

Guidelines, Policies and Procedures for Return to School

Charter Schools and Head Start Centers

A Guide for Students, Families, Administrators, Supervisors, Staff, and Visitors

Last Revised 2/8/21

These guidelines, along with policies and procedures are a work in progress and will be updated as we receive continued input from the Los Angeles Department of Public Health, Centers for Disease Control, stakeholders (students, staff, visitors and community members). The ultimate goal is to implement a sequential return to work that supports and maximizes success for all students, staff, visitors while doing everything reasonably possible to ensure the health and safety of our staff, visitors and community. However, despite all our efforts there will be moments where we cannot guarantee social-distancing and/or the spread of COVID-19 at our centers. If you witness any guideline/procedure violation listed below, immediately inform your site administrator or supervisor.

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CONTEXT

The onset of the COVID-19 global pandemic triggered unprecedented government mandated shelter at home orders. Effective March 16, 2020, the Los Angeles Public Health Officer (Public Health) recommended the suspension of classroom instruction, with the exception of all early education & child care centers, in an effort to mitigate the spread of the virus. Simultaneously Governor Newsom issued a statewide stay-at-home order suspending all non-essential work. However, given that Para Los Niños provides critical social services, our Agency was considered an essential business and remained open. As the COVID-19 pandemic enters a new phase, PLN has developed a coordinated plan to safely guide our staff back to the workplace. Our top priorities are the health and safety of students, staff and the community, and they are guided by directives from our public health officials. To reduce the impact of COVID-19 outbreak conditions, it is important for staff, students, parents, visitors and community members to plan now for COVID-19. Planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses).

GUIDING PRINCIPLES

Para Los Niños (PLN) is committed to the following guidelines, policies and procedures for 2020-21 academic/program year:

1. Health and safety of students, staff, families and visitors;
2. Maintaining continuity of instruction and services to the community;
3. Ensuring access and equity for all students;
4. Communication with staff, visitors and community partners;
5. Ensuring flexibility to meet the needs of all students and staff while maintaining fiscal strength.

BEST PRACTICES

Administrators and staff will make every effort to implement and share best practices including:

- a. Regular safety meetings with all staff;
- b. Have clearly designated family curbside drop off/pick up station;
- c. Screen all staff/visitors before entry;

- d. Stay home if showing or experiencing any sign of sickness;
- e. Post signage of COVID 19, risk assessment and preventative measures;
- f. Volunteers are not permitted at this time;
- g. Restrict activities and visitors, including volunteers, consultants, vendors and parent tours;
- h. Require staff and visitors to conduct hand washing or sanitizing as their first activity upon arrival each day and regularly throughout the day;
- i. Make cleaning supplies for each cohort/classroom readily available;
- j. Clean, sanitize and disinfect frequently;
- k. Keep school materials on site; and not be sent home;
- l. Implement social distancing best practices including no hugs or shaking hands;
- m. Teach and model social distancing greetings;
- n. Keep emergency contact information up to date.

PHASED APPROACH TO RETURN TO WORK (RTW)

PLN's Return to Work is a coordinated plan to safely bring back staff, students and visitors in a phased manner with actions to monitor and maintain relevant preventive and response measures. The progression of this phased plan will be aligned with the guidelines set out by the Los Angeles Department of Public Health (LADPH), the California Department of Education (CDE), the Los Angeles County Office of Education (LACOE), the Center for Disease Control (CDC), and other regulatory agencies.

Phase Progression Benchmarks

PLN will determine the return to work phase of its worksites by assessing the following set of recommended external and internal conditions;

External Conditions:

- Evidence of decreasing incidence and distribution of COVID-19 illness within the locality/county of PLN locations;
- The implementation/lifting of health and safety orders.

Internal Conditions:

- Site readiness and mitigation measures: PLN's readiness to support restaging/increasing workforce and regional/local plans;
- Elements of facility design and key control measures including site entry, visitors, space for physical distancing, PPE, facial coverings, cleaning policy for shared space (conference rooms, cafeterias, elevators, etc.);
- Process to manage exceptions is defined (i.e., caregivers, personnel with underlying health conditions, etc.);
- Guidelines to self-monitoring practices should be implemented.

Phase 1: Essential Work

Under Phase 1 of the return to work plan, PLN will adhere to the following measures:

- Encourage and enable staff to telework, whenever possible and feasible with business operations;
- Restrict the list of identified essential employees who shall return to the workplace;
- Enforce the strict adherence to all guidelines outlined in the Health & Safety section of this document for all onsite staff and visitors;
- Provide special accommodations for personnel who are, or have household members who are, part of a vulnerable population (elderly individuals OR individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy);
- Minimize non-essential business travel, and adhere to CDC guidelines regarding isolation following travel.

