

para los niños



for the children

PARA LOS NIÑOS

# RETURN TO SCHOOL GUIDE

Safe and informed for all to succeed.

5000 HOLLYWOOD BLVD  
LOS ANGELES, CA 90027

We believe in the children, youth, and families we serve. Our model fosters pathways to success through excellence in education, powerful families, and strong communities for children and youth to thrive.

[paralosninos.org](http://paralosninos.org)

Guidelines, Policies and Procedures for Return to School  
Charter Schools

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

Last Revised 3/31/21

*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.*

# Table of Contents

Table of Contents .....	2
Context.....	4
Guiding Principles.....	4
Best Practices .....	4
Phased Approach to Return to School (RTS) .....	5
Phase Progression Benchmarks .....	5
Phase 1: Essential Work .....	5
Phase 2: Controlled Return.....	6
Phase 3: Complete Return .....	6
Teleworking and Emergency Leave Policies.....	6
School Reopening Protocols .....	7
Charter School Guidelines - Cohort Model.....	7
Special Education and Students with Disabilities .....	7
Campus Accessibility .....	7
Charter School Classroom Size .....	8
Charter School Classroom Materials .....	8
Charter School Snacks and Lunches .....	8
Water Access .....	8
Recreation and Play Time.....	9
Safety Behavior Expectations .....	9
Continuity Plan .....	10
Revised Visitor Policy .....	10
Prior to entering the facility.....	11
Upon entering the facility.....	11
While in the facility .....	11
Leaving the facility .....	11
Internal Check-in Log: .....	11
Health & Safety Guidelines .....	12
Daily Home Checks and Screening .....	12
Daily Health Screener Intake: .....	13

COVID-19 Testing Policy .....	14
Travel Policy .....	15
Social Distancing Policy .....	16
Cleaning & Sanitizing .....	17
Personal Protective Equipment (PPE) .....	17
Face Mask Policy .....	17
Face Covering Appropriate Use Guidelines.....	18
Signage.....	18
Detection & Response.....	19
School COVID-19 Compliance Task Force.....	19
COVID Symptoms.....	19
Signs of Illness.....	19
Emergency Forms.....	19
Emergency Contact Information for Staff .....	20
Infectious Period .....	20
Response to positive case of COVID: .....	20
Incident Reporting/Contact Tracing for Possible Exposures: .....	21
Communication .....	22
OneCALL Messaging System.....	22
PLN Website.....	22
<a href="https://www.paralosninos.org/covid-19/">https://www.paralosninos.org/covid-19/</a> .....	22
Visitor and Staff Feedback .....	22
Staff Training .....	23
Communications to Parents and the Campus Community .....	23
Key Resources .....	24
External Resources.....	24
Contact Information.....	24
Return to School Plan Contacts.....	24
School COVID-19 Compliance Task Force Personnel .....	24

## Context

The onset of the COVID-19 global pandemic triggered unprecedented government mandated shelter at home orders. Effective March 16, 2020, the Los Angeles Department of Public Health (LADPH) 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 to provide those services deemed essential. 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 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 School (RTS)

PLN's Return to School 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 school phase and 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.);
- Implementation of Cal OSHA COVID-19 Prevention Plan
- 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 school 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 school 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, this includes COVID-19 testing;
- 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 School plan. Please reference the [Key Documents](#) section below for more details and guidelines around these policies.



# School Reopening Protocols

The Los Angeles County Department of Public Health recently approved a Cohort Model for the charter schools to operate with grades TK-8. Other grades will follow, based on the improvement of infection rates and the movement of the county to improved tiers.

## 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 a limited number of students (while maintaining a 6 feet distance between students) can be onsite while receiving services/support and while maintaining a stable group of no more than 14 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 vary by site and by capacity.

## Special Education and Students with Disabilities

- Students with Individualized Education Programs will continue to receive required services to meet their set goals;
- Assessments will be conducted with the following modifications: 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 unless the IEP team and parent agree that in-person assessments are not necessary;
- Child Find activities will continue, including requests for special education evaluations;
- 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. Students and staff must also abide by the COVID-19 Testing Policy provided in 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 cohorts, meaning:

- All students will be seated 6 feet apart;
- The same group of 14 or fewer students should be in the same group each day;
- Each group will be in a separate classroom and will not intermingle.

### 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.

### Charter School Snacks and Lunches

Every charter school student will continue to receive/be offered two free meals per school day and one snack if they participate in afterschool programming either on-site (for those receiving support/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. 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.

### Water Access

At the recommendation of State and Local agencies, we will be discontinuing the use of water fountains across all charter schools. 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.

\*Cohorts will each receive their own 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.

## Safety Behavior Expectations

Para Los Niños Charter Schools and the After School Program are truly committed to supporting all students by creating a safe environment. All students enrolled in the school and program must follow all policies and procedures. Students will follow staff instructions and guidance to ensure proper safety and supervision for all participants. Para Los Niños uses re-direction as a means of modifying student behavior. PLN staff will use problem-solving techniques with the students in order to help them develop a sense of self-control.

