

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates (Changes highlighted in yellow)

4/28/2021:

- Updated to provide guidance on performing arts classes and activities held in K-12 settings.
- Cleaning requirements have been updated to comport with updated CDC cleaning guidance.
- Allows specialized staff to interact with special education students in multiple classrooms
- Describes special testing requirements for student athletes in the case of outbreaks associated with sports teams.

4/2/2021:

- Amends cohort size and distancing requirements for on-site programming other than full-grade in person instruction (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests or AP testing).
- Allows students with IEP or 504 plans requiring specialized services to be pulled from their general education group and placed with students not in their primary stable group while receiving special education services, once school has reopened for full-grade in person instruction.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from transitional kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

General Reopening Guidance for All Schools

At this time while Los Angeles County is in Red, Orange, or Yellow Tier, all schools are permitted to reopen for all students in any grades TK – 12. Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be providing certain in person services to a limited

number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

Schools open for in person learning must also continue to offer 100% distance learning as an option for those families that prefer it.

Schools that are eligible for reopening based on state and county criteria, are not required to open and may not open until the school is prepared to comply with all requirements in this protocol to ensure a safe environment for all members of the school community. However, schools should be aware that a prolonged delay in reopening may impact eligibility if community transmission rises and adjusted case rates exceed the thresholds that permit school reopening. **Any school that has reopened per the definition above may stay open** even if adjusted case rates rise and/or the County is reassigned back to a lower more restrictive tier. If a school has not reopened per the definition above, and the adjusted case rate in the County rises above 25 cases per 100,000 population, no schools that have not yet reopened will be permitted to do so for any grade served until the adjusted case rate again falls below 25. The only exception to this rule is that schools have a minimum three-week window for reopening after the County reaches the reopening threshold of less than 25 cases per 100,000 population. If the adjusted case rate were to quickly rise again above the permissible threshold within three weeks of reaching the threshold, schools still have a full three weeks to reopen before eligibility is withdrawn.

Schools that are preparing for reopening or electing to remain closed at this time, may still initiate or continue the following in person on campus activities. These activities may occur regardless of whether the school has reopened or remains closed, and regardless of the County's Tier placement or adjusted case rate:

- **Day care for school-aged children and/or childcare programs located in schools.**
 - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for [Programs Providing Day Care for School-Aged Children](#) or the [Guidance for ECE Providers](#). Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of emergency childcare waivers for licensed childcare facilities and license-exempt providers due to COVID-19. For additional information see [PIN 20-22-CCP](#).
 - Schools that provide childcare programs for school-aged children on their campus must file the notification for [Child Care Services for School-aged Children on K-12 School sites](#) with LAC DPH.
- **Specialized services for defined subgroups of children who need in person services and supports.**
 - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. Schools that have reopened for one or more of the grades served, but not for all grades served by the school, may also deliver these special services to a limited number of students in the grades not yet opened for full in person instruction. In that situation, the school may bring up to 25% of student enrollment in the grades not currently open on to campus at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
 - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.

- No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided either one-on-one by the appropriate specialist in a secure space that is apart from all other people, or the specialist may pull out a subset of the larger cohort and provide services to that subset together, returning that subset back to their larger cohort before providing services to a student or students from a different cohort. Note that this requirement is specific to the situation where limited numbers of students are being provided specialized services for defined subgroups with high need. When a grade has fully opened for in person instruction, this restriction is adjusted (see below). Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If the school has already opened one or more of the grades served and will be providing specialized services to other grades, the school is still required to notify public health before initiating the specialized services, as there is a separate notification form that must be filed. The reporting form can be found at [Small Group Instruction Notification Form](#).
- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams, and Advanced Placement (AP) testing for college credits.**
 - College admission tests, including PSAT, ACT, and SAT exams, and AP testing, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment.
 - All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
 - There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be found in the [TK-12 School COVID-19 Toolkit](#).