Phase 2: Controlled Return

Under Phase 2 of the return to work plan, PLN will adhere to the following measures:

- Continue to encourage and enable staff to telework;
- Ease the restriction on the employees who can return to the workplace;
- Coordinate and manage the schedule for on-site deployment of staff on a rotational basis in order to maintain effective social distancing;
- Continue to enforce the strict adherence to all guidelines outlined in the Health & Safety section of this document for all onsite staff and visitors;
- Continue to provide special accommodations for vulnerable personnel.

Phase 3: Complete Return

PLN will assess the situation in accordance with local/state governmental guidelines bearing health and safety of staff, families and visitors to a full return and resume unrestricted staffing of work sites.

Teleworking and Emergency Leave Policies

PLN has adopted teleworking and emergency leave policies in alignment with Phase 1 and Phase 2 of the above Return to Work plan. Please reference the [Key Documents](#) section below for more details and guidelines around these policies.

Head Start Only:

Note: The return to work recall process will be based on seniority (i.e., employees with the least amount of seniority will be the first employees asked to return to in-person work

SCHOOL REOPENING PROTOCOLS

The Los Angeles County Department of Public Health recently approved a Cohort Model for the charter schools to operate; the Head Start Centers will operate a Hybrid Model to provide services to students. All Head Start Centers reopened on September 8th, with the exception of the Caruso Early Education Center, which opened September 14th.

Head Start Center Guidelines – Hybrid Model

The model below reflects current [Head Start Center guidelines](#). Children will be assigned to either on-site services or virtual learning services. Children will be assigned according to the defined criteria.

- On-Site Services will operate Monday through Thursday;
- On Friday all teachers working with On-Site Children Monday through Thursday will provide more intensive Virtual Services for children participating in Virtual Services;
- Virtual Services will include:
 - ✓ Twice weekly connections with children and teachers,
 - ✓ On-Site learning activities at-least once every other week,

- ✓ One digital learning activity linking on-site children with virtual learning children (All families participating in Virtual Learning Services will receive a Samsung laptop with built in internet connection the monthly service fee will be paid by PLN);
- ✓ Virtual Learning Kit.

Charter School Guidelines - Cohort Model

The model below reflects current school plans for Tk-8 students related to both on-site and virtual learning services. Students will be assigned to either group according to the defined criteria.

- A cohorting approach has been adopted school-wide, which means that no more than 25% of the student population can be onsite while receiving specialized services and while maintaining a stable group of no more than 10 children or youth and no more than two supervising adults. Supervising adults and their cohort of students must remain together for all activities (e.g., meals, recreation, etc.) and avoid contact with people outside of their group throughout the school day.
- Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- 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.
- Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
- In-person support days will be Monday through Thursday. Friday will be designated for distance learning.

Special Education and Students with Disabilities

- Students with Independent Education Plans (IEP) will continue to receive required services to meet their set goals;
- Assessments will be conducted in the manner in which the test is designed. Face shields with hanging cloth with face masks and latex gloves will be used when testing requires the adult to engage the student in closer proximity;

- Assessments can be held in-person on-site per DPH guidelines;
- Referrals will continue if the teacher feels it is necessary;
- Every attempt will be made to accommodate students with disabilities once the parent/guardian has made the school or center known of the disability.

Campus Accessibility

Throughout the duration of a shutdown/phased reopening period, the use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by non-enrolled students or staff, etc.) is not permitted.

All allowed individuals accessing the campus (including staff, students, parents, and other visitors) must abide by the policies outlined under the [Daily Home Checks and Screening](#), [Face Mask Policy](#), and [Social Distancing Policy](#) sections of this document.

Charter School Classroom Size

The ability for charter schools to reopen is based upon the strict understanding that students will be separated into stable groups, meaning:

- All students will be seated 6 feet apart;
- The same group of 10 or fewer students should be in the same group each day;
- Each group will be in a separate classroom and will not intermingle;

Head Start Classroom Size

In a number of instances there will be fewer children in a classroom. All classrooms have been measured to ensure there can be 6 feet of physical distance. Attachment "B" within "[Head Start Attachments](#)," indicates how many children can safely be placed in each PLN classroom.

