the last 14 days?
 - Fever
 - Cough
 - Shortness of breath/difficulty breathing
 - Fatigue
 - Chills
 - Congestion or runny nose
 - Muscle or body aches
 - Headache
 - Sore throat
 - Nausea or Vomiting
 - Diarrhea
 - New loss of taste or smell
- In the last 14 days, have you had any contact with someone with a confirmed or suspected case of COVID-19?
- Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for me/100.4°F or greater?
 - If you are feeling “feverish”, please take your temperature.

Health Screenings: To keep all our employees and students safe, LA Promise Charter Schools will be screening all staff, students, families and any individual prior to entering any LAPCS campus. LAPCS will conduct assessment for COVID-19 symptoms and risk factors each day before entering any LAPCS campus. Each individual will be required to have their temperature checked daily. These checks will be done in person upon arrival with a no-touch thermometer. Individuals will also be asked the following questions:

- Do you currently have COVID-19 or have you tested positive for COVID-19 within the past 14 days?
- Have you or anyone living with you had any of the following signs or symptoms of COVID-19 (that are new or unusual for you and not caused by another condition) within the last 14 days?
 - Fever
 - Cough
 - Shortness of breath/difficulty breathing
 - Fatigue
 - Chills

- Congestion or runny nose
- Muscle or body aches
- Headache
- Sore throat
- Nausea or Vomiting
- Diarrhea
- New loss of taste or smell
- In the last 14 days, have you had any contact with someone with a confirmed or suspected case of COVID-19?

Negative Screen (Cleared): If the individual has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days they can be cleared to enter the facility.

Positive Screen (Not Cleared):

- If the individual has had contact with a known or suspected COVID-19 case in the last 14 days they should be sent home immediately and asked to quarantine at home. Provide them with the quarantine instructions found at <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>
- If the individual is showing any of the symptoms noted above they should be sent home immediately and asked to isolate at home. They will be provided with the isolation instructions found at <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>. Individuals will be provided an isolation space where they can remain while arrangements are made for their return home.
- The appropriate members of the COVID-19 Compliance Team will be informed of any positive screening result in the school and initiate the School Exposure Management Plan.
- Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the Health Officer.
- 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 is a designated space apart from the one set aside for symptomatic students. Once they return home, students will be 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 screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).
- 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 families in order to initiate quarantine at home. Families are advised to seek testing for the child.

Visitor Policy

LAPCS has taken the following measures to limit risk of infection due to visits by individuals other than staff and students:

- Visits to the school by individuals other than staff and students are avoided whenever feasible.
- Families of enrolled students are encouraged to conduct business with school personnel remotely when possible.
- Visitors to the school other than families 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
- All visitors will be screened upon arrival
- All visitors will have their temperature checked before entering any LAPCS facility

Any person with a cough, fever, or other symptoms of COVID-19 will not be allowed to enter any LAPCS facility. Any person who has had personal contact with anyone who has contracted COVID-19 will not be allowed to enter any LAPCS facility.

Measures to Maintain Social Distancing on Campus

1. **Work Areas:** All workstations or areas used by employees as part of a team have been rearranged to allow separation of at least 6 feet.
2. **Staggered Breaks:** In compliance with wage and hour regulations, breaks are staggered in order for physical distancing to be maintained in break rooms.
3. **Elevator capacity** is limited to the number of people that can be accommodated while maintaining a six-foot distance between riders. All riders are required to wear face masks.
4. The following measures are in place to permit physical distancing in **administrative areas** of the school:
 - a. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - b. Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - c. The following measures are in place to promote physical distancing and safe infection control practices in **extracurricular activities**:
 - i. Spectator events are not permitted at this time; this includes both indoor and outdoor events.

- ii. Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
- iii. In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted

Measures to Prevent Unnecessary Contact

Where possible, all processes should be completed in a contactless method (e.g. contactless meal distribution, use electronic rather than hard copy communication where possible; limit hard copy mail distribution where possible, etc.)

Safe use of Workspace and Common Areas

In an effort to keep everyone safe, LAPCS has purchased disinfectant materials and has made them available to all employees. Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks, light switches, doorknobs, counters, etc. We are also asking staff members to remove all personal memorabilia and/or non-work items from your workspace in order to enable our custodial staff to thoroughly clean all workstations each night.

In common areas such as teacher work rooms and break areas, employees are asked to wash their dirty dishes and immediately dispose of all refuse so that no one else has to do so or come in contact with it. Employees are asked to wipe down the surface areas they touch before and after use, such as counters, tables, handles, knobs, refrigerator, and microwaves. Cleaning supplies and sanitizer will be provided.

COVID-19 Exposure Management Plan

A targeted public health response to contain COVID-19 exposures at our schools can help contain the virus and prevent it from spreading. Below are the steps for exposure management of 1, 2, and 3 or more COVID-19 cases at any of our campuses. F

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

LAPCS has designated the School 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. We have also designated the Associate Director of Operations as the COVID-19 Preparedness & Response Coordinator who will serve as a liaison to Los Angeles Department of Public Health (LADPH) in the event of a COVID-19 cluster or outbreak at the setting.

LAPCS has a plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school, to have access to testing or be tested for COVID-19 infection.

Exposure Management for one (1) COVID-19 Case at School

- After identifying one (1) laboratory-confirmed COVID-19 case (student or employee), the School Compliance Team will instruct the individual to follow Home Isolation Instructions for COVID-19 (<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>).
- Associate Director of Operations/Designee will inform the individual that LADPH will contact them directly through the LADPH Case and Contact Investigation

Program to collect additional information and issue the Health Officer Order for Case Isolation.

- Associate Director of Operations /Designee will work with the individual (case) to generate a list of students and/or employees with exposure to the case while infectious. The Associate Director of Operations will submit this information to LADPH using the [COVID-19 Case and Contact Redcap system](#) within 1 business day of notification of a confirmed case.
 - Associate Director of Operations/Designee must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID19 symptoms or the COVID-19 test date, whichever is earlier.
 - If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC- education@ph.lacounty.gov.
- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within six feet of the infected person for a total of 15 minutes or more over a 24-hour period;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
 - Being present in the same cohort or classroom as the infected person.
- Students and employees that are identified to have had an exposure to the case at school will be notified by the School Compliance Team of the exposure through a letter and/or other communication strategies (telephone, text, robocall, etc.). The notification of exposure should include the following messages:
 - Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Personal healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
 - Exposed students and employees will be instructed to quarantine for 10 full days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [\(http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/\)](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/).

- NOTE: Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) are within 3 months following receipt of the last dose in the series and (3) have remained asymptomatic since last contact with the infected person.
- LADPH will contact exposed students and employees who meet the quarantine requirement through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

Jónathan Guido-Ávila (COVID-19 Preparedness & Response Coordinator) and School Compliance Team will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Setting](#).