Para Los Niños makes every attempt to accommodate the behavior needs of each student. In the event that a student has a recurring disruptive behavioral problems and does not follow the guideline and procedures, the School Administrator and or Site Supervisor will meet with parent and school staff to discuss a plan of action.

Students are expected to follow policies and guidelines any violations of those policies can lead to dismissal of in- person programming and placed on remote learning until student can be demonstrate safe behavior on school campus. The school administrator will have the sole discretion to make appropriate decisions, but not limited to the dismissal of in-person programming.

If a student is unresponsive to our safety behavior expectation and remains uncooperative, the following steps will be taken:

Prior to the First Incident:

Teachers/Staff will document any recurring student behavior on the Student Behavior Log.

First Incident:

Verbal Notification to Parent by Teacher/Site Supervisor/School Administrator

1. Teacher/Staff will provide the student with a Verbal Warning.
2. Teacher/Site Supervisor/School Administrator will provide the student's parent with a Verbal Notification and a copy of the written Verbal Notification form.
3. School Administrator/Site Supervisor is informed of the student's behavior.

Parent Conference: Parent, Teacher/Associate Teacher, and or Site Supervisor/School Administrator

1. A Parent Conference is held with the Teacher/Staff, Site Supervisor/School Administrator and the student's parent/s.
2. An Action Plan will be created at the time of the parent conference; parents will be encouraged to seek services if they are needed.
3. The student will be placed on a Daily Behavior Promise and be reviewed daily and formally every Friday with the School Administrator/Site Supervisor and parent.

Removal of In-person Program Notice

1. Removal Notification form will be provided to the parent by the School Administrator/Site Supervisor

### 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 students, 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 this guide 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.

### Internal Check-in Log:

- Staff and essential visitors must self-check-in at the reception and record their In/Out times while entering and leaving any PLN School. Check-in logs 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 and 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 schools.

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 and are not vaccinated.



**Daily Health Screener Intake:**

PLN is working around the clock to stay on top of the evolving COVID-19 pandemic. Our first priority is the health and safety of our staff, students and community.

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

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

	Y	N
Do you have a Covid-19 test scheduled in the coming week that is not part of the PLN testing program?		
Have you taken a Covid-19 test to that was not part of the PLN testing program, but instead you took it because you thought you had contracted Covid-19? <i>(For staff, if yes, contact Mayra Flores in HR)</i>		
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		
Have you recently been in contact with anyone who has tested positive for COVID-19?		
Have you experienced any of the following in the past two-weeks?		
<i>Fever or chills:</i>		
<i>New Dry Cough:</i>		
<i>Nausea or Vomiting:</i>		
<i>Diarrhea:</i>		
<i>Aches and Pains:</i>		
<i>Congestion or Runny Nose:</i>		
<i>Fatigue:</i>		
<i>Headaches:</i>		
<i>Shortness of breath or difficulty breathing:</i>		
<i>New loss of taste or smell</i>		

**If answers to any of the above questions are a “yes” please contact your school office and/or supervisor and they will note your absence.**

**The following question is for staff or student trainee ONLY**

**Have you recently traveled outside the County of Los Angeles into other states or countries?**

- a. Yes    b. No

*If “yes”, please contact Deanette Brewer in Human Resources.*

## COVID-19 Testing Policy

Para Los Niños is committed to providing a safe and healthy workplace for all our employees, students, families, and community. To ensure we have a safe and healthy school campus, we have developed the following COVID-19 Testing Policy in response to the COVID-19 pandemic. While testing is important, it does not replace caution in the workplace. Social distancing and other safety precautions still have a role to play in ensuring a safe environment--the goal is to mitigate the potential transmission of COVID-19 in our school campus and community.



### Employee Testing Requirements

Effective March 10, 2021 all Para Los Niños (PLN) employees who access any PLN site will be asked to submit weekly evidence of a negative COVID-19 test taken either with an outside provider or with PLN's COVID-19 partner, CoVerify, in order to access or work on-site. This requirement will apply to anyone who will be on a PLN site for any amount of time and on any given day. All tests will be valid for 7 days from the date of testing. Employee testing will continue until it is deemed not necessary by either the LA County Department of Public Health or the California Department of Public Health. Employees who are not working or accessing a PLN site will not need to be tested.

Employees may be required to adhere to further restrictions if they have been in contact with someone who has a confirmed or suspected case of COVID-19 on or off of a PLN site. Whenever external testing occurs in relation to contact tracing, employees must report the results to HR immediately unless you have been tested via the on-site testing program partner, CoVerify. Submitting results as soon as possible permits PLN to carry out additional cycles of contact identification and notification, quarantine, and testing if a close contact of the original case tests positive.