- No more than 10 children will be assigned in each classroom. PLN will have 2 teachers in the classroom for most of the day (exception: lunch and am/pm breaks);
- No more than 8 children in each toddler classroom (ratio 1:4);
- No more than 6 children in each infant classroom (ratio 1:3);

Cots/mats for head start students will be 6 feet apart with children placed in head to feet positions if needed; the Keck Center is excluded from naps.

Charter School Classroom Materials

- All students will receive their own set of supplies; such as pencils, crayons, markers and other consumables, which should not be shared with their peers;
- Sharing of electronic devices, toys, books and other games or learning aids will be avoided as much as is practicable. Where sharing occurs, cleaning and disinfecting between uses will be done.

Head Start Classroom Materials

- Only those materials that can be disinfected on a daily basis will be given to head start students;
- Sheets/blankets used for naps at head start centers will be clearly marked with student's names and washed twice weekly by a contracted vendor for Hollywood, Cypress, and Magnolia centers. All others will wash their own onsite. If necessary, sheets/blankets can be washed daily. The Keck center is the exception to this as they do not nap;
- Tooth Brushing will be temporarily paused at all head start centers.

Charter School Snacks and Lunches

Every charter school student will continue to receive/be offered two meals per school day and one snack if they participate in afterschool programming either on-site (for those receiving instruction on-site) or for pick-up during specified days/times. Meals will continue to be delivered by our meal vendor, who is also adhering to the revised meal preparation guidelines set by the USDA and the California Department of Education. Due to restrictions imposed by the California Department of Public Health, all family style and communal meals will be discontinued until further notice. Student meals will be delivered and served unitized with disposable eating utensils. Families that choose to provide appropriate snacks and lunches for their students must be packed in clearly marked containers and kept at the appropriate temperature. Reheating or cooling of student meals at school is prohibited. Parents should provide detailed information to the designated PLN Staff regarding any special dietary needs. Once information is received, the Meal Program Coordinator will contact families if additional information is needed.

- ✓ Meals will be served in the classroom by the teacher or in the outdoor lunch area when permissible.
- ✓ Students and staff will be asked to wash their hands before and after every meal.
- ✓ Student tables and desks will be cleaned before and after every meal.
- ✓ Food service personnel, in a safe manner, will collect and dispose of all waste after every meal service.

Head Start Snacks and Lunches

Every head start student will continue to receive/be offered two meals per school day, either on-site (for those receiving instruction on-site) or for pick-up during specified days/times. Meals will continue to be delivered by our meal vendor who is also adhering to the revised meal preparation guidelines set by the USDA and the California Department of Education. Due to restrictions imposed by the California Department of Public Health, all family style and communal meals will be discontinued until further notice. Student meals will be delivered and served unitized with disposable eating utensils. Families that choose to provide appropriate snacks and lunches for their students must be packed in clearly marked containers and kept at the appropriate temperature. Reheating or cooling of student meals at the school is prohibited. Parents should provide detailed information to the designated PLN Staff regarding any special dietary needs. Once information is received, the Meal Program Coordinator will contact families for more details on the student's dietary needs. Early Education Centers will follow additional guidelines to comply with licensing as described in Attachment "D" within "Head Start Attachments."

- ✓ All meals will be served in the classroom by the teacher.
- ✓ Students and staff will be asked to wash their hands before and after every meal.
- ✓ Student tables and desk will be cleaned before and after every meal.
- ✓ Food service personnel, in a safe manner, will collect and dispose of all waste after every meal service.

Water Access

At the recommendation of State and Local agencies, we will be discontinuing the use of water fountains across all charter schools and early education sites. We will instead be providing students with water from water dispensers using age appropriate disposable cups. These water dispensers will be located throughout the sites and where students eat. If students and staff would like to bring their own water containers, they may do so, however in an effort to stop the spread of bodily fluids, the refill of these containers will not be allowed.

Recreation and Play Time

School site administrators and staff will coordinate schedules so that each group is able to enjoy outdoor recreation as social distancing, health and safety, weather and conditions permit. It is the goal that each group will have access to an outdoor-based activity as often as it is possible with the given time and space allotted. Site administrators and teachers will coordinate and schedule outdoor activities to ensure that classrooms are not mixed. The use of slides and play structures is allowed as long as a 6-foot distance is maintained at all times and the equipment is sanitized between group use.

Charter groups will each receive their set of play equipment to use when outdoors, this equipment will not be shared with other groups and will be disinfected before and after every use.

Continuity Plan

In the event of another stay-at-home order issued by the Governor of California or health officer order issued by the Los Angeles County Office of Public Health, Para Los Niños services will revert back to distance learning, telework, and telehealth.

