NEW LOS ANGELES CHARTER SCHOOLS

GOVERNING BOARD REGULAR MEETING ORDER OF BUSINESS
Teleconference Meeting
4:00 pm, February 8, 2021

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Board of Directors ("Board") and employees of New Los Angeles Charter Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so by calling a conference telephone line:

Phone Number: 1-669-900-6833

Meeting ID: 880 2011 9130

Passcode: 410595

Individuals wishing to provide public comment at this Board meeting must send their comments in writing to Board@newlosangeles.org prior to the meeting or prior to the discussion of the Agenda item during the meeting – comments received after that point in the meeting will not become part of the record. In your email, please include whether you are commenting on non-agenda items or a specific agenda item (reference the agenda item number). Comments submitted by email will be read aloud during the Board meeting for up to three (3) minutes. If comments are in Spanish or another language, they will be translated to English and such comments will be limited to six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

Access to Board Materials: A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on New Los Angeles Charter School's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by emailing Dr. Xochitl Lira, Director of Operations at xlira@newlosangeles.org. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

1. Call to Order
2. Public Comment*
3. Consideration of Approval of Board Meeting Minutes from 12/14/2020
4. Consideration of Approval of Board Resolution Celebrating the Life and Legacy of Laura Garcia-Davila
5. DEI Advisory Team Protocol and Update
6. Executive Director Report
   - Audit Update

Board meetings are open to the public. An agenda is posted on the front door of the middle school and gate of the elementary school no less than 72 hours prior to the start of each regular meeting. The public may address the Board at the commencement of the meeting on any item that is described in this notice or other issues under the purview of the Board, or may speak on any agenda topic. Speakers must sign up before the board takes up the issue. Comments are limited to two (2) minutes. Members of the board are not permitted to respond directly. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Director of Operations or in person or by calling (323) 939-6400. Board packets are available at the middle school office located at 1919 S. Burnside Ave. Los Angeles, CA 90016 for inspection.

- Form 700
- School Reopening Update

7. Elementary and Middle School Campus Reports
   - Campus Data and Enrollment Report from Director of Operations
   - COVID-19 Safety Plan
   - COVID-19 Program Update from Head of Schools
   - Consideration of Approval of SARC for New LA Charter School
   - Consideration of Approval of SARC for New LA Charter Elementary School
   - LAUSD Oversight Visits
   - Campus Updates from Principals

8. Finance Advisory Team Report
   - Consideration of Approval of November 2020 Financials
   - Consideration of Approval of December 2020 Financials
   - Learning Loss Mitigation Funds and Spending Plan Update

9. Closed Session

   Recess to Closed Session for Discussion and/or Action on the following items in accordance with the Brown Act, Government Code Section 54950 et esq., and the Education Code and pursuant to Government Code Section 54954.5. The closed session will be held pursuant to Section 54956.7 as follows:

   CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): (one (1) case).

   CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): (one (1) case).

   PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: Executive Director

10. Adjourn

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NEW LOS ANGELES CHARTER SCHOOLS

GOVERNING BOARD REGULAR MEETING ORDER OF BUSINESS
Teleconference Meeting
4:00 pm, December 14, 2020

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Board of Directors ("Board") and employees of New Los Angeles Charter Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so by calling a conference telephone line:

Phone Number: 1-669-900-9128

Access Code: 95396264099#

Individuals wishing to provide public comment at this Board meeting must send their comments in writing to Board@newlosangeles.org prior to the meeting or prior to the discussion of the Agenda item during the meeting – comments received after that point in the meeting will not become part of the record. In your email, please include whether you are commenting on non-agenda items or a specific agenda item (reference the agenda item number). Comments submitted by email will be read aloud during the Board meeting for up to three (3) minutes. If comments are in Spanish or another language, they will be translated to English and such comments will be limited to six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

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In attendance:
(Board) Matt Albert, Alison Arkin (Legal Counsel), Steve Barrett, Alan-Michael Graves, Jonathan Lopez, Susan Nickerson; (Staff) Gabrielle Brayton, Xochitl Lira, Kate O'Brien, Jamila Polk, Brooke Rios, Yesenia Rodrigues, Jenna Rosenberg, Terrence Wright

1. The meeting was called to order at 4:04 pm.
2. Public Comment*
3. Consideration of Approval of Board Meeting Minutes from 10/12/20 **APPROVED**
4. DEI Opening Protocol
5. DEI Advisory Team Update

Board meetings are open to the public. An agenda is posted on the front door of the middle school and gate of the elementary school no less than 72 hours prior to the start of each regular meeting. The public may address the Board at the commencement of the meeting on any item that is described in this notice or other issues under the purview of the Board, or may speak on any agenda topic. Speakers must sign up before the board takes up the issue. Comments are limited to two (2) minutes. Members of the board are not permitted to respond directly. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Director of Operations or in person or by calling (323) 939-6400. Board packets are available at the middle school office located at 1919 S. Burnside Ave. Los Angeles, CA 90016 for inspection.