Exposure Management for two (2) COVID-19 Cases at School within a 14-day Period

After identifying **two (2) laboratory confirmed cases** (students and/or employees) within a 14-day period, the school will follow the required steps below:

- The Associate Director of Operations /Designee will instruct the individual to follow Home Isolation Instructions for COVID-19 (<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>).
- The Associate Director of Operations /Designee will inform the individual that LADPH will contact them directly through the LADPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- The Associate Director of Operations /Designee will work with the individual (case) to generate a list of students and/or employees with exposure to the case while infectious. The COVID-19 Preparedness & Response Coordinator will submit this information to LADPH using the [COVID-19 Case and Contact Redcap system](#) within one business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC-education@ph.lacounty.gov.
- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Students and employees that are identified to have had an exposure to the case at school will be notified by the School Compliance Team of the exposure through a

letter and/or other communication strategies (telephone, text, robocall, etc.). The notification of exposure should include the following messages:

- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Personal healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Exposed students and employees will be instructed to quarantine for 10 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [\(http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/\)](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/).
- LADPH will contact exposed students and employees directly through the LADPH Case and Contact investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

LAPCS's COVID-19 Preparedness & Response Coordinator, Jónathan Guido-Ávila and School Compliance Team School Compliance Team will assess whether the two (2) confirmed cases have epidemiological links (i.e., present at the same time and place during infectious period*).

*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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.

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible campuses and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for three (3) or more Cases at a School within a 14-day Period

If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school the school will proceed with the following steps:

- Report the cluster immediately to LADPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDCEducation@ph.lacounty.gov.
- DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps. Outbreak Criteria: At least 3 -confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. *School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, LADPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.
- Jónathan Guido-Ávila, our COVID-19 Compliance Officer, will submit requested information, including updates to the Line List for Cases and Contacts, to public health investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).
- Prior to reporting the cluster to LADPH our COVID-19 Compliance Officer and the School Compliance Team will assess whether the three (3) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period*).
- A tool is available to assist in the assessment of epidemiological links at: [COVID-19 exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.
- If epidemiological links do not exist between at least three (3) cases in the cluster, the school continues with routine COVID-19 exposure management.
- If epidemiological links exist between at least three (3) cases in the cluster, the school will report the cluster to LADPH Acute Communicable Disease Control (ACDC) Education Sector Team at ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.

COVID -19 Outbreak Criteria

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period within a school group that is epidemiologically linked.

*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.

Screening & Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons

For the latest decisions pathways, please refer to the LADPH's presentation found [here](#).

COVID-19 COMPLIANCE TEAM

Every school has a designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and students receive education about COVID-19.

Purpose

At each site, the SBOM/Designee will serve as the on-site COVID-19 Compliance Team Lead. In collaboration with the Principal/Director, the SBOM/Designee will lead the COVID-19 Compliance Team at their site to ensure the following:

- All COVID-19 workplace policies and practices are enforced and followed.
- Measures are in place to promote social distancing
- Measures are in place to enforce infection control
- Appropriate communication is being disseminated to employees, students and families regarding the following policies and procedures related to COVID-19:
 - Isolation/quarantine policies as they apply to staff/students who may have been exposed to COVID-19
 - Options for COVID-19 testing for anyone who has symptoms or who has been exposed.
 - Who to contact at the school if a staff/student has symptoms or may have been exposed.
 - How to conduct symptom checks
 - Required use of face coverings
 - Importance of staff/student compliance with social distancing
 - Changes in procedures (meal distribution) to avert risk or School policies concerning visitors on campus
 - Importance of providing the school with updated school emergency contact information.
 - Staff, students and families have equitable access to critical services
 - Ensure signage has been posted throughout the campus (physical distancing, use of face coverings, and importance of handwashing
 - Provide families have equitable access to critical services
 - IEPs have been modified so that education can continue without risk to the student.
 - An individualized health and safety plan has been created for each enrolled student with special needs

- An option for remote learning or other alternatives to in-class is available for any student for who school attendance poses an elevated risk.
- Option for “grab and go” meals is offered
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

COVID Team

The COVID team consists of the: Principal, SBOM, Office Coordinator, School Culture Aide, Parent & Community Coordinator, Director of Operations, Associate Director of Operations and Operations Manager

Assignment of COVID-19 Safety Officers Responsibilities

To operate safely, LAPCS Staff members must commit to fulfilling new safety tasks related to reducing the risk of COVID-19 transmission. Below we will find the roles and responsibilities of COVID-19 Safety Officers and the delegation of COVID-19 safety tasks.

Note: with the uncertainty of COVID-19, every team must be cross-trained. All leadership team members must be familiar and ready to step into any role in the event a leadership team member is incapacitated. Each school should make “buddy lists” and each team member should have a “buddy” ready to take over.

COVID-19 COMPLIANCE TEAM

Site Level

Role	Position	Objectives
COVID- 19 Compliance Team Leader	Primary: AD of Operations Support: SBOM, Operations Manager, Director of Operations	<ol style="list-style-type: none"> 1. Responsible for providing training/information about COVID-19, including age appropriate information for students (SBOM) / staff (AD of Operations) 2. Communicate LAPCS COVID-19-related safety practices and protocols to staff members and act as a resource for staff: <ol style="list-style-type: none"> a. Determine how information will be delivered to students (SBOM) and school staff (AD of Operations/SBOM). 3. Topics for Good Hygiene Practices include: handwashing, covering coughs and sneezes, staying home when ill, temperature monitoring, taking temperature at home; and fever (100.4°F or higher) 4. Communicate areas where staff may access cleaning supplies, PPE, cleaning schedules, etc. (SBOM) 5. Educate school community about infection control strategies (SBOM/AD of Operations): <ol style="list-style-type: none"> a. Wearing masks when in public b. Social distancing