REVISED VISITOR POLICY

Our revised visitor policy defines the rules for receiving essential guests (maintenance vendors, specialized services, and government entities) at our sites during the current pandemic and for the duration of current orders. The purpose of this policy is to protect the safety and security of our staff and visitors. During this time, we ask for your support in limiting your visits to our sites, unless deemed necessary and/or for the sole purpose

of providing a required service. It is our hope that together, we can limit the exposure to the virus by calling with questions and/or requesting virtual meetings instead. If an in-person meeting is necessary, please call ahead for an appointment. Due to social distancing we can only accommodate 2 people at a time in most of our lobbies across the agency.

Visitors to the campus during this period will abide by the following policies:

- Visits to the school by individuals other than staff and students are avoided whenever feasible;
- Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible;
- Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation;
- Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log;
- As an added measure for our staff and visitors we will temporarily not be allowing visitors/volunteers on any PLN site without prior appointment/registration.

Prior to entering the facility

- All visitors will be asked to read and truthfully answer the screener intake.
 - Any visitor who refuses to read the screener and/or answers "yes" to any of the questions on the screener will be denied access to the site.
- All visitors, including any children 2 years of age and older, will be asked to wear a face mask before entering the site as mandated by the State.
 - All visitors must wear their face mask during the duration of the visit. A disposable mask will be provided to you if you do not have one.
- All visitors will always be expected to follow paths of travel and stay six feet apart.

Upon entering the facility

- All visitors must sign in with the receptionist and log the time of entry;
- Visitors will be asked to provide the receptionist with the following information:
 - ✓ Name
 - ✓ Contact information (email and phone number)
 - ✓ Reason for visit
 - ✓ The name of the person they are visiting;
- Every visitor will receive a guest badge, which must be worn at all times;
- Upon request, visitors will be provided a copy of the Health & Safety protocol for review.

While in the facility

- All visitors must be escorted to their destination within the site
- Visitors must remain in the designated area of visit for the time required to accomplish their meeting or goal for the visit
- Visitors must abide by all the guidelines outlined in the Health & Safety section of this document

Leaving the facility

- Upon completing the visit, visitors must check-out at the reception and log the time of exit.

Check-in Log:

Staff and visitors must self-check-in at the reception and record their In/Out times while entering and leaving the PLN facility. Check-in log shall be referenced for contact tracing as necessary.

HEALTH & SAFETY GUIDELINES

PLN will follow all sanitation and hygiene practices and protocols recommended by the Centers for Disease Control (CDC) and California Department of Public Health (CDPH). PLN will adjust its practices and protocols as CDC and CDPH guidelines, best practices, and health officer orders are revised.

Daily Home Checks and Screening

It is vital that all parents and guardians keep children at home if they are sick until a fever has been gone for a minimum of 2 days without the use of medicine. Each site has access to a touchless thermometer and will take the temperature of all students and visitors before arriving at PLN location.

PLN will use a *Passive Screening Protocol* for staff screening. Staff will be instructed to “self-screen” before leaving for work, check for symptoms outlined by CDC, complete the COVID questionnaire (outlined below) and stay home if they have any symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

Daily Health Screener Intake:

Parents/Guardians (on behalf of the child), staff, and visitors will be required to respond to the following questionnaire daily:

PLN is working around the clock to stay on top of the evolving COVID-19 situation. Our first priority is the health and safety of our staff, students and community. Accordingly, all personnel will need to answer screening questions daily at the entrances upon their arrival of the below health screener.

In the past 24 hours, have you experienced any of the following symptoms that cannot be attributed to any other illness:

1. Do you have a Covid-19 test scheduled in the coming week?
 - a. Yes
 - b. No

2. Have you taken a Covid-19 test in the last 14 days? (If yes, contact Mayra Flores)
 - a. Yes
 - b. No

3. In the last two weeks, did you have close contact (less than 6 feet of an infected person for at least 15 minutes) with someone with symptoms of COVID-19, tested for COVID-19, or diagnosed with COVID-19
 - a. Yes
 - b. No

4. Have you recently been in contact with anyone who has tested positive for COVID-19?
 - a. Yes
 - b. No

5. Fever or chills:
 - a. Yes
 - b. No

6. New Dry Cough:
 - a. Yes
 - b. No

7. Nausea or vomiting:
 - a. Yes
 - b. No

8. Diarrhea:
 - a. Yes
 - b. No

9. Aches and Pains:
 - a. Yes
 - b. No

10. Congestion or Runny Nose:
 - a. Yes
 - b. No

11. Sore throat:
 - a. Yes
 - b. No

12. Fatigue:
 - a. Yes
 - b. No

13. Headaches:

- a. Yes b. No

14. Shortness of breath or difficulty breathing:

- a. Yes b. No

15. New loss of taste or smell

- a. Yes b. No

The following question is for staff or student trainee ONLY

16. Have you recently traveled out-of-state via mass transit or to a high risk area or "designated hot spot" as defined by the [CDC Covid Data Tracker](#)?