6. Elementary and Middle School Campus Reports
   - COVID-19 Operations Update from Director of Operations
   - Campus Data and Enrollment Report from Director of Operations
   - COVID-19 Program Update from Head of Schools
   - Consideration of Approval of School Plan for Student Achievement for New LA Charter School **APPROVED**
   - Consideration of Approval of School Plan for Student Achievement for New LA Charter Elementary School **APPROVED**
   - Consideration of Approval of Certification of Compliance for New Los Angeles Charter School **APPROVED**
   - Consideration of Approval of Certification of Compliance for New Los Angeles Charter Elementary School **APPROVED**
   - Consideration of Approval of the Revised LCAP Federal Addendum for New LA Charter School **APPROVED**
   - Consideration for Approval of Revised LCAP Federal Addendum for New LA Charter Elementary School **APPROVED**

7. Education Advisory Team Report
   - Fall Data Update

8. Finance Advisory Team Report
   - Consideration of Approval of October 2020 Financials **APPROVED**
   - Consideration of Approval of LCAP Budget Overview for Parents for New LA Charter School **APPROVED**
   - Consideration of Approval of LACP Budget Overview for Parents for New LA Charter Elementary School **APPROVED**
   - Consideration of Approval of 1st Interim Report for New LA Charter School **APPROVED**
   - Consideration of Approval of 1st Interim Report for New LA Charter Elementary School **APPROVED**
   - Learning Loss Mitigation Funds and Spending Plan Update
     **The Board of Directors discussed the evolving plan for the use of LLM Funds and is in agreement with the plan.*

9. Executive Director Report
   - New Los Angeles Charter Elementary School Renewal
   - Audit Update
   - December Appeal
   - Site Update
   - COI Code Update from County Board of Supervisors
   - Consideration of Approval of Student Enrollment and Public Random Drawing Policy & Procedures for New LA Charter School **APPROVED**
   - Consideration of Approval of Amended Bylaws for New Los Angeles Charter Schools **APPROVED**
   - Consideration of Approval of Certificate of Amendment for Articles of Incorporation **APPROVED**

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10. Closed Session
    Recess to Closed Session for Discussion and/or Action on the following items in accordance with the Brown Act, Government Code Section 54950 et esq., and the Education Code and pursuant to Government Code Section 54954.5. The closed session will be held pursuant to Section 54956.7 as follows:

    CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): (one (1) case).

    PUBLIC EMPLOYEE PERFORMANCE EVALUATION
    Title: Executive Director

11. Adjourn

Board meetings are open to the public. An agenda is posted on the front door of the middle school and gate of the elementary school no less than 72 hours prior to the start of each regular meeting. The public may address the Board at the commencement of the meeting on any item that is described in this notice or other issues under the purview of the Board, or may speak on any agenda topic. Speakers must sign up before the board takes up the issue. Comments are limited to two (2) minutes. Members of the board are not permitted to respond directly. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Director of Operations or in person or by calling (323) 939-6400. Board packets are available at the middle school office located at 1919 S. Burnside Ave. Los Angeles, CA 90016 for inspection.

Conflict of Interest Code
of the

New Los Angeles Charter School

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Members of the Board of Directors and the Executive Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

New Los Angeles Charter School

EXHIBIT "A"

CATEGORY 1
Persons in this category shall disclose all interest in real property which is located in whole or in part within two (2) miles of any facility utilized by New Los Angeles Charter School, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2
Persons in this category shall disclose all investments and business positions in, and sources of income (including gifts, loans and travel payments) that are from, business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by New Los Angeles Charter School.

CATEGORY 3
Persons in this category shall disclose all investments and business positions in, and sources of income (including gifts, loans and travel payments) that are from, business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by the designated position's department.

CATEGORY 4
Persons in this category shall disclose all income (including gifts, loans and travel payments) from any New Los Angeles Charter School employee or any known representative or association of such employee or any business known by the reporting official to be owned or controlled by such employee.

New Los Angeles Charter School

EXHIBIT "B"

Designated Positions	Disclosure Categories
Member, Board of Directors	1, 2, 4
Executive Director	1, 2, 4
Consultants/New Positions*	

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE: 10/28/2020

Month	Enrollment	ADA	ADA %	Suspensions	504's	SPED #	SPED %	Disability Breakdown	Free	Reduced	Paid	FRL%	EL #	EL %
August	226	204.64	91.17%	0	0	32	14.16%	(6) AUT, (4) OHI, (12), (SLD), (10) SLI	162	25	38	82.74%	70	30.97%
September	224	212.12	95.84%	0	0	33	14.73%	(6) AUT, (4) OHI, (13), (SLD), (10) SLI	160	24	40	82.14%	70	31.25%
October	223	213.77	95.94%	0	1	34	15.25%	(6) AUT, (4) OHI, (14), (SLD), (10) SLI	157	24	42	81.17%	77	34.53%
November	223	214.54	96.21%	0	1	34	15.25%	(6) AUT, (4) OHI, (14), (SLD), (10) SLI	157	24	42	81.17%	77	34.53%
December	223	211.64	94.91%	0	1	34	15.25%	(6) AUT, (4) OHI, (15), (SLD), (10) SLI	157	24	42	81.17%	78	34.98%
January	224	212.79	94.99%	0	1	33	14.73%	6) AUT, (5) OHI, (14), (SLD), (7) SLI, (1) OI	158	24	42	81.25%	73	32.59%
February														
March														
April														
May														
June														

Current Enrollment
224

OHI (Other Health Impairment)
OI (Orthopedic Impairment)
HOH (Hard of Hearing)
SLD (Specific Learning Disability)

DEA (Deaf & Hard of Hearing)
SLI (Speech/Language Impairment)
ED (Emotional Disurbance)
AUT (Autism)

Race/Ethnicity Breakdown

0.89%	2	American Indian or Alaskan Native
0.45%	1	Asian
0.00%	0	Native Hawaiian/Other Pacific Islander
20.09%	45	Black or African American
3.13%	7	White
74.11%	166	Hispanic/Latino
1.34%	3	Two or More Race Categories
0.00%	0	Unspecified