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| | | <ul style="list-style-type: none">c. Recognizing signs and symptoms of COVID-19 illness or notifying school if family members are ill <ol style="list-style-type: none">6. Guidance on what to do if the family unit has been tested and diagnosed with COVID-19 (AD of Operations/SBOM)7. Educate School community on school response plan to COVID-19 (SBOM)<ul style="list-style-type: none">a. Awareness of school emergency response plans related to pandemic situationsb. Proper use of PPE – gloves, masks, and face shieldsc. Environmental cleaning of school building before and after exposure – Office areas, classrooms, etc.8. Follow the Exposure Response Procedure and assist with COVID-19 health assessments and contact tracing (AD of Operations/SBOM)9. COVID-19 and/or suspected exposure to COVID-19 (AD of Operations/SBOM)10. Conduct health assessment of staff members/students (SBOM)11. Provide information on self-quarantine and social isolation from others if suspected exposure to COVID-19 or receipt of positive testing results for COVID-19 (AD of Operations/SBOM)12. Contact tracing<ul style="list-style-type: none">a. Reach out to exposed individuals and individuals who have a confirmed positive test for COVID-19 (AD of Operations/SBOM)b. Provide information to contacts to understand the risks associated with COVID-19 infection (AD of Operations/SBOM)c. Stress the importance of social distancing and self- quarantine/isolation from others to prevent spread of infection (AD of Operations/SBOM)d. Stress that individuals must understand the signs and symptoms of COVID-19, especially coughing and shortness of breath, and continued monitoring for illness or change in one’s health status (AD of Operations/SBOM)e. Must seek prompt medical evaluation for infection and immediate medical care if |
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		<p>symptoms emerge and become worse (AD of Operations/SBOM)</p> <p>f. Teach individuals about the purpose of contact tracing and encourage them to stay home, maintain social distancing at least six feet apart from others until 14 days after exposure (AD of Operations/SBOM)</p> <p>13. Ensure site/work area is deep cleaned (SBOM)</p> <p>14. Report the incident to the Ops/HR Teams (AD of Operations/SBOM)</p>
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<p>COVID- 19 Response Officer</p>	<p>Primary: AD of Operations</p> <p>Support: SBOM</p>	<ol style="list-style-type: none"> 1. Follow the Exposure Response Procedure and assist with COVID-19 health assessments and contact tracing of COVID-19 and/or suspected exposure to COVID-19(AD of Operations/SBOM) <ol style="list-style-type: none"> a. Conduct a health assessment of staff members/students (SBOM) b. Provide information on self-quarantine and social isolation from others if suspected exposure to COVID-19 or receipt of positive testing results for COVID-19 (AD of Operations/SBOM) c. Contact tracing (AD of Operations/SBOM) <ol style="list-style-type: none"> i. Reach out to exposed individuals and individuals who have a confirmed positive test for COVID-19 ii. Provide information to contacts to understand the risks associated with COVID-19 infection iii. Stress the importance of social distancing and self-quarantine/isolation from others to prevent spread of infection iv. Stress that individuals must understand the signs and symptoms of COVID-19, especially coughing and shortness of breath, and continued monitoring for illness or change in one’s health status v. Must seek prompt medical evaluation for infection and immediate medical care if
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		<p>symptoms emerge and become worse</p> <ol style="list-style-type: none">2. Teach individuals about the purpose of contact tracing and encourage to stay home, maintain social distancing at least six feet apart from others until 14 days after exposure (AD of Operations/SBOM)3. Ensure site/work area is deep cleaned (SBOM)4. Report the incident to the Ops/HR Teams (AD of Operations/SBOM)
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<p>COVID-19 Safety Officer</p>	<p>Primary: School Culture Aide Support: SBOM, Office Coordinator, Instructional Aides</p>	<ol style="list-style-type: none"> 1. Actively supervise all personnel and verify that they are following established safe work procedures in accordance with safety protocols in LAPCS's COVID-19 Safety Plan (School Culture Aide/SBOM/Office Coordinator) 2. May be physically posted at the front entrance and throughout the campus to: <ol style="list-style-type: none"> a. Screen employees and visitors prior to entering the facility (School Culture Aide/SBOM/Office Coordinator) b. Enforce LAPCS's Visitor's policy (School Culture Aide/SBOM/Office Coordinator) c. Minimize the number of staff/visitors on site at one time (School Culture Aide/SBOM/Office Coordinator) d. Enforce LAPCS's policy and verify that staff/students are adhering to social distancing protocol (School Culture Aide/SBOM/Office Coordinator/ Instructional Aides) e. Enforce LAPCS's policy and verify that ALL staff/students are wearing masks (School Culture Aide/SBOM/Office Coordinator/ Instructional Aides) f. Enforce LAPCS's policy and verify that there are no group lunches (School Culture Aide/SBOM/Office Coordinator) g. Actively supervise students (during meals, recess, etc.) and verify that they are following established safety guidelines in accordance to our COVID019 Safety Plan (School Culture Aide/SBOM/Office Coordinator/ Instructional Aides) 3. Promote/verify compliance with safety protocols and procedures (social distancing, promoting good hygiene, cloth face covering, etc.) (School Culture Aide/SBOM/Office Coordinator) <ol style="list-style-type: none"> a. Ensure proper signage for COVID-19 protocols are posted throughout the facility (SBOM/Office Coordinator) b. Identify high risk areas where employees may gather (SBOM/Office Coordinator)
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		<ul style="list-style-type: none"> c. Ensure tape and other markings will be placed at least six feet intervals with signs directing persons to use the markings to maintain social distancing (SBOM/Office Coordinator) d. Verify that the sign-in process is followed for all visitors (School Culture Aide/SBOM/Office Coordinator) e. Assist with wellness checks for all individuals (School Culture Aide/SBOM/Office Coordinator) f. Serve as the first level contact and response for COVID-19 Safety and compliance concerns (SBOM/Office Coordinator) <p>4. Ensure school site has an adequate supply of PPE and staff are equipped with the appropriate PPE (SBOM/Office Coordinator)</p>
<p>COVID-19 Sanitation Officer</p>	<p>Primary: SBOM, Office Coordinator</p> <p>Support: Director of Operations, Operations Manager</p>	<ul style="list-style-type: none"> 1. Check for proper ventilation and adequate air flow in classrooms and offices. (SBOM/Office Coordinator) 2. Check for windows opening and access to fresh air (SBOM/Office Coordinator) 3. Check desks in offices and classrooms are 6 feet apart (SBOM/Office Coordinator) 4. Verify there is a designated isolation area on campus for effective infection control (SBOM/Office Coordinator) 5. Ensure we are using appropriate disinfectants/sanitizers (SBOM/Office Coordinator) 6. Ensure we have a process (that has been communicated to staff) for restocking disinfectants and sanitizers regularly for staff to use (SBOM/Office Coordinator) 7. Ensure thorough cleaning after exposure (SBOM/Office Coordinator) 8. Ensure there is a schedule (shared with staff) for the frequent cleaning of break rooms, bathrooms, and other common areas (SBOM/Office Coordinator) 9. Ensure there is a cleaning schedule (shared with staff) for the frequent cleaning of high contact surfaces (SBOM/Office Coordinator) 10. Ensure disinfectants are available to all employees (SBOM/Office Coordinator)

		<p>11. Maintain daily cleaning schedule to ensure more frequent cleaning throughout the day (SBOM/Office Coordinator)</p>
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<p>COVID-19 Family Support Officer</p>	<p>Primary: Parent & Community Coordinator Support: SBOM, Principal, Director of Family & Community Outreach</p>	<ol style="list-style-type: none"> 1. Prepare safety and other COVID-19 information for families (Parent & Community Coordinator/SBOM) 2. Include what the school is doing to keep student safe (Parent & Community Coordinator/SBOM/Principal) 3. Refer families to community agencies for resources (Parent & Community Coordinator/Director of Family & Community Outreach) 4. Consult with school counselors and teachers regarding students who report a lack of food or shelter (Parent & Community Coordinator/SBOM/Principal/Director of Family & Community Outreach) 5. Counsel families (observing social distancing to address family relationships that may have been strained by confinement) (Parent & Community Coordinator/Principal/Director of Family & Community Outreach) 6. Provide therapeutic referrals for students who need service for depression, anxiety, fear, and loss (Parent & Community Coordinator/Director of Family & Community Outreach) 7. Make calls to families in need of services due to virus (Parent & Community Coordinator/Director of Family & Community Outreach) 8. Contact community resources to request that they reach out to families (Parent & Community Coordinator/Director of Family & Community Outreach)
<p>COVID-19 Attendance Officer</p>	<p>Primary: Office Coordinator Support: SBOM</p>	<ol style="list-style-type: none"> 1. Assist with contact tracing data for students (Office Coordinator/SBOM) 2. Compile data and provide linkage data for students and siblings/family members within the same campus or across campuses. Collaborate with other site. (Office Coordinator/SBOM)

<p>COVID-19 School Support Officer</p>	<p>Primary: School Psychologist, Social Worker, Counselor Support: Social Work Intern</p>	<ol style="list-style-type: none"> 1. Provide therapeutic interventions for students who need service for depression, anxiety, fear, and loss (School Psychologist, Social Worker, Counselor) 2. Check-in with students with known anxiety and fear concerns (School Psychologist, Social Worker, Counselor) 3. Provide counseling as needed (School Psychologist, Social Worker, Counselor) 4. Meet with student individually to assess needs. Consult the rest of the School Support Officer team to address needs. (School Psychologist, Social Worker, Counselor)
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COVID-19 Exposure, Response and Reporting Procedures

LA Promise Charter Schools (LAPCS) takes the health and safety of its employees very seriously. With the spread of the coronavirus or “COVID-19,” LAPCS must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, LAPCS has developed COVID-19 Response procedures for sites and staff members to follow. These procedures are subject to change based on further information provided by the CDC, OSHA, LADPH and other public officials. Below you will find the steps that must be taken if there is a confirmed or suspected exposure to COVID-19.