- a. Yes b. No

If answers to any of the above questions are a "yes" from 1-15, please contact your program receptionist where they will note your absence.

If you answer "yes" to question 16, please contact Deanette Brewer in Human Resources.

Travel Policy

PLN has been at the forefront of monitoring and continuing to address the effects of COVID-19 on our operations and the personal lives of our community. We have all undeniably been impacted by the pandemic, and our team is committed to complying with all federal, state, and local health agencies' recommendations and guidelines to mitigate risk to our community.

The CDC recognizes additional risk that an individual who has recently travelled poses on the community in connection with spreading the COVID-19 virus. As the CDC states, when referencing travel guidelines, "[y]ou may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including children) pose a risk to your family, friends, and community for 14 days after you were exposed to the virus." Accordingly, in an effort to mitigate risk to the PLN community, we have temporarily implemented the following travel policy:

Recommendations with Regard to Travel

As COVID-19 infections spread worldwide, including the United States and California, this is an important time to remind our community that we suggest all non-essential travel be limited. Given the widespread rate of COVID-19 infections across the country, domestic travel is now considered a risk factor in diagnosing COVID-19. CDC U.S. travel guidance recommends staying home as the best way to protect from getting sick and provides additional guidelines for those who are considering traveling within the U.S. Please review CDC guidelines with regard to travel. PLN will continually be training and educating staff with regard to CDC recommendations in connection with travel.

Remote Work Period

PLN is committed to protecting the health and well-being of our staff, students, and families. As such and as stated above, PLN encourages staff to limit all non-essential travel, in line with CDC guidelines. However, we recognize that employees may be required to travel for personal reasons and/or may decide to travel on their personal time.

Accordingly, in order to ensure a healthy workplace and for the safety of the students/clients and their families, it is required that any employee disclose any travel plans or recent travel to PLN's VP, Human Resources. Any employee who has traveled to an area that has been designated as a "hot spot" by the CDC; or (ii) traveled out-of-state using the following means of travel; cruise ship, river boat, airplane, train, or bus, will be required to work remotely for a total of 10 business days subsequent to those activity(ies) (a total of 14 calendar days before physically returning to the office space):

Employees will be required to comply with PLN's general Remote Work Policy while working remotely. Employees will receive the same benefits and rate of pay during this period and will be expected to return to the office at the end of the remote work period, absent exigent circumstances or pursuant to federal, state or local law or Company policy.

Social Distancing Policy

PLN takes the health and safety of its staff and visitors very seriously. With the spread of the coronavirus or COVID-19, PLN must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, EVERYONE (including essential visitors) are required to adhere to this Social Distancing Policy.

Staff, visitors and students are instructed to abide by the following guideline:

- Maintain at least six feet distance from each other at all times;
- Employ measures to ease foot traffic during student drop-off / pick-up, such as:
 - Availability of early opening with staff presence
 - Expanded short-term parking at schools
 - Presence of staff at drop-off / pick areas to assure safe movements of students to and from the school entryway;
- Occupy workspaces that are at least six feet apart. Wherever possible, workstations and other furniture are arranged to best support physical distancing;
- Minimize use of shared office supplies, tools, and equipment; and disinfectant all supplies frequently and in between use;
- Implement and utilize contactless doors and trash cans wherever possible;
- Be mindful of “traffic jams” and “high-risk areas” where visitors, students, and staff tend to stand together, such as hallways, stairs, elevators, and break areas-remember to maintain social distance. Visitors and staff may need to stand back and wait for the area to clear;
 - Whenever possible school employees will be asked to be present in hallways as students enter, exit, and other times throughout the day as needed to assure physical distancing;
- Follow guidelines for one-directional hallways and stairwells when applicable to minimize traffic;
- Where lines tend to form on site (e.g., front entrance, stairs, gates, restrooms etc.), tape or other markings have been placed to help maintain a minimum six feet between people;
- No group lunches, co-mingling among classrooms or other meals are permitted while this Social Distancing Policy remains in effect unless you are able to maintain social distancing in open air areas;
- If small groups (within the guidelines) need to meet, do so in an area with adequate space to maintain social distancing and open air if possible;
- Face coverings are not a substitute for social distancing;
- Remind your visitors and co-workers of this policy where necessary.