MIDDLE SCHOOL

Month	Enrollment	ADA	ADA %	Suspensions	504s	SPED #	SPED %	Disability Breakdown	Free	Reduced	Paid	FRL%	EL #	EL %
August	323	304.18	95.46%	0	4	33	10.22%	(3) AUT, (1) DEA,(1) ED,(9) OHI,(18) SLD, (1)SLI	262	29	32	90.09%	75	23.22%
September	322	315.74	98.51%	0	4	49	15.22%	(4) AUT, (1) DEA,(1) ED,(2)HOH, (12) OHI, (28) SLD, (1)SLI	268	23	29	90.37%	75	23.29%
October	321	319.57	99.70%	0	4	49	15.26%	(4) AUT, (1) DEA,(1) ED,(2)HOH, (12) OHI, (28) SLD, (1)SLI	268	23	30	90.65%	75	23.36%
November	321	321.00	100.00%	0	4	50	15.58%	(4) AUT, (1) DEA,(1) ED,(2)HOH, (12) OHI, (29) SLD, (1)SLI	267	22	32	90.03%	75	23.36%
December	321			0	4	50	15.58%	(4) AUT, (1) DEA,(1) ED,(2)HOH, (12) OHI, (29) SLD, (1)SLI	267	22	32	90.03%	75	23.36%
January	320			0	4	50	15.63%	(4) AUT, (1) DEA,(1) ED,(2)HOH, (12) OHI, (29) SLD, (1)SLI	266	22	32	90.00%	74	23.13%
February							#DIV/0!					#DIV/0!		#DIV/0!
March							#DIV/0!					#DIV/0!		#DIV/0!
April							#DIV/0!					#DIV/0!		#DIV/0!
May							#DIV/0!					#DIV/0!		#DIV/0!
June							#DIV/0!					#DIV/0!		#DIV/0!

Current Enrollment
320

OHI (Other Health Impairment)
OI (Orthopedic Impairment)
HOH (Hard of Hearing)
SLD (Specific Learning Disability)

DEA (Deaf & Hard of Hearing)
SLI (Speech/Language Impairment)
ED (Emotional Disurbance)
AUT (Autism)

Race/Ethnicity Breakdown

0.63%	2	American Indian or Alaskan Native
0.94%	3	Asian
0.31%	1	Native Hawaiian/Other Pacific Islander
5.31%	17	Black or African American
0.31%	1	White
91.25%	292	Hispanic/Latino
1.25%	4	Two or More Race Categories

NATIONAL SCHOOL LUNCH PROGRAM

Month	ES Expense	MS Expense	Total Expense	Reimbursement	Billed Meals	Credit	Total	Paid Meals
August	$2,701.00	$2,931.00	$5,632.00	$1,990.90	$0.00	$0.00	**-$3,641.10**	$0
September	$2,329.00	$2,599.54	$4,928.54	$2,437.74	$0.00	$0.00	**-$2,490.80**	
October	$1,589.20	$2,959.20	$4,548.40	$3,936.38	$0.00	$0.00	**-$612.02**	
November	$685.00	$2,466.00	$3,151.00	$2,900.79	$0.00	$0.00	**-$250.21**	
December	$296.16	$2,301.60	$2,597.76	$2,240.27	$0.00	$0.00	**-$357.49**	
January	$246.60	$2,342.00	$2,588.60	$2,246.85	$0.00	$0.00	**-$341.75**	
February								
March								
April								
May								
June								

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNI
ALL
Your Actions
Save Lives

CDPH
California Department Of
PublicHealth

Date: 01/25/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: New Los Angeles Charter Schools

Number of schools: 2

Enrollment: 544

Superintendent (or equivalent) Name: Brooke Rios

Address: 1919 S. Burnside Ave.
Los Angeles, CA 90016

Phone Number: 323-939-6400

Email: brios@newlosangeles.org

Date of proposed reopening:

County: Los Angeles

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: K-8

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Xochitl Lira, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
Students 1-12, Staff 1-2

If you have departmentalized classes, how will you organize staff and students in stable groups?
Subject area teachers will remain with one grade level. Students will remain in one classroom.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?
Electives and specials (art, music, etc.) will remain remote.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 _____feet

Minimum: 6 _____feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

New Los Angeles Charter Schools staff participated in a Health Safety Taskforce and Instruction & Reopening Taskforce starting in Summer 2020 and continuing to meet as needed throughout the year. Staff are regularly updated via faculty meetings and updates from administrators. New LA has also surveyed staff throughout the pandemic to gage success of existing program and gather feedback regarding next steps.

New Los Angeles Charter Schools holds monthly parent meetings to share updates and gather feedback about school programming and COVID-19 response. In addition, parents have regularly completed surveys to gage success of existing program and gather feedback regarding next steps.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

New Los Angeles Charter Schools
Model COVID-19 Prevention Program (CPP)

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

The following Cal/OSHA template has been used to develop the New Los Angeles Charter Schools plan. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.

1. Authority and Responsibility
2. Identification and Evaluation of COVID-19 Hazards
3. Correction of COVID-19 Hazards
4. Control of COVID-19 Hazards
5. Investigating and Responding to COVID-19 Cases
6. System for Communicating
7. Training and Instruction
8. Exclusion of COVID-19 Cases
9. Reporting, Recordkeeping, and Access
10. Return to Work Criteria

Appendix-A	Identification of COVID-19 / Contact Tracing Tool
Appendix-B	COVID-19 Inspections Form
Appendix-C	Symptoms of Illness Notification
Appendix-D	Close Contact Exposure Notification



January 2020

COVID-19 Prevention Program (CPP) for New Los Angeles Charter Schools

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 27, 2021

Authority and Responsibility

Brooke Rios (Executive Director), Xochitl Lira (Director of Operations), Sylvia Barragan (Assistant Director of Operations), Doris Velasquez (Site Manager), Silvana Medina (Office Manager) have overall authority and/or responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation/training

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in safety meetings and/or directly speaking with the Director of Operations/Assistant Director of Operations. In addition, employee training is conducted and feedback is encouraged.