COVID-19 Exposure Response and Reporting Procedures for Employees and Students

1. Exposure Response Procedure and Protocols (Site Level Responsibilities)

In the event of exposure on a LAPCS facility, take the following step for staff and students: Exposure means:

- Individual who has symptoms when they arrive on campus or becomes sick during the school day
- Individual reported that they came in close contact with a person who tested positive for COVID-19
- Individual reported that they have tested positive for COVID-19 Close Contact means:
 - Any person who was within 6 OR feet of someone, for a total of 15 minutes or more, over a 24-hour
 - They had unprotected contact with by sharing their body fluids and/or secretions (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment).

Gather Information:

- Remain calm and objective.
- If on campus, limit the potentially infected individual’s contact with other individuals while information is being gathered by separating them from others to the designated self-isolation area on-site. Staff members must wear the appropriate PPE and keep 6 feet or more apart from the individual at all times.

- COVID Team member (SBOM/designated support staff member) will report the potential exposure to Associate Director of Operations/Designee (Cc Principal on all communications).
- Once a potential COVID-19 case is identified among employees, the SBOM/Designee will investigate to identify all close contacts associated with the workplace/classroom (employees, students and visitors who spent time at the site) who had exposure to the potentially infected individual during the infectious period. If the SBOM is unavailable, the Associate Director of Operations will step in and support.

You will need the infected individual to identify close contacts. Close contact is defined as individuals who:

- **Any person who was within 6 feet of someone, for a total of 15 minutes or more over a **24-hour period OR****
- **They had unprotected contact with by sharing their body fluids and/or secretions (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment).**

*A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

The SBOM/Designee will conduct an assessment as follows:

- Focus on obtaining facts. Ask clarifying questions if needed.
- Gather and document as much information as possible regarding the employee(s) who may have been exposed. Some basic questions to ask are:
 - Who is the infected person that they came in contact with?
 - Obtain information regarding the potential exposure event.
 - Why do they think they were exposed?
 - Are they experiencing any symptoms? If so which ones?
 - Exact time, date and location of the exposure?
- Please name the individuals (students/staff/families/vendors/etc.) you came in close contact with (within 6 feet for a total of 15 minutes over a 24-hour period) 48 hours before your symptoms first appeared?
- Please name the individuals you had unprotected contact with (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment)?
- After you are done conducting the health assessment, the Associate Director of Operations/Designee will make the following determination.
 - Send the staff member back to work
 - Send the staff member home to begin quarantine

If the determination cannot be made, the Associate Director of Operations will consult with the Director of Operations.

- If an individual is sent home, the Associate Director of Operations/Designee will explain the following next steps to the individual and provide them with the following information:

- **Testing:** Anyone who may have been exposed should get tested for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of the disease spread at the school and serve as a basis for further control measures. Staff can get tested through community resources for testing. The City of Los Angeles is offering free testing. To schedule an appointment please visit this [website](#).
- **Self-Quarantine:** Exposed individuals should quarantine for 10 full days since their last exposure to the infected person even if they receive negative results during their quarantine period. Home Quarantine Guidance for COVID-19 can be found <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.

Department of Public Health (LADPH): Please communicate to the individual that LADPH will contact exposed staff directly through the LADPH Case and Contact Investigation Program to collect additional information and issue a Health Officer Order for Quarantine.

Returning to Campus: When the quarantine period ends, staff members can resume their usual activities, including returning to work and/or school. They do not need a letter from Public Health or a negative test to return to work or school but they will need clearance from the Associate Director of Operations before they return.

- Send the individual home. If the potentially infected employee cannot return home immediately, they will continue to be separated from other individuals on campus to the designated self-isolation area on-site. They will remain there temporarily until arrangements are made for the person's return home.
- The SBOM or Office Coordinator will arrange for sub coverage if needed
- For potential and confirmed exposure to COVID-19, LAPCS HR Department will inform staff members/ SBOM will inform students who may have come in close contact with the individual of their possible exposure to COVID-19 on campus.
- For all confirmed cases, sites will send AB685 notification to staff members who were on the same premises as the infected person, regardless of whether they were a close contact or not, notifying them of the potential exposure.
- Employees/students exposed to a coworker on campus with a confirmed COVID-19 diagnosis should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
 - Be alert for symptoms. Watch for fever, cough, shortness of breath, or other [symptoms](#) of COVID-19.
 - Take your temperature and follow CDC guidance if you have symptoms.
- **Protect the individual's confidentiality.** The Americans with Disabilities Act requires the confidentiality of employees' medical information, and employers may not disclose the identity of the employee diagnosed with COVID-19. Employers are also required to maintain the privacy of any health information they gather related to an employee's medical condition or their symptoms, and any such documentation should be kept in a private health folder with limited access by only critical human resource staff.
- For any suspected or confirmed COVID-19 cases, we must follow the guidance of the CDC and local health officials regarding the cleaning and [disinfection](#)

[recommendations](#). To coordinate the cleaning of the facility/work area please follow the guidance below:

- Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- **Contact Liliana Vasquez, Director of Operations** (Cc the Principal) to request a deep cleaning of your facility/work area by communicating the following:
 - Need for deep cleaning
 - Identify the areas used by the person who was sick that need to be cleaned such as offices, bathrooms, common areas, shared electronic equipment like copy machines, touch screens and keyboards
- **At no time should the identity of potentially exposed individuals be shared.**
- If the custodian is the potentially infected individual, or if the custodian must also quarantine due to close contact, the Director of Operations will work with the vendor to arrange for another temporary custodian.

Associate Director of Operations/Designee will be responsible for tracking all suspected or confirmed COVID-19 cases at all sites by using the COVID Tracking Sheet. The initial data must be collected on-site and relayed to the Associate Director of Operations/Designee to be able to monitor the number of cases.

Incident Reporting

After you take care of the individual, the following steps to report any potential exposure incident must be taken immediately:

Employees and supervisors shall notify Jónathan Guido-Ávila, COVID-19 Preparedness and Response Coordinator as soon as possible following a potential exposure incident (Principal should be Cc'd on all communication).

The Human Resources Department will take the following steps for employees ONLY:

- Review the information collected during the contact tracing investigation.
- Contact the potentially infected employee within 24 hours to:
 - Conduct a welfare check of the employee
 - Ask any follow up questions and gather additional information
 - Review the LADPH information that was provided to the staff member by the site administrator regarding symptoms, quarantine, and resources on where to get tested.
 - Encourage employees to call a healthcare provider and seek medical advice if they are feeling sick or experiencing symptoms. It is important for employees to call ahead before going to a doctor's office or emergency room and advise their healthcare provider about recent travel, close contact and/or symptoms.
 - Review options for sick leave or accommodations for remote work during the 10 days quarantine
- HR will contact and issue employee notifications to any staff member who came in close contact with this individual
- Continue to monitor the employee/s until they are able to return to work.
- Provide periodic updates to the employee's supervisor and Principal/SBOM

After completion of isolation or quarantine according to Health Officer orders, staff can return to work and resume usual activities. Neither Public Health clearance nor a

negative COVID-19 test is required for return to work but staff members will need clearance from the HR Department before they return.