If you observe any violations of this policy, contact the Principal/Site Director or Deannette Brewer in Human Resources immediately.

Please be advised that failure to follow PLN's Social Distancing Policy may result in disciplinary action.

If you have any questions about any aspect of this policy, please contact Deannette Brewer immediately at 213.250.4800 ext. 508

Cleaning & Sanitizing

- All PLN school & non-school sites will be equipped with cleaning, sanitation and disinfectant supplies (i.e., hand sanitizer, gloves, sanitizing and disinfectant solutions);
 - ✓ Cleaning equipment will be available throughout the sites and at the entrances for staff and visitors;
- All PLN staff will be trained on how to properly clean, sanitize and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations;
- Cleaning, disinfecting, and sanitizing schedules for schools/early education based on CDC guidelines have been developed and reflect needs based on grade level, student programs and instructional materials used.
- All staff will implement regular cleaning and disinfecting procedures throughout the day;
- Head Start Centers will follow additional guidelines to comply with licensing as described in Attachment "E" within "[Head Start Attachments](#)."

Personal Protective Equipment (PPE)

All staff will be trained to implement best practices in the use of Personal Protective Equipment (PPE), including, but not limited to:

- Wearing a face covering at all times (refer to face covering guidelines)
- Wearing proper PPE when cleaning, sanitizing, and disinfecting copy machines, light switches, thermostats, etc.,
- Cleaning, sanitizing and disinfectant surfaces and high touch areas within their classrooms

- Setting and following a hand washing schedule for staff and visitors upon arrival, before and before, after going to the restroom, and regular intervals throughout the day
- Working with staff/visitors using physical barriers (i.e., face shield) if needed when Social Distancing is a challenge

Face Mask Policy

The Centers for Disease Control (CDC), the State of California and the Public Health Officers for several counties have issued mandates regarding the use of face coverings in an effort to slow the spread of COVID-19 and to help people who may have the virus and do not know it from transmitting it to others.

In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our staff from exposure to COVID-19, PLN has implemented a face covering policy.

Effective immediately and until further notice, all employees, students over the age of two, and essential visitors are required to wear a face mask at all times when on a PLN site.

PLN has purchased face masks for all employees and students to use in the workplace/school sites. When your personal mask has been forgotten, damaged or lost. These face masks will be distributed to all. You may use your own face covering, if preferred, so long as the use and care guidelines below are followed.

Staff working alone in their workplace or offices do not need to wear face coverings, but any time an employee is in a common area or within six feet of another person, the employee must be wearing a face covering.

Exemptions to this policy will only be made with a note from a doctor.

Face Covering Appropriate Use Guidelines

Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, students, staff, visitors and employees are required to maintain social distancing (six feet of space between each

person) when possible. Students, Staff, visitors and employees are also required to adhere to the following guidelines when wearing a face covering:

- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty;
- To ensure that you are wearing the face covering properly, make sure the face covering is fitted over your ears and is covering your nose, mouth and chin;
- Mark the outside of the face covering in some way so you can easily identify which side is the outside of the face covering and handle it accordingly. Consider marking the outside with your initials in permanent ink;
- Remove the face mask covering while eating during your meal period;
- Do not touch the outside of your face mask while it is on your face;
- Don't pull your face mask below your chin while you are wearing it. Leaving the face mask dangling or improperly fitted to your face creates opportunities for cross-contamination;
- After removing a face mask, please inspect it to see if it is torn, wet, or soiled
 - ✓ If it is, please throw it away and obtain a new face mask from the Office Manager
 - ✓ If not, please properly store the face mask as follows:
 - § Fold the face mask in half so that the outside surfaces are touching
 - § Place the face mask into a clean bag or container
- We recommend you keep a **paper bag** or **plastic zip-lock** handy for storing the face covering every time you take it off;
- Always store a face covering in a clean place. Never store it in a backpack, purse, or pocket.

REMEMBER — The use of a face covering is not a substitute for physical distancing, washing hands, and staying home when ill.

Please be advised that failure to follow PLN's face covering policy may result in disciplinary action.