Employee screening

We screen our employees using the following protocol:

1. Before coming to campus, employees must complete the Employee Screening Survey.
2. If you clear the screening survey, you may come to campus.
3. If you do not clear screening, you must remain home and follow home isolation or quarantine instructions.
4. All employees must enter through the school's main office. **Do not go directly to classrooms without your temperature being checked.**
5. Employees must have a mask on prior to entering the building.
6. Office staff will utilize a touch free thermometer to take employee's temperature upon entering the building.
7. If your temperature is 100.4 or higher, you will not be allowed to enter the building.
8. If your temperature is 100.3 or below, you will be allowed in the building.

9. Immediately after having your temperature taken you must sanitize or wash your hands before proceeding to your classroom.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed by the Director of Operations/Assistant Director of Operations. If a hazard is found, the area will be immediately closed and a staff member will be assigned to correct the hazard within 24 hours or less (if possible). If the hazard cannot be corrected within that time frame, the area will remain closed until correction is made. The assigned staff member will update the Director of Operations or Assistant Director once the hazard has been cleared or by the end of the day.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

New LA Charter Schools have adopted physical distancing plans throughout the school to ensure that students and employees are at least 4-6 feet apart at all times. These methods include:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times are scheduled to ensure physical distancing in break rooms.
- Adjusted work desks to allow for 6 feet of distance between employees.
- Maximum room capacity signs are posted.
- Chairs or desks are clearly labeled where students and/or employees may not sit.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

[describe how face coverings will be provided, replaced, and cleaned, as needed, as well as what your policies are should your employees encounter non-employees that are not wearing face coverings].

New LA Charter Schools require that face coverings are worn at all times. Disposable face coverings are available in the front office for anyone entering the building. Face coverings are also available in each classroom and office in the event someone needs one for any reason. Employees are trained on face mask requirements before coming to the site. There are posters throughout the facility to remind all employees that masks are required and should be worn at all times. If an employee is seen without a mask an administrator will address the employee immediately and request that he/she puts on a mask. Finally, all employees are also provided with a face shield.

The following are exceptions to the use of face coverings in our workplace:

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

1. Plexiglass dividers will be used when employees are unable to maintain 6 ft of distance between themselves and students.
2. Plexiglass will be installed in the front office.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

1. New LA Charter Schools has incorporated air purifiers in their ventilation system.
2. The system is maintained quarterly or as needed.
3. Air conditioning will remain on throughout the day.
4. Doors will remain open at all times.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

1. To minimize and slow the spread of COVID-19 and other infectious diseases school sites will be cleaned and disinfected regularly.
2. The Six Steps for Properly Cleaning and Disinfecting your School will be followed by each employee to safely and effectively reduce the spread of the disease in the school.
3. Teachers will be provided with Cleaning and Disinfecting Classrooms brochure to reduce the spread of germs in the classroom by keeping surfaces clean and reminding students of the importance of hand hygiene.

What are considered high touch areas? Door knobs, tables, light switches, countertops, handles, desks, phones, keyboards, computers, restrooms, faucets and sinks, microwave buttons, refrigerator handles, elevator buttons.

Site Managers oversee inventory of supplies in order to make the necessary purchases as needed with enough time for them to be delivered.

A cleaning schedule of high touch areas is shared with employees and adjusted as needed. Cleaning is done at a minimum 3 times a day and disinfecting is conducted at night.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

1. Isolate the positive person in the designated room/area.
2. Close areas where the positive person was.
3. If possible exposure, custodians will wear appropriate PPE before and after cleaning and disinfecting the area.
4. A confirmed positive case, the area will be immediately closed and a vendor will be contacted to disinfect the area that evening.
5. Area will remain closed for 24 hours or until LACDH clears the school to reopen.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by custodian and employee before and after use. Employees will be provided with disinfecting wipes at all times and be trained on the importance of using gloves, washing their hands after or using hand sanitizer.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have implemented the following:

- Hand sanitizing dispensers have been installed in every classroom.
- Dispensers are frequently checked and replenished.
- Sinks are regularly checked to ensure that they are working properly.
- Schedule was created to allow for handwashing.
- Hand washing procedure posters are located in all restrooms to encourage employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. **[reference section 3205(c)(E) for details on required respirator and eye protection use.]**

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

The following procedures will be followed when a positive case has entered the workplace:

CONFIRMED CASE HAS ENTERED SCHOOL

- Compliance Task Force isolates case in designated room
- Compliance Task Force instructs the case to follow Home Isolation Instructions
- Compliance Task Force informs case that DPH will contact the case directly through the DPH Case & Contact Investigation Program to collect additional information & issue the Health Officer Order for Case Isolation.
- Compliance Task Force will work with the case to generate a list and complete the COVID-19 Case and Contact Line List of students and/or employees with exposure to the case while infectious.
    - 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).
- School Compliance Officer submits the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC-Education@ph.lacounty .gov
- Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through either a General Notification Letter or an Exposure Letter.
- School Compliance Task Force 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.

In addition, New LA Charter Schools has contracted with an outside vendor to administer COVID-19 testing to employees and students on a regular basis. Testing will be conducted at no cost during work hours. The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their direct supervisor and Director of Operations/Assistant Director of Operations.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact the Director of Operations to begin the interactive process.
- Employer contracted with a vendor to provide free COVID-19 testing to all employees.
- In the event of an outbreak the employer will schedule vendor to immediately conduct testing to all employees and students.
- Anyone who has contact with a positive case will be notified accordingly.
- Anyone entering the building will be required to wear a mask, maintain social distancing, and clear our COVID-19 symptoms check.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
    - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing employee sick leave benefits or any available COVID-19 sick time provided by the state.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have cleared.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first

positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Brooke Rios 2/1/2021

Brooke Rios, Executive Director **Date**

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: XXXX

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	**Places and times**	**Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers**	**Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation**