- If a staff member develops symptoms during their quarantine, they need to follow the [Home Isolation Instructions](#) for returning to work or school.
- Medical records kept on file with LAPCS will be maintained in accordance with the law, including confidentiality of private medical information.

Exposure Management Reporting

Once the COVID-19 Compliance Team at the site have responded appropriately to the potential exposure, the following steps must be taken by the Operations/HR Team:

- The Operations/HR Team will keep a running record of all suspected and confirmed cases across the network to keep track of numbers and identify if any epidemiological links exist between cases and determine if any site-specific interventions are required.
- The Associate Director of Operations will submit this information to the LADPH using the [COVID-19 Case and Contact Redcap system](#) within one business day of notification of a confirmed case.
- Associate Director of Operations will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Setting](#).
- The Associate Director of Operations will report the cluster (3 or more confirmed cases) to the LADPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: ACDC-education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821 and via [COVID-19 Case and Contact Redcap system](#).
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, the LADPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Team will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

Prior to reporting the cluster to LADPH ACDC Education Sector Team, the School Compliance Team will assess whether the two (3) confirmed cases have epidemiological links (e.g., present at the same time and place during infectious period).

Response for an Employee or Student Who Believe They Have Been Exposed to COVID-19

If an employee or student has had close contact (within 6 feet) with someone who is confirmed to have, or is being evaluated for, COVID-19 infection:

- Employees and students should monitor their health starting from the day they first had close contact with the person and continue for 10 days after they last had close contact with the person.

- Employees who are well and residing with someone with COVID-19 should notify the the Associate Director of Operations and follow LADPH recommended precautions.
- Students who are well and residing with someone with COVID-19 should notify their SBOM/Principal/Designee and follow LADPH recommended precautions
- Employees who develop a fever or any COVID-19 symptoms should call their healthcare provider right away and notify the Associate Director of Operations.
- Students who develop a fever or any COVID-19 symptoms should call their healthcare provider right away and notify their SBOM/Principal/Designee.
- Before going to a medical appointment, employees and students should tell their healthcare provider about their close contact with someone who is confirmed to have or is being evaluated for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected.

Response for Employee or students who Is Sick or Experiencing COVID-19 Symptoms

If an employee or student is sick or experiencing COVID-19 symptoms:

- Employees and students should notify their supervisor or SBOM/Principal/Designee and stay home if they are sick or experiencing COVID-19 symptoms.
- Employees and Students who appear to have symptoms upon arrival to campus or become sick during the day should be separated from other employees and be sent home immediately.
- Employees and students should call a healthcare provider and seek medical advice. It is important for employees to call ahead before going to a doctor's office or emergency room and advise their healthcare provider about recent travel, close contact and/or symptoms.
- Employees and students who have symptoms of illness are required to stay home and not come onto campus until the CDC's criteria to discontinue home isolation are met, in consultation with their healthcare provider.
- Employees and students may be required to provide a release from their healthcare provider before they can return to campus.

Response to Employee or Student Who Tests Positive for COVID-19

If an employee or student tests positive for COVID-19

- Employees should notify the Associate Director of Operations if they have tested positive for COVID-19.
- Students should notify their SBOM/Principal/Designee if they have tested positive for COVID-19.
- Employees and students who have tested positive for COVID-19 are required to stay home and not come onto campus until the CDC's criteria to discontinue home isolation are met, in consultation with their healthcare provider. (See <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).
- Employees and students will not be allowed to return to campus until they have completed their isolation period.

Exposure on Campus during the School Day

Upon School Entrance/Arrival:

Students arrive and temperature is taken. If they pass (less than 100.4°F) or they may proceed unescorted to the assembly area.

Aides/support staff will be strategically placed in the assembly area and common areas to enforce social distancing protocols. Here staff will enforce protocols so that students are in their appropriate Stable Student Groups (SSG).

Teachers will wait for their students at the assembly area. Lines marked to indicate 6' of distance (use parking lot or other large space). Once class is assembled, or time limit, walk to class. Every class must have two assigned adults. Visit the restroom, wash hands, walk to classroom and then sit down. Proceed with class.

If a student does not pass, staff should take the temperature again to double-check (possibly on a different part of the head if the student was wearing a hat or material on their forehead that could affect the reading). If the student does not pass, then they must be immediately isolated. Isolation room staff (IRS) must be standing by near the entry point in case this happens. If a student does not pass, IRS must immediately escort the student to the isolation room and stay with them to perform the assessment. IRS must notify SBOM (radio) to let her know to send a replacement to the entry point. Isolation room should be as near as possible to the entrance.

Isolation staff should always be wearing: gloves, cloth face mask, gown, and face shield. They should have a fresh cloth mask as a backup.

Isolation rooms must contain: seating and separations, surgical masks for students, PPE for staff, box with disposable activities, telephone, thermometer, bottled water, packaged snacks in case the student is there for a prolonged period, laptop or tablet for looking up SIS. log book (physical or digital), COVID information packets in sealed envelopes (Eng/Spa). Every school must have at least 1 room selected, ideally 2.

IRS will bring the student into the isolation room and direct the student to sit down. IRS will put on a medical grade mask if not already wearing one.

Ask the student's name and teacher or DOB to ensure you look up the right student.
Questions to ask students:

1. Name/ID the student – look up the student in PowerSchool.
 - a. Click on the Family button to check for confirmed siblings
2. Ask the student if anyone else who lives with them goes to their school (as a precaution)
3. If there are siblings in the same campus, radio the SBOM to send an Isolation team member to collect the sibling(s) from the other locations and bring them to the isolation room.
4. Take the student's temperature again to make sure it still reads over the limit (100.4°F). If it doesn't, wait 30 minutes, check it again. If it is still back to normal, ask the screening questions anyway and if they pass you may send the students back to class.
5. If the student's temperature is still over 100.4°F proceed with student screening questions:
 - a. Do you feel hot?
 - b. Can you take a deep breath? Show me?
 - c. Does anything hurt, like your head or your stomach?
 - d. If so, did it hurt yesterday?

- e. Have you been coughing this morning? How about yesterday?
 - f. Did you tell your family?
 - g. Do you know if anyone who lives with you is sick?
6. If the student's responses to these questions are affirmative:
- a. Verify any siblings or household members in the same campus or at another LAPCS campus. If there are none, proceed to contact the family to come pick up the student to take them home. Enter the student's name and address in the log. Alert the SBOM that the student will be sent home. SBOM will notify front office staff that family will come to collect that student. Provide family name, student name, grade and status update (if the family said they are on their way, etc.)
 - i. If there are siblings in the same campus, these should already be in the isolation room with the first student. If they aren't, get them and advise the family they need to collect all of their children
 - ii. If there are siblings at another LAPCS school, notify the SBOM – provide name & DOB. SBOM will contact the SBOM from the other campus with the student info and alert them to isolate the student(s). After contacting the SBOM, contact the family and tell them to come pick up their child. Also tell them that the sibling has been isolated at the other LAPCS school and they will need to pick up that child as well. SBOM at the initial school site will contact family once, to notify on behalf of both schools.