Signage

Throughout all of PLN you will see the following signs to remind you of State mandates, local public health notices, and other important information with the expectations that everyone will oblige by them. These signs can be found at the front door of every site and/or throughout the building:

- Stay 6ft apart

- Wear a mask
- Cover your cough or sneeze
- Proper handwashing
- Covid-19 Symptoms

DETECTION & RESPONSE

School COVID-19 Compliance Task Force

As required by the County of Los Angeles Department of Public Health, PLN has established a School COVID-19 Compliance Task Force who will be responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.

The designated COVID-19 Compliance Officer, Gabriela Herrera, who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak will be onsite to lead and communicate with DPH.

COVID Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- ***Fever or chills***
- ***New Dry Cough***
- ***Vomiting***
- ***Diarrhea***
- Nausea
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

You can find more information on Covid-19 symptoms here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Signs of Illness

Staff and visitors will be asked to self-monitor for signs of illness throughout the day including:

- Headache or tiredness;
- Inability to participate in routine activities or need more care;
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.;
- Runny nose with colored mucus.

Emergency Forms

In addition to normal school enrollment forms, additional information may be gathered through an application form/survey, or direct communication between Program/Office Managers and family members to support public health responsiveness. This information will include updated emergency contact information, and/or medical or dietary information.

Emergency Contact Information for Staff

It is important that you review and continuously update your emergency contact information on Paycom if you are an employee, or with your program manager. This information will be used to communicate with your emergency contact in the event of illness.

Infectious Period

- A case is considered to be infectious from 48 hours 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 respiratory systems 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 48 hours before their test was taken until 10 days after their test.

Response to positive case of COVID:

Should an **adult** staff member or visitor exhibit symptoms of COVID-19 while on site, they will be removed from the PLN location and asked to consult with their healthcare provider and keep PLN administration informed of their status. As essential workers, [ALL PLN staff are eligible to be tested](#). If a staff member is exhibiting symptoms of, or is likely to have COVID-19, specific detailed information is provided in the most recent public health orders:

- [July 23, 2020 Public Health Emergency Isolation Order;](#)
- [Health Officer's Order's Impact on Daily Life FAQs;](#)
- [Testing Eligibility and Other Resources;](#)
- [Home Isolation Instructions for People with COVID-19 Infection.](#)

Supervisors are to notify VP of Human Resources, Deanette Brewer, as soon as it is known that a staff member has tested positive. The employee will be contacted and the protocol will be discussed with them. ***No staff should return to the worksite without an explicit notification from HR that they are cleared to return to work.***

Should a **student** exhibit symptoms of and/or screen positive for COVID-19 at entry or at any point during the school day, he/she will be given a surgical mask and escorted to a pre-selected isolation space where they can remain while arrangements are made for their return home. Should a staff/essential visitor exhibit symptoms while on site, they should immediately notify their supervisor (on-site contact) and leave the premise.

In the event of exposure on any site the following steps will be taken:

- Remain calm and objective;
- Isolate the potentially infected student from other individuals while information is being gathered and family is being contacted for pick-up;
- Immediately notify the school Principal/Site Supervisor;
- Principal/Site Supervisor should then immediately contact the COVID-19 Compliance Task Force;
- Principal/Site Supervisor and HR will conduct an assessment as follows:
 - ✓ Focus on obtaining facts and making factual statements;
 - ✓ Gather and document as much information as possible regarding the students/staff/visitors that may have been exposed for contact tracing purposes.

- If a student/staff/visitor is confirmed to have COVID-19, PLN will inform all who may have come in close contact with the individual of their possible exposure to COVID-19 at the site. Confidentiality when sharing this information will always be upheld and no more facts than necessary will be shared;
- Students/staff/visitor exposed to someone with a confirmed COVID-19 diagnosis should follow the home isolation instructions referenced above;
- If you would like to be tested to confirm your possible exposure, you can make an appointment here: <https://corona-virus.la/covid-19-testing>;
- For any suspected or confirmed COVID-19 infections we will follow CDC and local public health guidance regarding cleaning and disinfection recommendations. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/>;
- For confirmed cases of COVID-19, PLN will report it to CADPH and CalOSHA for recordability and reportability under recordkeeping rules.

Surveillance Testing

PLN will have employees that have been possibly exposed to Covid-19, but have no symptoms get tested at a local testing center.

When charter schools re-open in either a hybrid or full capacity, PLN will abide by the LADPH requirement related to testing.