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

COVID-19 Case Investigation Information

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	

<table>
<tr><td colspan="4">Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</td></tr>
<tr><td rowspan="2">All employees who may have had COVID-19 exposure and their authorized representatives.</td><td>Date:</td><td colspan="2"></td></tr>
<tr><td>Names of employees that were notified:</td><td colspan="2"></td></tr>
<tr><td rowspan="2">Independent contractors and other employers present at the workplace during the high-risk exposure period.</td><td>Date:</td><td colspan="2"></td></tr>
<tr><td>Names of individuals that were notified:</td><td colspan="2"></td></tr>
<tr><td>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</td><td></td><td>What could be done to reduce exposure to COVID-19?</td><td></td></tr>
<tr><td>Was local health department notified?</td><td></td><td>Date:</td><td></td></tr>
</table>

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

1 CASE	• CONFIRMED CASE HAS ENTERED SCHOOL
	• Compliance Task Force isolates case in designated room WHERE AT ES?? DOES BH HAVE ONE WE CAN USE?
	• Compliance Task Force instructs the case to follow Home Isolation Instructions
	• Compliance Task Force informs case that DPH will contact the case directly through the DPH Case & Contact Investigation Program to collect additional information & issue the Health Officer Order for Case Isolation.
	• Compliance Task Force will work with the case to generate a list and complete the COVID-19 Case and Contact Line List of students and/or employees with exposure to the case while infectious.
	  ○ 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).
	• School Compliance Officer submits the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC- Education@ph.lacounty .gov
	• Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through either a General Notification Letter or an Exposure Letter.
	• School Compliance Task Force 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.

2 CASES WITHIN A 14 DAY PERIOD	• Follow steps for 1 confirmed case.
	• School Compliance Task Force determines whether 2 individuals affected were both present at some point in the same setting during the same time period while either or both were infectious.
	  ○ 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.
	  ○ If links do not exist, the school continues with routine exposure management.
	  ○ If link exists, the school reinforces messages to students and employees on precautions to take to prevent spread at the school.

3 OR MORE CASES WITHIN 1 14-DAY PERIOD	• Report cluster to the DPH 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. • Complete COVID-19 Case and Contact Line List and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-Education@ph.lacounty.gov. • The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1

	business day to advise on next steps. • If outbreak criteria are not met, the school continues with routine exposure management. • If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated. • An OMB public health investigator is assigned to coordinate with the school on outbreak management during the duration of the outbreak investigation. • School Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB investigator until the outbreak is resolved (at least 14 days since the last confirmed case). • To assist in determining whether there are links in the cases the COVID-19 Exposure Investigation Worksheet for the Education Sector may be used.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

NEW LOS ANGELES CHARTER SCHOOLS

COVID-19 TECHNOLOGY CERTIFICATION

February 1, 2021

I, Brooke Rios, Executive Director of New Los Angeles Charter Schools, certify that all New Los Angeles Charter School and New Los Angeles Charter Elementary School students have access to technology.

As the result of the COVID-19 crisis, New LA Charter Schools provide Chromebooks and internet hot spots to any student who indicates need. To date, New LA Charter Schools have distributed over 429 chromebooks and 40 hotspots to students since March, 2020. New LA provides daily technology support to students and parents who struggle with the charter school's distance learning interface or have equipment issues or questions.

Brooke Rios

Dr. Brooke M. Rios
Executive Director

Middle School: 1919 S. Burnside Ave. Los Angeles, CA 90016
Elementary School: 5421 Rodeo Rd. Los Angeles, CA 90016
T: 323.939.6400 | F: 323.939.6411 | www.newlosangeles.org

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)
12/28/20:

- The required quarantine period for individuals who have been in close contact with a person diagnosed with COVID-19 has been shortened. Close contacts who remain asymptomatic may be released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14.
- Schools are required to notify DPH of all cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to becoming ill. Cases who were last on campus over 14 days prior to becoming ill do not need to be reported to DPH by the K-12 school entity.
- Section C has been updated to align with the DPH Symptom and Exposure Screening Pathways for Persons at Educational Institutions.
- Clarified that if a school has an outbreak, other children programs that are operating on the school campus before, during and after school hours must also close, pursuant to the Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19, effective 12:01 am December 1, 2020 until further notice.
- Staff must wear a face covering when they are in a cubicle.
- Break rooms have posted occupancy limits and seating is spaced to ensure that staff can maintain a 6-foot physical distance between each other.

11/28/20: Schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days pursuant to the Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19, effective 12:01 am December 1, 2020 until further notice. Added a link to the TK-12 COVID-19 Toolkit.

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 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.

Note that pursuant to the Temporary Targeted Safer at Home Health Officer Order that schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days. This closure requirement applies to children programs that are operating on the school campus before, during, or after normal school hours. This includes, but is not limited to, Day Care for School-Aged Children, Camps, and Youth Sports Programs.

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.

Special guidance for the TK-12 setting

All K-12 schools in California counties that are in Tier 1 of the State's Blueprint for a Safer Economy, including Los Angeles County, are prohibited from reopening for in-person instruction. During this period, when schools are generally restricted to remote learning, four types of on-site programming are permitted. In compliance with this order and aside from these exceptions, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implement of remote learning or conduct on of the four permitted types of on-campus learning. These are:

- **Day care for school-aged children and/or child care 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 waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP.
  - Schools that provide child care 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. An exception to this 25% rule is schools that have received a waiver to return students in grades TK – 2 for in person instruction. Schools that have received a waiver are permitted to bring all students in grades TK – 2 back to campus including high need students in those grades. In that situation, the school may also bring up to 25% of total student enrollment in grades 3 and above 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 one-on-one by the appropriate specialist in a secure space that is apart from all other people.
  - 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 a school has already been approved for a waiver to reopen for students in grades TK – 2, the school still is required to file a notification to provide services to students with special needs if the school intends to bring students back to campus in addition to those in grades TK – 2. A reporting form can be found at Small Group Instruction Notification Form.
- Further information from the State concerning specialized services may be found at Specialized Support and Services.