When the family arrives (on foot or in vehicle, send a staff member to wait with the family at the gate or the drive-up location. If the family is in a vehicle, ask them to stay in their vehicle. If on foot, have them wait at the gate. Radio IRS to bring the students. IRS will escort the student(s) directly from the Isolation room to the gate. Lock the room when you leave it. Give the family the information packet and kindly tell them that they may not come back to school tomorrow. Verify their contact information (to make them feel reassured) and assure them that a school staff member will call them within 24 hours with some more questions and next steps. Tell them that we cannot ask the questions right then and there because of safety and we do not want to keep the students in the isolation room longer than we have to.

1. After the students are taken home, the SBOM/Office Coordinator or Designee will call the family within 24 hours to follow up.
2. Ask contact tracing questions and log responses
3. Determine re-entry date and add to log. Flag communication with the family to remind them the day before their re-entry date
4. Review information packet with family so that they know what resources are available to them
5. Connect with student(s) teacher(s) to make sure that they connect with affected student(s) on their DL days.
6. After the student(s) have been collected, IRS will notify the SBOM that the student was picked up, which isolation room was used and that the room is locked.
7. IRS will discard disposable PPE and wash their hands. Sanitize their face shield and meet with SBOM to debrief.
8. SBOM and IRS will meet (other staff may be needed if there were siblings in other locations) and review any locations where the student or students were. If it is

determined that the students only came in contact with the isolation room (and designated restroom) and the entrance, then sanitize the rooms and school may continue.

9. If it is determined that the student(s) came in contact with another area of the school, school may continue if those areas can be closed off/locked for 24 hours and disinfected/sanitized.
10. If it is determined that affected areas cannot all be accounted for or the path of contact from the student is unclear, or if the student came in close contact with another SSG, the school site IRS with consultation from the Director of Operations will determine if the school must be closed for cleaning and for how long.
11. If the school must be closed it will be closed immediately. As soon as the closure determination is made, all classrooms must be put on a modified lockdown. Students must stay in their classrooms and only leave to use the restroom with supervision.
12. If the closure determination occurs before the first recess period (think – all the other students in the school have only been in their classrooms at this point in the day). Then the modified lockdown should be enough to avoid the full closure. Sanitize or close off the affected areas. If there were affected siblings, these classrooms at this point can be isolated without impacting the other classrooms.
13. If the determination happens after students have had an intermingling risk (recess or passing period, lunch etc.) then the entire school must be placed on immediate lockdown and evacuated for 72 hours to allow for sanitizing.
14. Families will be immediately contacted and alerted that due to a contamination risk they must come immediately to pick up their children. At this point tell them which date they will return and what time to report for digital school the next day.
15. Students must remain in the classroom until their family arrives and they will come to the exit one student/set of siblings at a time. Students are directed to go directly to the exit.
16. Students must be escorted by staff if the paths from the classroom to the exit do not have physical barriers or if there is a risk that they would come in contact with the isolation room or other affected area.
17. Once all students have been picked up, all staff except the SBOM and custodial staff must leave immediately. SBOM will review the disinfecting and cleaning orders with custodial staff and call for an outside company to assist if needed.
18. Teachers must contact all students in the class and remind them that school the next day will be digital and what time to join the online classroom or what the assignment is.

Identification once the school day is in progress:

If a student is suspected of being ill or complains of symptoms, teacher will isolate the student (keeping them seated at their desk is sufficient) and will contact the SBOM. SBOM will dispatch an isolation team member to the classroom with a thermometer. The Isolation team member will call the student outside the classroom and take their temperature and ask the assessment questions. If the student is sick, the student must collect their belongings and the isolation team member will escort them to the isolation room and repeat from step 2 above. If the student does not have a temperature and does not have any other symptoms then they may return to class. Family will be notified that the student was returned to class, staff will fill out Incident Report for the student. Include next steps for family on Incident Report.

If the student is sick, then IRS will contact the SBOM and notify which classroom it was.

Response for a Student Who Tests Positive for COVID-19

If a student tests positive for COVID-19, the school should follow the procedures:

- Confidentially capture the students name on list with all the following:
 - Date of Positive Test
 - Estimated Date of Student Re-Entry
 - Date of Classroom Notification
 - Date of Classroom Sanitation
 - Estimated Date of Classroom Return
 - Actual Date of Classroom Return
 - Date of School Notification
 - Date of School Sanitation
 - Estimated Date of School Return
 - Actual Date of School Return
 - Actual Date of Student Re-Entry
- Crosscheck siblings (or other LAPCS housemates) and alert other schools
- Offer Family Support (access to test centers, meals, etc.)
- Tips on quarantining in multifamily units
- City resources
- Implement Classroom and School shutdown procedures (personal item removal at EOD)
- Notification to families of classmate - of positive classmate.
- Instruct to Check for symptoms throughout 14-day quarantine and distance learning
- Notification to families of schoolmates - of positive student.
- Instruct to Check for symptoms during 3-day distance learning while school is being cleaned and sanitized
- Alert instructional leaders to begin distance learning
- ParentSquare message reminders daily
- Collect Re-Entry Documentation

If a student begins to exhibit positive COVID-19 symptoms ON CAMPUS, they must be immediately isolated until they can be picked up. Isolation room should be as near as possible to the entrance with access to a designated restroom that no one else will use. Isolation staff should always be wearing gloves, cloth face mask, gown and face shield. They should have a fresh cloth mask as a backup.

Isolation rooms must contain:

- Seating and separations
- Surgical masks for students
- PPE for staff
- Box with disposable activities for students
- Telephone
- Thermometer
- Bottled water
- Packaged snacks in case the student is there for a prolonged period
- Laptop or tablet for looking up SIS

- Logbook (physical or digital)
- COVID information packets in sealed envelopes (English/Spanish)
- Every school must have at least 1 room selected, ideally 2

Isolation staff must stay with isolated student until the student's family/guardian comes to collect them. Isolation staff will contact the family/guardian and indicate where they can collect their student. Isolation staff will give the family/guardian a resource packet as well as instructions for the next day. School staff must follow up with the family/guardian within 24 hours.

COVID-19 Testing for Staff and Students on LAPCS Campuses

LAPCS utilizes a comprehensive approach to school safety with the goal of reducing transmission. In addition to wearing masks, social distancing, symptom screening and contact tracing, LAPCS will strongly encourage staff to get tested every 2 weeks.

Contact Tracing Investigation

Once a COVID-19 case is identified among employees or students, the SBOM/Designee should conduct a contact tracing investigation to identify all close contacts associated with the workplace/classroom (employees, students and visitors who spent time at the site) who had exposure to the case during the infectious period. A case is considered to be infectious from 48 hours before symptoms first appeared until at least 10 days after their symptoms first appeared and 3 days after recovery, defined as the resolution of fever and reduction in respiratory symptoms. Asymptomatic persons with laboratory confirmed COVID-19 are considered infectious 48 hours before the date of their first positive molecular test (sometimes called a PCR test) until 10 days after the initial positive test.