COHORTING

For the three types of on-site programming described above (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests or AP testing), students must be organized and proceed through the day within stable cohorts, defined as groups in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Cohort size should be as small as feasible. Six feet of distance between students in these cohorts is recommended however at no time may students be seated less than 3 feet apart. Distance between students and staff desks, and between staff desks must be at least 6 feet. The maximum size of these stable cohorts is based on the number of students that can be seated within the available program space while adhering to minimum distancing requirements. However, cohort size may not exceed a maximum of 30 students and two supervising adults regardless of the size of the available program space. **Note: For college admission or AP testing, the size of the test group is not limited to 30 students as long as the available testing space allows for the required physical distancing.**

- Note that if a cohort has not reached maximum capacity or if a child stops attending a previously full cohort, other children who are not already assigned to a cohort can be added to the group to reach maximum allowable capacity, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum allowable capacity. Part-time members cannot “share” their slot with other part-time students. Other children cannot be added in order to maintain maximum capacity at all times.
- Aides assigned to individual children do not have to be counted among the two supervising adults. They and the child they are there to assist must, however, remain at least 6 feet from all others in the cohort and be counted against the absolute maximum of 30 students who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.
- Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.
- “Floaters,” who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide short-term coverage for the permanently assigned supervising adults.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be childcare staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed childcare facilities, licensed exempt childcare programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

STABLE LEARNING GROUPS IN SCHOOLS AND GRADES THAT HAVE REOPENED

For grades that have returned for full in person instruction, complying with all the specific cohorting requirements above is not required. Nevertheless, applying the same principles to the creation of stable learning groups can provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return to in-person instruction in elementary schools. The size of these stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. For the purpose of maintaining stable groups of students in elementary school while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week.

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually all remain together with the same teacher for the majority of the day. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting but does recommend it as a best practice that middle and high schools should consider when planning for reopening.

For example, by using block scheduling that reduces the number of courses/periods students take during the school day, along with creating teams of teachers and support staff from different content areas that share the same group of students, the size of stable groups can be minimized. Under these parameters, groups consisting of 60 to 80 members that do not interact with members of other groups during the instructional day may be feasible and stable groups numbering no more than 100-120 members maximum are preferred. Again, this approach to structuring the school day is suggested as a best practice that adds another layered mitigation strategy to promote school safety; it is not required.

Other considerations that may assist in creating stable groups in middle and high schools:

Consider keeping students together in their respective classrooms throughout the day and have educators rotate between the classrooms that make up a stable group to eliminate the remixing of classroom membership and reduce exposure that might occur during period switches and hallway passing. Alternatively, classroom groups may move together in staggered passing schedules to other rooms they need to use (e.g., science labs).

Part of the school day could include virtual instruction to reduce the number of in-person groups that a teacher will be exposed to. This is recommended for providing electives, where only one or a few specialized elective teachers may be available to the entire student body. Offering electives virtually or staggering the taking of the electives throughout the term so that an elective teacher is not working with more than one or two groups at a time are safer approaches.

Schools will be asked to provide information on their approach to stable groups in completing this protocol.

Note: The best practice recommendation to have each student assigned to one stable group during the school day does not preclude students participating in other cohorts outside of school hours, such as before or after school programs or a team sport.

TK to Grade 12 Reopening Checklist

| | |
|---|---|
| Institution name: | LA's Promise Charter Middle School |
| Address: | 1700 W. 46th Street, Los Angeles, CA 90062 |
| Maximum Occupancy, per Fire Code: | Approximately 312, school is co-located on LAUSD site |
| Approximate total square footage of space open to faculty and/or students: | 25,000 |

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

20

Estimated total number of students that will return per grade (if none, enter 0):

TK: ___ K: ___ 1: ___ 2: ___ 3: ___ 4: ___ 5: ___
6: 20 7: 35 8: 45 9: ___ 10: ___ 11: ___ 12: ___

Number of separate stable groups that will be present on campus on an average day: 2

Maximum number of members in stable groups present on campus on an average day: 120

Please briefly describe your school's approach to creation of stable groups:

Our stable groups will be formed based on the period in which they have English. This will form two groups within grades six and seven that only interact with two adults on any given instructional day. Grade eight will follow the same organizing principle, however this will mean interaction with a minimum of three adults and a maximum of four. Our students will stay in the same classroom and the adults will rotate as needed between classrooms.

NOTE: The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19.

