



COVID-19 Employee 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 workplace, 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 workplace and community, and that requires full cooperation from our employees.

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.

Hourly employees should clock in at the beginning of the work day, prior to getting tested, as all hourly employees will be compensated for all testing time (including time waiting to take the test, etc.) at their regular rate of compensation.

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.

Testing Schedule*

Sites	Testing Address	Monday	Tuesday	Wednesday	Thursday
PLN Keck Early Education Center	1512 W. 3rd Street, Los Angeles, CA 90017			7:30 a.m. start time	
PLN Vine Early Education Center	1147 Vine Street, Los Angeles, CA 90038				10 a.m. start time
PLN Western Early Education Center	1014 N. Western Ave., Los Angeles, CA 90029		9:00 a.m. start time		
PLN Caruso Early Education Center	845 E. 6th Street, Los Angeles, CA 90021		7:30 a.m. start time		
PLN Hollywood Early Education Center	5000 Hollywood Blvd., Los Angeles, CA 90027		10:30 a.m. start time		
PLN Magnolia Early Education Center	2828 W. Magnolia Blvd., Los Angeles, CA 91505			9:45 a.m. start time	
PLN Cypress Early Education Center	1145 Cypress Ave., Los Angeles, CA 90065			7:30 a.m. start time	
PLN Charter Middle School	835 Stanford Ave., Los Angeles, CA 90021	8:30 a.m. - 9:30 a.m.			
PLN Charter Elementary School	1617 E. 7th Street, Los Angeles, CA 90021		11:00 a.m. - 1:00 p.m.		
PLN Gratts Primary Center	474 Hartford Avenue, Los Angeles, CA 90017			9:15 a.m. - 1:15 a.m.	

*times subject to change and will be communicated weekly via email

On-Site COVID-19 Testing

Para Los Niños has entered into a partnership with CoVerify to offer on-site testing at various PLN sites (see sites below), free of charge to staff. CoVerify will be administering a PCR saliva test that detects trace amounts of the virus present with at least 95% certainty. Please do not eat or drink anything (including water) at least 30 minutes prior to taking this test. Employees should expect to receive confidential results from CoVerify within 24-48 hours after taking the test. All results are confidential, will be maintained separately from employees' personnel files, and will be accessible only to HR and the COVID-19 Task Force. On rare occasions, it may be shared with leadership staff members in order to plan for continued program operation. In compliance with local regulations, all positive test results will be reported to the LA County Department of Public Health.

Employees who prefer not to be tested at a PLN testing site can arrange testing with their primary care provider or at a [public testing site](#), and should submit their results to Human Resources.

Para Los Niños Employee Testing Sites

Testing Site	Employees to be Tested at this Site
Charter Elementary School	<ul style="list-style-type: none">▪ CES▪ CEO Office▪ Mental Health▪ Development/External Relations▪ Office of Education/Sped
Charter Middle School	<ul style="list-style-type: none">▪ CMS▪ Family Service (Hill St.)▪ Operations
Hollywood Early Education Center	<ul style="list-style-type: none">▪ Hollywood Early Ed▪ Administration (Finance & HR)▪ Early Ed Leadership
Gratts Primary Center	<ul style="list-style-type: none">▪ GPC▪ Youth Workforce Services (Central & East)▪ Family Service (Loma Office)▪ Innovations 2▪ Best Start LA▪ Outcomes & Evaluations
Keck Early Education Center	<ul style="list-style-type: none">▪ Keck Early Ed
Vine Early Education Center	<ul style="list-style-type: none">▪ Vine Early Ed
Western Early Education Center	<ul style="list-style-type: none">▪ Western Early Ed
Caruso Early Education Center	<ul style="list-style-type: none">▪ Caruso Early Ed
Magnolia Early Education Center	<ul style="list-style-type: none">▪ Magnolia Early Ed
Cypress Early Education Center	<ul style="list-style-type: none">▪ Cypress Early Ed

Student Testing Expectations

All students attending PLN Charter Schools, and who will be on-site, will be required to be tested on a weekly basis and produce a negative result.

Accommodations

Please contact Mayra Flores at mflores@paralosninos.org or Deanette Brewer at dbrewer@paralosninos.org if you require accommodations for a disability or religious belief.