Incident Reporting/Contact Tracing for Possible Exposures:

The School Compliance Task Force will abide by the following incident reporting procedure:

- If school is notified of **1 confirmed case** (student/staff/visitor), the School Compliance Task Force should:
 - Requests the case(s) to follow Home Isolation Instructions for COVID-19 www.publichealth.lacounty.gov/acd/ncorona_2019/covidisolation/;
 - Inform the case(s) that DPH will follow up directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation;
 - Work with the identified case to generate a list of students and employees with exposure during the [infectious period](#). A person is considered to have

been exposed if they were within 6ft of the infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient isolated (even if a non-medical face covering was worn), OR if they have had unprotected contact with the infected person's body fluids and/or secretions (e.g. being coughed or sneezed on, sharing utensils, providing care without appropriate PPE);

- The list, including names and contact information of the exposed individuals is submitted to the DPH by the School Compliance Officer within 1 business day of notification of a confirmed case;
 - Exposed students and employees are notified by the School Compliance Task Force through a letter or other communication strategies. The School Exposure Notification letter should follow this [template](#).
- All cases identified in the school within a span of 14 days:
 - The cluster will need to be reported to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of the cluster at: ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821;
 - Complete Line List for Cases and Contacts, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit 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 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 of receipt to advise on next steps;
 - If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring;
 - If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated;
 - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation;

- School Compliance 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).

Schools and Head Start Centers will only be closed at the directive of the Los Angeles Department of Public Health.

COMMUNICATION:

OneCALL Messaging System

- It is important to update all the numbers that you wish to be reached at when messages are being sent by the school or center;
- Information will continue to be shared regularly with parent/guardians by their Principal/Site Administrator/Site Supervisor;
- In the event of an emergency, the OneCALL system will be used to inform all parents/guardians and staff.

PLN Website

- Current and up to date information will be posted regularly;
- Clear information about hours, the required use of face coverings, policies in regard to making appointments, and other relevant issues will be available:

<https://www.paralosninos.org/covid-19/>.

Visitor and Staff Feedback

- We are ALWAYS open for feedback on the things that are going great and those that we can improve on. We encourage everyone to share with your school or center any thoughts that you feel will benefit the safety and well-being of our staff and students.

Staff Training

All staff will participate in a virtual training to review the context, guiding principles, and health and safety practices described in this plan. An emphasis will be placed on teaching and practicing infection control measures detailed in this plan.

Communications to Parents and the Campus Community

Prior to the reopening of the school, information will be sent to parents and students concerning all school policies related to:

- Isolation and quarantine policies for students who have symptoms or may have been exposed to COVID-19;
- Options for COVID-19 testing;
- Who to contact at school if student has symptoms;
- How to conduct symptom check before student leaves home;
- Required use of face covering;
- Physical distancing requirements;
- Changes to academic / extracurricular programming;
- Changes to school meals;
- Changes to parents visit policies;
- Importance of providing the school with up-to-date emergency contact information, including multiple parent contact options.

KEY RESOURCES

Key Documents

Title	Attachments
PLN Temporary Covid-19 Emergency Paid Sick Leave and Emergency Family Medical Leave Expansion Policy	 PLN Temporary Covid-19 FFCRA (EPSL)
PLN Covid-19 Public Health Emergency Temporary Telecommuting Policy	 PLN Coronavirus COVID-19 Public Heal

PLN Covid-19 Teleworking Employee Equipment Policy	 PLN COVID-19 TELEWORKING EMPLC
PLN Covid-19 Injury and Illness Prevention Program (IIPP)	 PLN IIPP Covid-19 Supplement - 9.4.2021
Head Start Attachments	 Head Start Attachments.pdf
Charter School Recess/Lunch Templates	 Social Distancing Recess.Lunch Schedu
Social Distancing Fire/Earthquake Drill Schedule	 Social Distancing Fire and Earthquake Drill S

External Resources

- a. [March 13, 2020 Public Health Advisory on Novel Coronavirus \(COVID-19\)](#)
- b. [March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)
- c. [County of Los Angeles Department of Public Health – Protocols for K-12 Schools](#)
- d. [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- e. [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- f. [CDC Guidance for Cleaning and Disinfecting](#)
- g. [CDC Guidance for Phased Reopening Gating Criteria](#)
- h. [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- i. [Frequently Asked Questions](#)
- j. Communicable Disease Nurse line available 9:00 am - 5:00 pm M-F
(213) 240-7941
- k. Spanish translation (to follow)

CONTACT

If you have any questions about this overview document, staffing, and logistics, please contact:

Return to School Plan Contacts

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Deanette Brewer	VP, Human Resources	dbrewer@paralosninos.org

School COVID-19 Compliance Task Force Personnel

Name	Role	Email
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