- The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
 - Fact sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate quarantine of exposed employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
 - Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdpheducationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at <http://www.redcap.link/lacdpheducationsector.covidreport> or (2) completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and emailing it to ACDC-Education@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- A plan or protocol for incorporating COVID-19 testing into regular school operations.
 - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
 - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#).
 - The plan must provide that all testing results will be reported to the Department of Public Health.
 - **Special consideration related to testing for student athletes participating on school sports teams:** In addition to all testing recommendations or requirements described in the [Reopening Protocol for Youth and Adult Recreational Sports Leagues: Appendix S](#), the large number of outbreaks occurring that are associated with school sports teams requires additional response. Therefore, if members of

athletic teams at your school are involved in an outbreak totaling 10 or more cases among student athletes on one or more teams during the outbreak period (outbreak period continues until there are 0 new cases for 14 consecutive days), then all student athletes will be required to test and show a negative test result 48 hours prior to competing in sports events against another team.

- ☑ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☑ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ☑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ☑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- ☑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted. One exception is the use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs, which is permitted when school is not in session and staff and students are not present.
- ☑ [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are also a recommended part of the screening.
- ☑ These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
- ☑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask.
 - Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must 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 must not be used.
 - All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
 - A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a clothface mask.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.

- Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is preferred but eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.
- Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This can be achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables **at least eight** feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others.
- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected **at the frequency listed below, but no less than once per day during operating hours**, on the following schedule:
 - Break rooms LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Restrooms LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Classrooms LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Laboratories LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Nurse's office LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Counseling and other student support areas LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Front office LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Other offices LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Other (auditorium, gymnasium, library if in use) LAUSD Janitorial staff will clean regular, nightly and as needed.
- High touch areas in staff breakrooms are cleaned **at least once per day**.
- Disinfectant and related supplies are available to employees at the following location(s):
Classroom and main office.
- Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply):
 - Building entrance/s, exit/s ✓ _____
 - Central office ✓ _____
 - Stairway entrances _____

- Elevator entry (if applicable) _____
- Classrooms ✓ _____
- Faculty breakroom ✓ _____
- Faculty offices: _____

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

In classrooms with sinks and staff restrooms.

- Employees are offered frequent opportunities to wash their hands.
- Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet with appropriate physical barriers where 6 feet of distancing is not possible, is: 20-25.
- Maximum number of students permitted in facility to ensure physical distancing of at least 3 feet between students and 6 feet between students and staff, is: 100-120.
- Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
 - A maximum of one child per bus seat. _____
 - Face masks required at all times. _____
 - Use of alternating rows (strongly recommended but not required). _____
 - Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).

Additional measures in use to ensure physical distancing (Check all that apply):

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

- Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
- Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time. Yes
 - School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms. Yes
 - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6-foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks. Yes
 - The following Measures are in place to avoid crowding on stairways:
 - Designation of up and down stairways _____
 - Staggering of breaks between classes Yes
 - Monitoring of stairways by school staff Yes
 - Other: _____
- An approach to creating and maintaining stable groups has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The size of stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. The creation of stable groups in middle and high school grades is recommended as a best practice with groups not to exceed 120 students in total. However, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.
- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services, even if this places them with students not part of their general education stable group. This additional special education learning group should also follow stable group principles to keep membership the same day to day to the extent possible.
 - In addition to working with up to 3 different stable groups, specialized staff who serve students with IEP or 504 plans may pull out individual students from group settings to provide 1-to-1 interactions, without limit on the number of individual students they work with. The space used for 1-to-1 meetings should have contact surfaces and objects cleaned between meetings.
 - Specialized staff who serve students with IEP or 504 plans may also enter multiple classrooms in order to have brief (under 15 minutes) interactions with individual students, without limit on the number of classrooms they may enter. It is strongly recommended that such staff be fully vaccinated before engaging in this behavior, and any staff not fully vaccinated must wear a surgical mask and face shield if entering multiple classrooms for this purpose. All staff must wash or sanitize hands after leaving a classroom and before entering another classroom with a different stable group of students.
- Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):
- In-person class size has been limited to _____ students in elementary grades.
 - In-person class size has been limited to 26 students in middle and high school grades.
 - The school day has been divided into shifts to permit fewer students per class. _____