- **On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education.**
  - No school may bring students in grades TK-2 onto campus for general in classroom instruction prior to a waiver being approved.
  - Full instructions and the waiver application form are available here.

- **Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 12 students in each classroom with a distance of at least 6 feet between students and between students and teachers.
  - All students and staff are wearing face coverings 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 located in the TK-12 School COVID-19 Toolkit.

COHORTING

For all four types of on-site programming students must be organized and proceed through the day within cohorts, defined as a stable group of no more than 12 children or youth and no more than two supervising adults 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.

- Note that if a cohort has fewer than 12 children 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 the maximum of 12, 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 of 12. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 12 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

Important additional details for implementation of cohorts are available from the CA Department of Public Health at Guidance for Small Cohorts.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades TK - 2 returning after granting of a school waiver. Schools that have been granted a waiver to return students in grades TK - 2 may bring additional students onto campus for specialized services in grades above grade 2 but not up to 25% of total student enrollment. If the school has been granted a waiver for grades TK – 2, schools may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of student enrollment in grades 3 and above, as long as the school can adhere to distancing, infection control, and cohorting requirements.

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 child care 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 child care facilities, licensed exempt child care 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.

TK to Grade 12 Reopening Checklist

Institution name: New Los Angeles Charter School

Address: 1919 S. Burnside Ave. Los Angeles, CA 90016

Maximum Occupancy, per Fire Code: 473

Approximate total square footage of space open to faculty and/or students: 22,880

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

Administrators- 2, Teachers- 9, office staff- 3, custodian- 1, paraprofessionals- 6

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

TK: ~~0~~ K: ~~0~~ 1: ~~0~~ 2: ~~0~~ 3: ~~0~~ 4: ~~0~~ 5: ~~0~~

6: 50 7: 50 8: 50 9: _____ 10: _____ 11: _____ 12: _____

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:

- [x] 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.
- [x] 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:
  - [x] 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.
  - [x] Factsheets 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.
- [x] A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - [x] Isolation of case(s);
  - [x] Identification of persons exposed to cases at school;
  - [x] Immediate quarantine of exposed employees and/or students; and
  - [x] Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- [x] Notifying 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 becoming ill. The illness start date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done by email by completing the COVID-19 Case and Contact Line List for the Educational Sector and sending it to ACDC-Education@ph.lacounty.gov within 1 business day of being notified of the case. A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. 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.
- [x] Schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days. This closure requirement applies to programs for children that are operating on the school campus before, during, or after normal school hours. This

includes, but is not limited to, Day Care for School-Aged Children, Camps, and Youth Sports

- [x] 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.
- [x] A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
  - [x] The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
  - [x] The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- [x] 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.
- [x] Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- [x] In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- [x] All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- [x] 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.
- [x] 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 has had contact with a person known to be infected COVID-19 in the last 14 days.
- [x] These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- [x] Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
  - [x] Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to 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 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.
  - [x] Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
  - [x] In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all staff must wear face coverings 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.
  - [x] A medical grade mask is provided to any employee who cares for sick children or who has

close contact with any child with a medical condition that precludes the child's use of a cloth face covering.

- [x] 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.

- [x] Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- [x] 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).
- [x] 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. When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.
- [x] Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This has been achieved by:
  - [x] 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;
  - [x] Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - [x] Placing tables six 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.
- [x] All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- [x] Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
  - Break rooms 8:30, 11:00, 1:30
  - Restrooms 8:30, 11:00, 1:30
  - Classrooms 8:30, 11:00, 1:30
  - Laboratories N/A
  - Nurse's office N/A
  - Counseling and other student support areas _____
  - Front office 8:30, 11:00 1:30
  - Other offices 8:30, 11:00, 1:30
  - Other (auditorium, gymnasium, library if in use) N/A
  - _____
- [x] High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- [x] Disinfectant and related supplies are available to employees at the following location(s):

☒ 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):
Restrooms, kitchen, staff lounge

☒ 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 or with appropriate physical barriers where 6 feet of distancing is not possible, is: 25%.

☒ Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 84.

NA Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):

- o A maximum of one child per bus seat.
- o Face coverings required at all times.
- o Use of alternating rows (strongly recommended but not required).
- o 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.
- o Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.

- Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.

o Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.

o 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.

☒ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.

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

☒ The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways _____
- Staggering of breaks between classes _____
- Monitoring of stairways by school staff _____
- Other: _____

☒ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

☒ A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults 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, throughout the school day. (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.)

☒ In-person class size has been limited to 12 students in elementary grades.

☒ In-person class size has been limited to 12 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 N/A
- Auditorium N/A
- Cafeteria X
- Gymnasium N/A

- Other: _____

- [x] Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- [x] Furniture designed for in-class group activities that bring students closer than 6 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.
- [x] Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- [ ] Other:

_____

- [x] 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.
- [x] Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
  - [x] Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
  - [x] If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - [x] Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
  - [x] If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.
  - [x] 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.
- [x] 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.
- [x] Measures are in place to permit physical distancing in school areas used for student support services.
  - [x] 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.
  - [x] 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.
  - [x] Where feasible and appropriate, therapeutic and support activities are conducted virtually.

- [x] 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
- [x] Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

[x] Measures are in place to permit physical distancing in administrative areas of the school.

- [x] Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- [x] Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- [x] 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)

[x] 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 is included in the symptom check at entry if feasible.

- [x] 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.
- [x] 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

[x] 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.

- [x] 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.
- [x] 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.