A close contact is any individual within the workplace with the following exposures to a case while the case was infectious:

- Presence within 6 feet of the case for a total of 15 minutes or more in a 24-hour period, or
- Contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.
- Any contact who is symptomatic should immediately be considered a case and should be sent home to self-isolate and advised to get tested for COVID-19. All asymptomatic close contacts are required to self-quarantine for 14 days from exposure. Staff instructed to self-isolate or self-quarantine who cannot work remotely should be offered paid sick leave based on eligibility.

A staff member should fill out the LAPCS tracking spreadsheet for their respective school immediately with the contact's personal information. Please note that only designated staff should be filling out the survey for students or staff members due to the sensitive nature of health information.

Infection Control

Infectious Disease Control Policy

LA Promise Charter Schools (LAPCS) will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of LAPCS during any such time

period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

LAPCS is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

LAPCS will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A COVID-19 Compliance Team has been established to monitor and coordinate events around an infectious disease outbreak, as well as to enforce rules established to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We have also installed alcohol-based hand sanitizers throughout the campus/workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans in collaboration with HR and their supervisor.

Limiting Travel

During an infectious disease outbreak, LAPCS advises employees that all nonessential business travel should be avoided until further notice.

Staying Home When Sick

Many times, with the best of intentions, employees report to work even though they feel sick. LAPCS provides paid sick leave and potentially other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are sick and/or experiencing the following symptoms: fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Employees who report to work sick will be sent home in accordance with generally accepted health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill with an infectious disease, it may become necessary to request information from you and/or your healthcare provider. In general, LAPCS will request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is

appropriate for you to return to work. As always, LAPCS expects and appreciates your cooperation if and when medical information is sought.

Confidentiality of Medical Information

LAPCS treats any medical information as a confidential medical record.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

During an infectious disease outbreak, LAPCS will implement social distancing guidelines to minimize the spread of the disease among the staff.

In the event that LAPCS implements social distancing guidelines, employees will be requested to take the following actions during the workday:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands and wear face coverings
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions
- Do not congregate in small areas such as work rooms, pantries, and copier rooms.
- Take meal and rest breaks away from crowds
- Say home if you are sick or if you have been exposed to a person who has COVID-19

Communicable Diseases Policy

LA Promise Charter Schools's (LAPCS) decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, novel coronavirus (COVID-19), viral hepatitis-A (infectious hepatitis), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. LAPCS may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC). LAPCS will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. LAPCS reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if LAPCS finds that, based on current federal, state, or local guidelines, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

LAPCS will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure

procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases

Staff Guidance and Support for a Safe Return

It is the goal of LAPCS that all staff – instructional, operational, administrative, and support – have the resources and information they need to feel safe returning to campus. The following outlines the training, guidance and support for all staff:

LAPCS Training: All staff have received LAPCS's training on LAPCS's COVID-19 Safety Plan. This training includes information on new policies and procedures that promote behaviors to reduce the spread, changes in the workplace that help maintain healthy work environments and expectations for personal and collective responsibility. LAPCS will also provide a COVID-19 Safety Training for all staff members before returning to campus. This training includes information to help prevent the transmission of COVID-19 on campus such as social and physical distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, required face coverings, regular testing and personal protective equipment.

Staffing

1. Work Cohorts: LAPCS has established worker cohorts (groupings), which may reduce the risk of workplace transmission by minimizing the number of different individuals who come in close contact with each other.
2. Staggered Schedules: LAPCS has established staggered, alternating employee schedules to maximize physical distancing where possible.
3. Accommodations: LAPCS has developed a process for how we will prioritize reasonable accommodations for employees who are impacted by COVID-19.

Testing: Staff will be required to get tested every 2 weeks before returning to the school site and report positive results to Jonathan Guido-Avila , Associate Director of Operations.

A summary of our process is outlined below in our **COVID-19 Temporary Work Accommodations and Leaves** policy:

I. Reasonable accommodation process for employees with a disability/vulnerable population

As part of LA Promise Charter Schools' (LAPCS) response to COVID-19, we are committed to supporting employees impacted by COVID-19. We recognize that there may be some employees with medical disabilities that require temporary reasonable accommodations under the Americans with Disabilities Act (ADA) as a result of COVID-19. Some employees who self-identify as having an increased risk of severe illness from COVID-19 infection as determined by current CDC guidance may have a medical condition that rises to the level of a disability under the ADA.

LAPCS is implementing an expedited process to consider reasonable accommodation requests for ADA- qualified employees who are impacted by COVID-19. For situations where employees have increased risk conditions that are determined not to be ADA

disabilities, or have family members at home with serious health risks, flex-work, remote work, and other workplace adjustments may be available. The ADA reasonable accommodation process is not intended to address employees who test positive for COVID-19 or have COVID-19 symptoms as such situations are covered by LAPCS leave policies.

Reasonable Accommodations Request for a Disability

An ADA reasonable accommodation is a modification of essential job duties or the work environment that enables a qualified individual with a disability to attain the same level of performance or to enjoy equal benefits and privileges of employment available to a similarly-situated employee without a disability. Examples might be the use of personal protective equipment (e.g., face masks, gloves or gowns), shift changes or changes to work stations to limit exposure to others, or telework. Reasonable accommodations are granted on a case-by-case basis after proper analysis of the disability in question, the necessity of the accommodation and to ensure the modification does not cause an undue hardship (e.g., significant difficulty or expense) on the school. If you would like to request a temporary reasonable accommodation, the process is as follows:

1. Employees must request a **“Request for Reasonable Accommodation Form”** from the Associate Director of Operations and submit the completed version as soon as reasonably possible. Employees should also submit a current letter from their Healthcare Provider offering limited medical information that verifies their medical condition and the manner and severity of the impact of COVID-19 on that condition as it relates to their employment and ability to return to the workplace. Healthcare providers may be contacted for medical conditions that are not visible and/or necessitate clarification on the manner and severity of impact during COVID-19.
2. The HR Department will review the reasonable accommodation request and medical documentation to determine if the individual qualifies as a person with a disability under the ADA; and
3. The HR Department will engage in an interactive process as necessary with the employee and supervisor to discuss accommodations and employee’s essential work functions.
4. For situations where employees have increased risk conditions that are determined not to be ADA disabilities, and/or where social distancing, PPE, or something that comparably reduces exposure risk **would constitute** the accommodation or adjustment, the HR Department will work with the employee and supervisor to determine if other workplace adjustments are available.

II. Remote Work/Flex-Work Requests for Personal Reasons (not related to an employee’s medical condition)

While LAPCS will prioritize work accommodation to requests related to an employee’s medical condition, we recognize there are also requests not related to an employee’s health that should be reviewed. These might include concerns about childcare/school closures, the health of others in the home or a personal concern about working on-campus.

If you are seeking a remote work/flex-work adjustment not related to your personal health, please contact the Associate Director of Operations. For Flex-Work Requests for

Personal Reasons you *do not* need to complete a Request for Reasonable Accommodation Form.

Request for Prompt Submission of Requests

To make determinations before we begin “in-person” instruction, LAPCS is asking those requiring ADA temporary accommodations based upon possible COVID-19 conditions to submit requests as soon as possible (no later than a month before we are scheduled to re-open).

Notification Timing and Factors Being Considered

Our first priority are employees with medical disabilities, but we may adjust work for those who have health conditions that do not meet the definition of a disability. All requests should be submitted using the COVID-19 Temporary Reasonable Accommodation Process. Accommodation and adjustment determinations will be communicated after reviewing all requests received by the established deadline. Other requests, including serious health risks for family members at home and childcare will be considered after employee health circumstances.