- Attendance is staggered to reduce the overall number of students in classrooms on a given day.
 - ✓ Some classes have been moved entirely online.
 - ✓ Online class attendance and participation is offered as an option for all students for all classes.
 - Alternative spaces are used to reduce the number of students within classrooms. These may include:
 - School library _____
 - Auditorium _____
 - Cafeteria _____
 - Gymnasium _____
 - Other: _____
 - ✓ Classroom furniture is set up to maximize distance between students and between students and teachers. Distance between students in the classroom must not be less than 3 feet and distance between students and teachers not less than 6 feet. Additional considerations for schools implementing a less than 6 feet physical distancing policy between students include:
 - Focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices;
 - Consider enhancing other mitigation layers, such as stable groups or ventilation;
 - Maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, or napping);
 - Use physical barriers between students to minimize contact.
 - Furniture designed for in-class group activities that bring students closer than 3 feet has been reconfigured or removed from the classroom.
 - Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
 - ✓ Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
 - Other: _____
- Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.
- School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:
 - Offering access to locker rooms only when staff supervision is possible. Staggering locker room access.
 - Creating alternative options for storage of student clothing, books, and other items.
- Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
 - Meals are eaten in classrooms or outdoors, without any mingling of stable groups from different classrooms. Yes
 - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students. N/A
 - Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different stable groups. Yes

- If meals take place in a cafeteria, mealtimes are staggered to only allow one stable group at a time in the cafeteria. Yes
- If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible. _____
- Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- Measures are in place to permit physical distancing in school areas used for student support services.
 - Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
 - Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
 - Where feasible and appropriate, therapeutic and support activities are conducted virtually.
 - Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee.
 - Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- Measures are in place to permit physical distancing in administrative areas of the school.
 - Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.
 - Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
 - Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected

quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.

- Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID-19.
 - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
 - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
 - Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable. Yes
 - Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log. Yes
 - 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. Yes
 - 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 rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts. Yes
 - Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must 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 must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them. Yes
- Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
 - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting. _____
 - The school HVAC system is in good, working order. Prior to school reopening, the HVAC system should be evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers

(ASHRAE). Yes

- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate. Yes
- Portable, high-efficiency air cleaners have been installed if feasible. Yes
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected. Yes
- Air filters have been upgraded to the highest efficiency possible. Yes
- Other: _____

Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply).

- A cleaning and disinfecting schedule have been established in order to avoid both under-and over- use of cleaning products. Yes
- Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route. N/A
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected daily and cleaned more frequently as resources allow using appropriate products (see below). Yes
- Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc. Yes
- Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users. Yes
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe. Yes
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable. Yes
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. Yes
- All cleaning products are kept out of children’s reach and stored in a space with restricted access. Yes
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. Yes

- Enhanced cleaning and disinfection of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day. Yes
 - Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. Yes
 - Restrooms, lobbies, break rooms, and lounges and other common areas are cleaned and disinfected **at the frequency listed below, but no less than once per day during operating hours**, on the following schedule:
 - Restrooms: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Lobbies/entry areas: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Teacher/staff break rooms: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Classrooms: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Cafeteria dining area: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Cafeteria food preparation area: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Front office: LAUSD Janitorial staff will clean regular, nightly and as needed.
 - Other offices: _____
 - Other areas: _____
- Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at all times. These must include (check all that apply):
- Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year. Yes
 - All students 2 **and older** are required to wear face masks at all times while on school property except while eating, drinking, or carrying out other activities that preclude use of face masks. Yes
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning. Yes
 - Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use. Yes
 - Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face masks. Yes
 - As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks. Yes
 - Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face mask during the day. Yes
 - Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks. Yes

- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate. Yes
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building. _____

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

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

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each stable group is required to use a designated bathroom; should more than one stable group be assigned to use the same bathroom; a color-coded system is used to minimize students from different stable groups using the bathroom at the same time. Yes
- Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity. N/A
- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing. _____
- Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. _____
- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin. Yes
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer. Yes
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions. Yes

Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- Buffet and family style meals have been eliminated.
- Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- Physical barriers are in place where needed to limit contact between cafeteria staff and students.

- Optional - Describe other measures:
-

SPECIAL CONSIDERATIONS FOR PERFORMING ARTS

Music classes

- Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) may only be done as a group if students are spaced at a minimum of 8 feet from one another (10 feet is preferred) and if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room.
- For activities that generate profuse respiratory droplets such as singing, increase the distance between individuals to a minimum of 8 feet and engage in these activities outside only. Individual singers may practice alone or with a single instructor present while indoors in a studio or practice room. Increased distance between the singer and instructor is recommended (minimum 10 feet preferred).
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

Theater classes

- Students and instructors in theater classes must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If they must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from EPA’s List N: Disinfectants for COVID-19.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor.