[x] 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):

- [x] 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.
- [x] 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.
- [x] 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.
- [x] 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.
- [x] Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

- [x] Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - [x] At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - [x] The school HVAC system is in good, working order.
  - [x] 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.
  - o Portable, high-efficiency air cleaners have been installed if feasible.
  - [x] Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - [x] Air filters have been upgraded to the highest efficiency possible.
  - o Other: _____

- [x] 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).
  - [x] A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
  - o 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 disinfected after every completed bus route.
  - [x] 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 at least daily and

more frequently as resources allow using appropriate products (see below).

- [x] 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.
- [x] 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.
- [x] 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.
- [x] 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.
- [x] 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
- [x] All cleaning products are kept out of children's reach and stored in a space with restricted access.
- [x] 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.
- [x] Enhanced cleaning 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.
- [x] 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.
- [x] Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: 8:30, 11:00, 1:30
  - Lobbies/entry areas: 8:30, 11:00, 1:30
  - Teacher/staff break rooms: 8:30, 11:00, 1:30
  - Class rooms 8:30, 11:00, 1:30
  - Cafeteria dining area: 8:30, 11:00, 1:30
  - Cafeteria food preparation area: 8:30, 11:00, 1:30
  - Front office: 8:30, 11:00, 1:30
  - Other offices: 8:30, 11:00, 1:30
  - Other areas: _____

- [x] Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):
  - [x] Staff, parents and students are informed of the requirement for cloth face coverings prior to

the start of school and on a regular basis throughout the school year.

- [x] All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
- [x] 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.
- [x] Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- [x] Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.
- [x] As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- [x] Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- [x] Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- [x] 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.
- [x] Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

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

- [x] Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):
  - [x] 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 cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom; a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
  - [x] 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.
  - [x] Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
  - o Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

- [x] 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.
- [x] 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.
- [x] 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.

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

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

_____

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

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

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

- Other: _____

- [x] A copy of this protocol is posted at all public entrances to the school.
- [x] Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- [x] 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.
- [x] 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.
- [x] Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- [x] 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

- [x] 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.
  - [x] 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.
  - [x] 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.
  - [x] Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- [x] 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: Xochitl Lira

Phone number: 323-939-6400

Date Last Revised: 1/29/21

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)
12/28/20:

- The required quarantine period for individuals who have been in close contact with a person diagnosed with COVID-19 has been shortened. Close contacts who remain asymptomatic may be released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14.
- Schools are required to notify DPH of all cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to becoming ill. Cases who were last on campus over 14 days prior to becoming ill do not need to be reported to DPH by the K-12 school entity.
- Section C has been updated to align with the DPH Symptom and Exposure Screening Pathways for Persons at Educational Institutions.
- Clarified that if a school has an outbreak, other children programs that are operating on the school campus before, during and after school hours must also close, pursuant to the Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19, effective 12:01 am December 1, 2020 until further notice.
- Staff must wear a face covering when they are in a cubicle.
- Break rooms have posted occupancy limits and seating is spaced to ensure that staff can maintain a 6-foot physical distance between each other.

11/28/20: Schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days pursuant to the Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19, effective 12:01 am December 1, 2020 until further notice. Added a link to the TK-12 COVID-19 Toolkit.

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 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.

Note that pursuant to the Temporary Targeted Safer at Home Health Officer Order that schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days. This closure requirement applies to children programs that are operating on the school campus before, during, or after normal school hours. This includes, but is not limited to, Day Care for School-Aged Children, Camps, and Youth Sports Programs.

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.

Special guidance for the TK-12 setting

All K-12 schools in California counties that are in Tier 1 of the State's Blueprint for a Safer Economy, including Los Angeles County, are prohibited from reopening for in-person instruction. During this period, when schools are generally restricted to remote learning, four types of on-site programming are permitted. In compliance with this order and aside from these exceptions, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implement of remote learning or conduct on of the four permitted types of on-campus learning. These are:

- **Day care for school-aged children and/or child care 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 waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP.
  - Schools that provide child care 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. An exception to this 25% rule is schools that have received a waiver to return students in grades TK – 2 for in person instruction. Schools that have received a waiver are permitted to bring all students in grades TK – 2 back to campus including high need students in those grades. In that situation, the school may also bring up to 25% of total student enrollment in grades 3 and above 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 one-on-one by the appropriate specialist in a secure space that is apart from all other people.
  - 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 a school has already been approved for a waiver to reopen for students in grades TK – 2, the school still is required to file a notification to provide services to students with special needs if the school intends to bring students back to campus in addition to those in grades TK – 2. A reporting form can be found at Small Group Instruction Notification Form.
- Further information from the State concerning specialized services may be found at Specialized Support and Services.

- **On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education.**
  - No school may bring students in grades TK-2 onto campus for general in classroom instruction prior to a waiver being approved.
  - Full instructions and the waiver application form are available here.

- **Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 12 students in each classroom with a distance of at least 6 feet between students and between students and teachers.
  - All students and staff are wearing face coverings 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 located in the TK-12 School COVID-19 Toolkit.

COHORTING

For all four types of on-site programming students must be organized and proceed through the day within cohorts, defined as a stable group of no more than 12 children or youth and no more than two supervising adults 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.

- Note that if a cohort has fewer than 12 children 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 the maximum of 12, 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 of 12. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 12 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

Important additional details for implementation of cohorts are available from the CA Department of Public Health at Guidance for Small Cohorts.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades TK - 2 returning after granting of a school waiver. Schools that have been granted a waiver to return students in grades TK - 2 may bring additional students onto campus for specialized services in grades above grade 2 but not up to 25% of total student enrollment. If the school has been granted a waiver for grades TK – 2, schools may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of student enrollment in grades 3 and above, as long as the school can adhere to distancing, infection control, and cohorting requirements.

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 child care 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 child care facilities, licensed exempt child care 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.