### Student Testing Requirements

All students attending PLN Charter Schools, and who will be on-site for in-school instruction or support will be required to submit for a COVID-19 test on a weekly basis and produce a negative result. All tests will be valid for 7 days from the date of testing.

Students may be required to adhere to further restrictions if they have been in contact with someone who has a confirmed or suspected case of COVID-19 on or off of a PLN site. Should the student parent/guardian choose an outside provider to test, results must be shared immediately with the school Principal or their COVID-19 Taskforce Designee. Submitting results as soon as possible permits PLN to carry out additional cycles of contact identification and notification, quarantine, and testing if a close contact of the original case tests positive.

### On-Site COVID-19 Testing

Para Los Niños has entered into a partnership with CoVerify to offer on-site testing at various PLN sites, including all three charter schools, free of charge to staff and students. CoVerify will be administering a PCR saliva test that detects trace amounts of the virus present with at least 95% certainty. Employees and students should expect to receive confidential results from CoVerify within 24-48 hours after taking the

test. All results are confidential and will be accessible only to the School Principal (for students), Human Resources and the COVID-19 Task Force for the purpose of conducting contact tracing related to any exposure.

Students and Employees who prefer not to be tested at a PLN testing site can arrange testing with their primary care provider or at a free public testing site, and should submit their results to the school Principal (students) or Human Resources (staff). In compliance with local regulations, all positive test results will be reported to the LA County Department of Public Health. Any positive test at PLN Charter Elementary School or PLN Gratts Primary Center will be reported to the appropriate office at LAUSD for the sole purpose of conducting contact tracing.

### 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. All persons arriving in or returning to the County of Los Angeles from other states or

countries, must self-quarantine for 10 days after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this does not apply to individuals who routinely cross state or country borders solely for the purpose of essential travel. Parent/guardians are expected to notify the school of any non-essential travel.

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 student, 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 or Deanne Brewer in Human Resources immediately. If you have any questions about any aspect of this policy, please contact Deanne 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.



## 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 students, staff, and visitors upon arrival, before and after, 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 and students 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 cloth face masks for all employees and students to use on school sites. 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.

***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 only 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:
    1. Fold the face mask in half so that the outside surfaces are touching
    2. 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.*

## 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 (DPH), 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 Public Health Officials.

## 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 school Office Manager 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 as an employee on Paycom. 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 appear 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 COVID-19 Task Force 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, Deannette 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 symptom 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.

### In the event of exposure on any school or childcare 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 LADPH and CalOSHA for recordability and reportability under recordkeeping rules.
- For confirmed cases at schools housed on LAUSD property, the PLN COVID-19 Taskforce will inform the appropriate office at LAUSD with the sole purpose of conducting contact tracing.

#### Incident Reporting/Contact Tracing for Possible Exposures:

The School COVID-19 Compliance Task Force will abide by the following incident reporting procedure:

- If school is notified of **1 confirmed case** (student/staff/visitor), the School COVID-19 Compliance Task Force should:
  - Requests the case(s) to follow Home Isolation Instructions for COVID-19  
[www.publichealth.lacounty.gov/acd/ncorona\\_2019/covidisolation/](http://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 and LAUSD (for schools located on LAUSD sites) by the School COVID-19 Compliance Officer within 1 business day of notification of a confirmed case;
  - Exposed students and employees are notified by the School COVID-19 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](mailto: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](mailto:ACDC-Education@ph.lacounty.gov) . For

technical assistance on how to complete the line list contact [ACDC-Education@ph.lacounty.gov](mailto: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 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;
- Accessible State and Local Health Department guidelines and checklists

<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

## 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**

# Contact Information

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

## Return to School Plan Contacts

Name	Role	Email
Gabriela Herrera	Director of Compliance and Risk	<a href="mailto:gherrera@paralosninos.org">gherrera@paralosninos.org</a>
Sarah Figueroa-Freeman	VP and Chief Operating Officer	<a href="mailto:sfigueroa@paralosninos.org">sfigueroa@paralosninos.org</a>
Deanette Brewer	VP, Human Resources	<a href="mailto:dbrewer@paralosninos.org">dbrewer@paralosninos.org</a>

## School COVID-19 Compliance Task Force Personnel

Name	Role	Email
Mirna Sweeney	Nurse	<a href="mailto:msweeney@paralosninos.org">msweeney@paralosninos.org</a>
Gabriela Herrera	Covid-19 Compliance Officer	<a href="mailto:gherrera@paralosninos.org">gherrera@paralosninos.org</a>
Sarah Figueroa-Freeman	Operations	<a href="mailto:sfigueroa@paralosninos.org">sfigueroa@paralosninos.org</a>
Deanette Brewer	Human Resources	<a href="mailto:dbrewer@paralosninos.org">dbrewer@paralosninos.org</a>
Mayra Flores	Human Resources	<a href="mailto:mflores@paralosninos.org">mflores@paralosninos.org</a>