Dance classes

- Dance classes must adhere to the LA County DPH [Protocol for Youth and Adult Sports Leagues](#).
- Students and instructors must wear face masks at all times while in class. Masks may be removed momentarily to drink water; during water breaks, students should be reminded to maintain a 6-foot physical distance at all times. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to take frequent breaks from exercise if they begin to experience any difficulty breathing. Masks should be changed if they become wet, if they stick to a person’s face or if they obstruct breathing.
- For activities that generate respiratory droplets such as heavy exertion, increase the distance between individuals to 8 feet.
- Maximize use of outdoor space for practice and performance as much as possible.

Music Recording

- Singing or playing of wind instruments in sound booths/recording booths is not permitted at this time due to the large amount of respiratory droplets released into a relatively small, confined indoor space.

- Other instrumental music may be recorded using a sound booth; however, a minimum of 6 feet of physical distance must be maintained between all musicians at all times.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and equipment (e.g., microphones) should be cleaned and disinfected.

NA Performances

- Any performances must follow County Public Health Protocols for Live Events and Performances ([Outdoor Seated](#)) or Live Events and Performances ([Indoor Seated](#)) depending on the location of the planned performance.

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

Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
- Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 Yes _____
- Who to contact at the school if student has symptoms or may have been exposed
Contact the main office at 323-403-0770 _____
- How to conduct a symptom check before student leaves home Yes _____
- Required use of face masks Yes _____
- Importance of student compliance with physical distancing and infection control policies Yes _____
- Changes in academic and extracurricular programming in order to avert risk Yes _____
- Changes in school meals in order to avert risk _____
- School policies concerning parent visits to school and advisability of contacting the school remotely Yes _____
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options Yes _____
- Other: _____

- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
 - This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child’s education and safety are being addressed.
 - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
 - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- Administrative services or operations that can be offered remotely (e.g. class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: Liliana Vasquez

Phone Number: 213-745-4928 x5123

Date Last Revised: 4/30/21

LAPromise **CharterSchools**

LA Promise Charter Middle School Reopening/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.

Stable Groups/Cohorting Model Overview

Stable Groups:

A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Our stable groups will be formed based on the period in which they have English. This will form two groups within grades six and seven that only interact with two adults on any given instructional day. Grade eight will follow the same organizing principle, however this will mean interaction with a minimum of three adults and a maximum of four. Our students will stay in the same classroom and the adults will rotate as needed between the classrooms.

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. At least 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 30 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.

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.

In addition to working with up to 3 different stable groups, specialized staff who serve students with IEP or 504 plans may pull out individual students from group settings to provide 1-to-1 interactions, without limit on the number of individual students they work with. The space used for 1-to-1 meetings should have contact surfaces and objects cleaned between meetings.

Specialized staff who serve students with IEP or 504 plans may also enter multiple classrooms in order to have brief (under 15 minutes) interactions with individual students, without limit on the number of classrooms they may enter. It is strongly recommended that such staff be fully vaccinated before engaging in this behavior, and any staff not fully vaccinated must wear a surgical mask and face shield if entering multiple classrooms for this purpose. All staff must wash or sanitize hands after leaving a classroom and before entering another classroom with a different stable group of students.

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:

Hybrid:

| Grade 6 | Monday - IP | Tuesday - IP | Wednesday - DL | Thursday - IP | Friday - IP |
|------------------------------|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------|
| 8:25 - 9:20 AM (55 min) | ADV | PH | Advisory 9:05 - 9:55 | ADV | PH |
| 9:25 - 11:10 AM (105 min) | Period 1 (math or ELA) | Period 2 (math or ELA) | Power Hour 10:00 - 10:40 | Period 2 (math or ELA) | Period 1 (math or ELA) |
| 11:10 - 11:25 AM (15 min) | Nutrition | | Break 10:40 - 11:10 | Nutrition | |
| 11:35 - 1:15 PM (105 min) | Period 3 (science or SS) | Period 4 (science or SS) | Power Hour 2 11:15 - 11:55 | Period 4 (science or SS) | Period 3 (science or SS) |
| 1:15 - 1:40 PM (25 min) | Lunch | | | Lunch | |