TK to Grade 12 Reopening Checklist

Institution name: New Los Angeles Elementary School

Address: 5421 Obama Blvd. Los Angeles, CA 90016

Maximum Occupancy, per Fire Code: _____

Approximate total square footage of space open to faculty and/or students: 10,008

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students: 10

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

TK: _____ K: 14 1: 14 2: 20 3: 25 4: 20 5: 15

6: 0 7: 0 8: 0 9: 0 10: 0 11: 0 12: 0

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.
- ☒ Factsheets 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.

☒ Notifying 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 becoming ill. The illness start date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done by email by completing the COVID-19 Case and Contact Line List for the Educational Sector and sending it to ACDC-Education@ph.lacounty.gov within 1 business day of being notified of the case. A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. 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.

☒ Schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days. This closure requirement applies to programs for children that are operating on the school campus before, during, or after normal school hours. This

includes, but is not limited to, Day Care for School-Aged Children, Camps, and Youth Sports

- [x] 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.
- [x] A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
  - [x] The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
  - [x] The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- [x] 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.
- [x] Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- [x] In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- [x] All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- [x] 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.
- [x] 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 has had contact with a person known to be infected COVID-19 in the last 14 days.
- [x] These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- [x] Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
  - [x] Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to 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 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.
  - [x] Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
  - [x] In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all staff must wear face coverings 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.
  - [x] A medical grade mask is provided to any employee who cares for sick children or who has

close contact with any child with a medical condition that precludes the child's use of a cloth face covering.

- [x] 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.

- [x] Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- [x] 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).
- [x] 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. When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.
- [x] Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This has been achieved by:
  - [x] 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;
  - [x] Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - [x] Placing tables six 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.
- [x] All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- [x] Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
  - Break rooms 8:30, 11:00, 1:30
  - Restrooms 8:30, 11:00, 1:30
  - Classrooms 8:30, 11:00, 1:30
  - Laboratories N/A
  - Nurse's office N/A
  - Counseling and other student support areas NA
  - Front office 8:30, 11:00, 1:30
  - Other offices NA
  - Other (auditorium, gymnasium, library if in use) N/A
  - _____
- [x] High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- [x] Disinfectant and related supplies are available to employees at the following location(s):

☒ 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):
Restrooms, kitchen, staff lounge

☒ 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 or with appropriate physical barriers where 6 feet of distancing is not possible, is: 25%.

☒ Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 84.

NA Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):

- o A maximum of one child per bus seat.
- o Face coverings required at all times.
- o Use of alternating rows (strongly recommended but not required).
- o 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.
- o Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.

- Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.

o Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.

o 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.

☒ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.

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

☒ The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways _____
- Staggering of breaks between classes _____
- Monitoring of stairways by school staff _____
- Other: _____

☒ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

☒ A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults 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, throughout the school day. (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.)

☒ In-person class size has been limited to 12 students in elementary grades.

☒ In-person class size has been limited to 12 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 N/A
- Auditorium N/A
- Cafeteria NA
- Gymnasium N/A

- Other: _____

- [x] Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- [x] Furniture designed for in-class group activities that bring students closer than 6 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.
- [x] Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- [ ] Other:

_____

- [x] 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.
- [x] Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
  - [x] Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
  - [x] If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - [x] Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
  - [x] If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.
  - [x] 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.
- [x] 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.
- [x] Measures are in place to permit physical distancing in school areas used for student support services.
  - [x] 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.
  - [x] 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.
  - [x] Where feasible and appropriate, therapeutic and support activities are conducted virtually.

- [x] 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
- [x] Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

[x] Measures are in place to permit physical distancing in administrative areas of the school.

- [x] Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- [x] Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- [x] 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)

[x] 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 is included in the symptom check at entry if feasible.

- [x] 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.
- [x] 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

[x] 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.

- [x] 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.
- [x] 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.

[x] 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):

- [x] 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.
- [x] 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 visitorlog.
- [x] 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.
- [x] 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.
- [x] Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

- [x] Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - [x] At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - [x] The school HVAC system is in good, working order.
  - [x] 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.
  - [x] Portable, high-efficiency air cleaners have been installed if feasible.
  - [x] Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.

    Air filters have been upgraded to the highest efficiency possible.
  - o Other: _____

- [x] 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).
  - [x] A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
  - o 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 disinfected after every completed bus route.
  - [x] 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 at least daily and

more frequently as resources allow using appropriate products (see below).

- [x] 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.
- [x] 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.
- [x] 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.
- [x] 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.
- [x] 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
- [x] All cleaning products are kept out of children's reach and stored in a space with restricted access.
- [x] 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.
- [x] Enhanced cleaning 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.
- [x] 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.
- [x] Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: 8:30, 11:00, 1:30
  - Lobbies/entry areas: 8:30, 11:00, 1:30
  - Teacher/staff break rooms: 8:30, 11:00, 1:30
  - Class rooms 8:30, 11:00, 1:30
  - Cafeteria dining area: NA
  - Cafeteria food preparation area: NA
  - Front office: 8:30, 11:00, 1:30
  - Other offices: NA
  - Other areas: NA
- [x] Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):
  - [x] Staff, parents and students are informed of the requirement for cloth face coverings prior to

the start of school and on a regular basis throughout the school year.

- [x] All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
- [x] 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.
- [x] Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- [x] Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.
- [x] As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- [x] Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- [x] Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- [x] 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.
- [x] Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

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

- [x] Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):
  - [x] 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 cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom; a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
  - [x] 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.
  - [x] Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
  - o Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

- [x] 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.
- [x] 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.
- [x] 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.

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

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

_____

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

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

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

- Other: _____

- [x] A copy of this protocol is posted at all public entrances to the school.
- [x] Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- [x] 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.
- [x] 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.
- [x] Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- [x] 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

- [x] 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.
  - [x] 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.
  - [x] 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.
  - [x] Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- [x] 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: Xochitl Lira

Phone number: 323-939-6400

Date Last Revised: 1/29/21