Support and Resources for Staff

Vulnerable Staff Population: Our employees who are at the age of 65 years or older, and those with chronic health conditions that would place them at high risk if infected, will be assigned remote work, at an employee’s request, whenever possible. Employees in any of the categories above should discuss any concerns with their healthcare provider to make appropriate decisions on returning to the workplace. Employees who would like to request an accommodation for remote work must contact the Associate Director of Operations and complete the reasonable accommodation process outlined above.

Leave Options for Employees

There are a number of temporary leaves available for staff. Below is a description of the COVID-PSL policy LAPF has enacted. Other leaves can be reviewed in the LAPF Employee Handbook. The LAPF Human Resources Department is available to support employees in providing information on any of the leaves available and other related benefits. For support, please reach out to Jónathan Guido-Ávila, Associate Director of Operations.

COVID-Paid Sick Leave

We understand the COVID-19 health crisis may impose undue hardships on our employees. LA Promise Fund (“LAPF”) enacted this COVID-PSL Extension Policy upon the expiration of the Families First Coronavirus Response Act (“FFCRA”) on December 31, 2020, to provide emergency paid sick leave (“COVID-PSL”) to eligible employees.

Eligible Employees

All employees (including part-time and temporary employees) who work for LAPF are eligible to use COVID-PSL beginning on the first day of employment as set forth in this policy. COVID-PSL will be provided regardless of whether LAPF is operating under Distance Learning or normal on-site conditions. Once COVID-PSL has been exhausted, normal paid leave and leave of absence policies will apply.

Definitions

For purposes of this policy, the following definitions are incorporated:

- “Caring for an individual” relates to the care for an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.
- “Health care provider” means a Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other health care provider as authorized by statute.
- “Seeking a medical diagnosis” for COVID-19 is limited to time the employee is unable to work or telework because the employee is experiencing symptoms such as a fever, dry cough, shortness of breath or any other symptoms identified by the U.S. Centers for Disease Control and Prevention and the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19.
- The definitions of “child care provider,” “school,” and “son or daughter” are the same as those set forth in the FFCRA.

Permitted Use

Employees may take COVID-PSL if an employee is unable to work (or telework) due to any of the six qualifying reasons set forth below:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. This includes situations in which the employee has been advised to self-quarantine because the employee has COVID-19, it is believed the employee may have COVID-19 due to known exposure or symptoms or the employee is deemed particularly vulnerable to COVID-19 (including when an employee is 65+ years old, or has a health condition such as heart disease, asthma, lung disease, diabetes, kidney disease, or a weakened immune system).
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2).
5. The employee is caring for a son or daughter of such an employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. This may be taken if no other suitable person is available to care for the child during the period of the leave.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Hours of Paid Leave Received

Full-time employees are entitled to 80 hours of COVID-PSL.

Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over a 14-calendar day period.

Limits on Use

COVID-PSL is only available for use until two weeks after the lifting of the COVID-19 local emergency period in the City of Los Angeles. Lifting the emergency response is a decision that will be made by the Mayor of the City of Los Angeles.

Intermittent Leave

If LAPF and the employee agree, an employee may take the leave intermittently if the employee works on site and needs time off to care for their son or daughter if the school or place of care of the employee's child has been closed, or the child care provider is unavailable due to COVID-19 precautions. Intermittent leave while an employee is working on LAPF's premises will not be provided for any other reasons for leave under COVID-PSL. If LAPF and the employee agree, an employee may take the leave intermittently for any qualifying reason if the employee is teleworking.

Use Of Time Off Benefits

Employees may elect to use other available LAPF time off benefits (i.e., PTO or Paid Sick Leave) pursuant to those applicable policies before using COVID-PSL, although employees are not required to do so.

Maintenance of Health Benefits

LAPF will provide continued coverage under LAPF's group health plan if an employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior to COVID-PSL. Unless otherwise noted, the employee's portion of contributions will be deducted from the employee's pay.

Notification

The employee must notify the Associate Director of Operations as soon as the need for COVID-PSL arises, or as soon as reasonably possible. The employee must submit a Request for COVID-PSL form to the AD of Operations and cooperate with COVID-19 contact tracing. Based upon the eligibility criteria set forth in this policy, and the most up-to-date guidelines from the LA County Department of Public Health ("LADPH"), the AD of Operations will determine the appropriate quarantine period. If you need assistance in completing or submitting your form, please contact the AD of Operations.

Termination

Employees will not receive pay in lieu of unused COVID-PSL. Unused COVID-PSL will not be paid out upon termination.

No Discrimination or Retaliation

LAPF prohibits discrimination or retaliation against employees for using their COVID-PSL. This COVID-PSL policy may be modified, altered, or otherwise amended or deleted in LAPF's sole and absolute discretion.

III. Communication with employees, students and families and the public

Stakeholder Communication

Since the shift to distance learning in March 2020, LAPCS has provided honest, timely, and relevant information to employees, students, and families. LAPCS continues to deliver regular updates on COVID- 19 and Distance Learning using a variety of channels, including email, social media, website, and communication tools such as ParentSquare and Zoom meetings/Town Halls.

Family Communication: LAPCS teachers, principals, and office staff use ParentSquare to regularly communicate with families and share resources. Important updates and resources are also shared on the main LAPCS website and on social media channels (Instagram). Families also get information directly from their teachers and school leaders, when they attend Zoom meetings and events.

Employee Communication: LAPCS uses email to share important news and announcements with all employees. Employees also receive updates at virtual meetings from school leaders.

External Communications: LAPCS uses their websites and social media to share important news and updates with the general public, including information about upcoming board and committee meetings. Members of the public can also subscribe to a LAPCS digital newsletter to receive distance learning updates and highlights.

Organization-wide Communication: We use our LAPCS websites to provide families and stakeholders with COVID-19 updates and Distance Learning resources. On our website you will also find information for families on meal schedules, community resources, home-school communication, and calendar updates.

Site Level Communication: LAPCS has adopted ParentSquare to regularly communicate with families and provide them with COVID-19 updates specific to their school site. ParentSquare is a communication and organization tool designed to keep families informed and involved in their children's learning and school activities. Through this app, families are able to:

- Receive all school, classroom and group communication via email, text or app notification
- See important calendar events and RSVP
- See photos, links and attachments
- Sign up to volunteer or bring items
- Send private messages to teachers or staff
- Appreciate those who post messages (please give them generously!)

Family Education

LAPCS will take the following steps to educate families and help them to feel safe and supported in making the decision to send their students back to school. Every LAPCS campus will:

- Host a series of virtual meetings for families to explain safety protocols, including but not limited to:
 - proper usage of face coverings
 - physical distancing requirements
 - symptom screening practices, including not coming to work or school if they are experience symptoms or have been in close contact with someone who has been diagnosed with Covid-19.
 - Share LAPCS's enhanced sanitation practices
 - Share COVID Response Procedures should an individual or student become sick at school.
 - LAPCS's Student Testing requirements

Information will also be shared via ParentSquare, our digital communications platform. Once we have shared the information and have the opportunity to engage families and answer their questions, families will have the opportunity to opt-in to in-person instruction or continue distance learning.