| | | | | | |
|--|-------------------------------------|----------------------------|--|-------------------------------------|----------------------------|
| 1:45 - 3:30 PM (105 min) | Period 5 (PE-async) Teacher prep | Period 6 ELD/Enrichment | | Period 6 (PE-async) Teacher prep | Period 5 ELD/Enrichment |
| Grade 7 | | | | | |
| | Monday - IP | Tuesday - IP | | Thursday - IP | Friday - IP |
| 8:25 - 9:20 AM (55 min) | ADV | PH | | ADV | PH |
| 9:25 - 11:10 AM (105 min) | Period 1 (HSS/Sci) | Period 2 (HSS/Sci) | | Period 1 (HSS/Sci) | Period 2 (HSS/Sci) |
| 11:10 - 11:25 AM (15 min) | Nutrition | | | Nutrition | |
| 11:35 - 1:15 PM (105 min) | Period 3 (Eng/Math) | Period 4 (Eng/Math) | | Period 3 (Eng/Math) | Period 4 (Eng/Math) |
| 1:15 - 1:45 PM (30 min) | Lunch | | | Lunch | |
| 1:50 - 3:35 PM (105 min) | Period 5 (PE-async) Teacher prep | Period 6 (Enr/ELD) | | Period 5 (PE-async) Teacher prep | Period 6 (Enr/ELD) |
| Grade 8 | | | | | |
| | Monday - IP | Tuesday - IP | | Thursday - IP | Friday - IP |
| 8:25 - 9:20 AM (55 min) | ADV | PH | | ADV | PH |
| 9:25 - 11:10 AM (105 min) | Period 1 (PE-async) | Period 2 | | Period 1 (PE-async) | Period 2 |
| 11:10 - 11:25 AM (15 min) | Nutrition | | | Nutrition | |
| 11:35 - 1:15 PM (105 min) | Period 3 | Period 4 | | Period 3 | Period 4 |
| 1:15 - 1:45 PM (30 min) | Lunch | | | Lunch | |
| 1:50 - 3:35 PM (105 min) | Period 5 (Enrichment/ELD) | Period 6 (PE) | | Period 5 (Enrichment/ELD) | Period 6 (PE) |
| IP=In Person | | | | | |
| DL=Distance Learning | | | | | |

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. Or will be asked to use hand sanitizer to disinfect their hands if a sink is not available.

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.

- Cohorts shall stagger lunch and meal periods to maintain physical distancing recommendations.
- 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 medical grade or cloth face coverings.
- Cohorts, maintaining a stable group of no more than 30 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 3 to 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 3 to 6 feet (when eating) 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, in the cafeteria maintaining 6 feet distance, or with lunch tables set up outside maintaining 6 feet distance

“To-Go” Meals:

Students attending alternate day classes will be served breakfast and lunch on the days that they are present in-person. 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 and other infections like the SARS-CoV-2 virus and their 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 ONLY 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. As allowed by the landlord.
- 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 a level that can be viewed.
2. Clean up all other signage so the COVID re-entry signage is obvious.
3. Signage should look neat, direct, level and square.
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 $\geq 100.4^{\circ}\text{F}$ 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.
 - Testing through LAUSD COVID-19 testing program
 - 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/>).

- 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.
 - Testing through LAUSD COVID-19 testing program
 - 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 |
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| 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) |

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| | | <ol style="list-style-type: none">5. Educate school community about infection control strategies (SBOM/AD of Operations):<ol style="list-style-type: none">a. Wearing masks when in publicb. Social distancingc. Recognizing signs and symptoms of COVID-19 illness or notifying school if family members are ill6. 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)<ol 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<ol 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 |
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| | | <p>illness or change in one's health status (AD of Operations/SBOM)</p> <ul style="list-style-type: none"> e. Must seek prompt medical evaluation for infection and immediate medical care if symptoms emerge and become worse (AD of Operations/SBOM) 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>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 |
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| | | <ul style="list-style-type: none">v. Must seek prompt medical evaluation for infection and immediate medical care if symptoms emerge and become worse <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 4 ½ feet apart with barriers (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) |

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| | | <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) |

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| <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](#). Staff can also get tested through LAUSD's COVID-19 testing program.
- **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. Employees can report symptoms and hazards to the Director of Operations without fear of reprisal.

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. Should you have any questions, please contact Liliana Vasquez, Director of Operations.

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 before returning to the school site and every week thereafter (possibly will transition to 2 weeks depending on LAUSD).

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

1. 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 experiencing 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.